Catalog Corrections

Page 26 – Degree Programs and Certificates, University Transfer

The introduction for the Associate in Arts degree has been updated to:

ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is designed for transfer towards a variety of bachelor's degrees. This degree fulfills most general education requirements and the first two academic years for many (but not all) baccalaureate programs at four-year institutions. Students considering this degree are encouraged to meet with an academic advisor to determine the most appropriate or required course selections for their transfer goals.

Graduates earning this degree meet the requirement for coursework on improving human relations as defined in 110 ILCS 205/9.21 (formerly Ill. Rev. Stat. 1991 Ch. 144 sec. 189.21) or PA-87-581.

Students with previous academic, career, and life experiences are encouraged to have a transcript analysis completed and to investigate CLEP and ECC proficiency credit to fulfill prerequisite, course, and/or degree requirements. An academic advisor can help with this process.

Page 27 – Degree Programs and Certificates, University Transfer

The introduction for the Associate in Science degree has been updated to:

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science is designed for transfer towards specific science bachelor's degrees. The general education courses required for the Associate in Science degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the degree does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer. Students considering this degree are encouraged to meet with an academic advisor to determine the most appropriate or required course selections for their transfer goals.

Graduates earning this degree meet the requirement for coursework on improving human relations as defined in 110 ILCS 205/9.21 (formerly Ill. Rev. Stat. 1991 Ch. 144 sec. 189.21) or PA-87-581.

Students with previous academic, career, and life experiences are encouraged to have a transcript analysis completed and to investigate CLEP and ECC proficiency credit to fulfill prerequisite, course, and/or degree requirements. An academic advisor can help with this process.

The course requirements information in the catalog has been updated to what is shown below in red.

Associate in Science degree

1. General Education Requirement 40 sem. hrs.

A. Communications.....9 sem. hrs.

Three courses including a two course sequence in writing (6 semester credits) and one course (3 semester credits) in oral communication. A grade of C or better in English (ENG) 101 and 102 is required.

English – ENG 101 and 102

Speech – CMS 101

B. Mathematics.....9 sem. hrs.

Select from the courses listed below

Math – MTH 102, 104, 120, 125, 126, 190, 210, 230

MTH 113 (for elementary education majors only)

C. Physical and Life Sciences ..... 10 sem. hrs.

Select courses with at least one course selected from the life sciences and at least one course from the physical sciences, one of these must include a lab.

(Note: L=Lab)

2. Major Field & Elective Courses 30 sem. hrs.

Page 45 – Degree Programs and Certificates, Career and Technical Ed, Computer and Information Sciences

The information in the catalog has been updated to what is shown below in red.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FORENSICS

Computer & Information Sciences Electives

CIS	121	Computer Science I	4
CIS	127	Discrete Structures	3
ACC	200	Financial Accounting	4
CIS	231	Computer Troubleshooting	3
CIS	114	Digital Cameras and Computers	2
CIS	272	Digital Forensics Software Suites	4
CIS	273	Digital Forensic Software Tools	4
CIS	171	Introduction to Cyber Crimes	2

Page 55 – Degree Programs and Certificates, Career and Technical Ed, Entrepreneurship

The information in the catalog has been updated to what is shown below in red.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN ENTREPRENEURSHIP

Second Semester

MMT	101	Principles of Management	3
MKT	105	Sales	3
ACC	200	Financial Accounting	4
BUS	101	Business Communications **or** ENG 101 English Composition I	3
BUS	112	Legal Environment of Business	3

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN ADVANCED ENTREPRENEURSHIP

Second Semester

MKT	105	Sales	3
MMT	101	Principles of Management	3
ACC	200	Financial Accounting	4
BUS	101	Business Communications **or** ENG 101 English Composition I	3
BUS	112	Legal Environment of Business	3

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN INTERMEDIATE ENTREPRENEURSHIP

Second Semester

MKT	105	Sales	3
BUS	100	Introduction to Business	3
MMT	101	Principles of Management	3
ACC	200	Financial Accounting	4
BUS	120	Business Mathematics	3

Page 62 – Degree Programs and Certificates, Career and Technical Ed, Human Services—Early Childhood Education

The information in the catalog has been updated to what is shown below in red.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES EARLY CHILDHOOD EDUCATION OPTION

Third Semester

ECE	124	Curriculum Planning/Young Child	3
ECE	150	Child Guidance Practices I	3
ECE	201	Field Experience I & Seminar	3
ECE	224	Exceptional Individual	3
Social/Behavioral Science Elective			3
Required Liberal Education Course			3

Page 67 – Degree Programs and Certificates, Career and Technical Ed, Industrial Manufacturing Technology

The highlighted instances of course prefix IIMT should be shown as IMT (e.g., IMT 103).

Page 86 – Degree Programs and Certificates, Career and Technical Ed, Paralegal

The information in the catalog has been updated to what is shown below in red.

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN PARALEGAL

Second Semester

PAR	206	Legal Writing	3
PAR	235	Internship	2
PAR	239	Paralegal Capstone	1
Paralegal Electives			6

Page 111 – Course Descriptions, Communication Design

The courses highlighted in red in the semester offerings schedule have been changed.

Course	Fall	Spr	Sum	Varies
CDN-101	X	X		
CDN-103	X	X		
CDN-104	X	X		
CDN-105	X	X		
CDN-106		X	X	
CDN-107	X	X	X	
CDN-115		X		
CDN-203	X			
CDN-204	X	X		
CDN-207	X	X		
CDN-214		X		
CDN-217		X		
CDN-219		X		
CDN-221	X			
CDN-223		X		
CDN-230	X	X		
CDN-232		X		
CDN-233	X			
CDN-234	X			
CDN-235				X
CDN-236		X		
CDN-239				X

CDN 239 Video Production Capstone will not be offered during the summer session. CDN 115 and CDN 214 will not be offered fall 2016.

Page 176 – Course Descriptions, Mathematics

The prerequisite for the following courses have been updated to:

MTH 102 General Education Statistics (3).....**(3, 0)**

Prerequisite: Algebra: (1) Grade of C or better in MTH 095, MTH 098, or 099; or (2) an ACT Math score of 23 or above or an appropriate placement score; or (3) placement into MTH 098 and a minimum high school un-weighted GPA of 3.5/4.0 with a grade of C or better in two semesters of second year high school algebra. Reading: (1) Grade of C or better in RDG 091 or LTC 099; or (2) an ACT Reading score of 18 or above or an appropriate placement score.

MTH 104 Liberal Arts Mathematics (3).....**(3, 0)**

Prerequisite: Algebra: (1) Grade of C or better in MTH 095, MTH 098, or 099; or (2) an ACT Math score of 23 or above or an appropriate placement score; or (3) placement into MTH 098 and a minimum high school un-weighted GPA of 3.5/4.0 with a grade of C or better in two semesters of second year high school algebra. Reading: (1) Grade of C or better in RDG 091; or (2) an ACT Reading score of 18 or above or an appropriate placement score.

Page 187 – Course Descriptions, Nursing

The courses in the semester offerings schedule highlighted in red have been changed. NUR 142, 144, 152, 242, and 252 have been added.

Course	Fall	Spr	Sum	Varies
NUR-105	X	X	X	
NUR-120	X			
NUR-122	X			
NUR-124	X			
NUR-212	X	X		
NUR-214	X	X		
NUR-220	X	X		
NUR-222	X	X		
NUR-224	X	X		
NUR-142	X	X		
NUR-144	X	X		
NUR-152	X	X		
NUR-242	X	X		
NUR-252	X	X		

Note: The following courses will be no longer be offered in the Nursing Program:

NUR 120- This course will last be offered in Fall 2016
NUR 122- This course will last be offered in Fall 2016
NUR 124- This course will last be offered in Fall 2016
NUR 212- This course will last be offered in Spring 2017
NUR 214- This course will last be offered in Spring 2017
NUR 220- This course will last be offered in Fall 2017
NUR 222- This course will last be offered in Fall 2017
NUR 224- This course will last be offered in Fall 2017

Page 187 – Course Descriptions, Nursing

The following courses have been added:

NUR 142 Concepts of Nursing Practice I (8.5).....**(6.5, 6)**

Prerequisite: Admission to the Nursing Program. Concurrent enrollment in HPE 101 and NUR 144. Grade of C or better in BIO 246 or concurrent enrollment in BIO 246. Recommended: Grade of C or better in HPE 112.

This course introduces the student to professional concepts, roles of the nurse, and fundamental concepts of nursing practice. The focus is placed on wellness and health promotion across the lifespan. Critical thinking is introduced in the context of the nursing process as the basis for clinical reasoning in nursing. Development of knowledge, skills, and attitudes occurs in the nursing laboratory and community settings within the healthcare environment. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: Students enrolled in this program are required to have the following: 1) Criminal background check, 2) drug test, 3) physical exam, 4) lab tests to prove immunity to common illnesses, 5) TB test, 6) health insurance, 7) uniform, 8) Social Security card and 9) Basic Life Support (BLS) Healthcare Provider CPR certification. The cost associated with these requirements is approximately $450, plus cost for health insurance. Students must attend the first day of class. For more information, please refer to the college catalog or elgin.edu/nursing.

NUR 144 Concepts of Pharmacology (1.5).....**(1, 1)**

Prerequisite: Admission to the Nursing Program. Concurrent enrollment in HPE 101 and NUR 142. Grade of C or better in BIO 246 or concurrent enrollment in BIO 246. Recommended: Grade of C or better in HPE 112.

This course introduces the student to fundamental concepts of pharmacology as they apply to nursing practice. A foundational knowledge base of nursing pharmacology is acquired in the areas of legal aspects, cultural factors, complementary and alternative medicine principles, pharmacokinetics and pharmacodynamics, person education, drug administration, evaluation of drug therapy, and documentation. Application to persons across the lifespan is emphasized. Development of knowledge, skills, and attitudes occurs in nursing laboratory settings. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: Students enrolled in this program are required to have the following: 1) Criminal background check, 2) drug test, 3) physical exam, 4) lab tests to prove immunity to common illnesses, 5) TB test, 6) health insurance, 7) uniform, 8) Social Security card and 9) Basic Life Support (BLS) Healthcare Provider CPR certification. The cost associated with these requirements is approximately $450, plus cost for health insurance. Students must attend the first day of class. For more information, please refer to the college catalog or elgin.edu/nursing.

NUR 152 Concepts of Nursing Practice II (9.5).....**(7, 8)**

Prerequisite: Grade of C or better in NUR 142, NUR 144, BIO 246, and BIO 265.

This course continues to develop the role of the professional nurse and concepts of nursing practice with application to the care of acutely ill persons with medical and surgical needs across the lifespan. Critical thinking skills and strategies are further developed as the basis for clinical reasoning in nursing as they apply to the concepts. Development of knowledge, skills, and attitudes occurs in the nursing laboratory and a variety of clinical settings within the healthcare environment. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 242 Concepts of Nursing Practice III (9.5).....**(7, 8)**
Prerequisite: Grade of C or better in NUR 142, NUR 144, and NUR 152.
This course further develops the roles of the professional nurse and concepts of nursing practice with application to persons with complicated medical, surgical, and rehabilitation needs across the lifespan. Clinical reasoning skills are emphasized as they apply to concepts with movement toward clinical judgment. Development of knowledge, skills, and attitudes occurs in the nursing laboratory and a variety of clinical settings within the healthcare environment. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 252 Concepts of Nursing Practice IV (9)..... **.(5, 12)**
Prerequisite: Grade of C or better in NUR 242.
This course builds on all previous nursing courses to further refine the roles of the professional nurse and concepts of nursing practice with application to persons with complex and chronic conditions, the reproducing family, and mental health illnesses across the lifespan. This course allows the student the opportunity to demonstrate further growth towards the professional behaviors of caring, role competence, and clinical judgment. Development of knowledge, skills, and attitudes occurs in the nursing laboratory and a variety of clinical settings within the healthcare environment. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

Page 192 – Course Descriptions, Office Administration Technology

The duplicate information for PAR 235, 237, and 239 has been deleted from the semesters offered schedule.

2016–2017 Catalog

ELGIN COMMUNITY COLLEGE

ECC is a two-year, Class I community college serving the residents of Community College District 509 in Kane, DuPage, Cook, DeKalb, and McHenry counties.

Administrative offices of the college are located at the campus in southwest Elgin, 1700 Spartan Drive, Elgin IL 60123-7193; phone 847-697-1000.

For college admissions, phone 847-214-7385; 847-214-7392 (TDD); by email at admissions@elgin.edu; or visit the website at elgin.edu.

Accreditation & Recognition

Accredited — The Higher Learning Commission
hlcommission.org
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: 800-621-7440 / 312-263-0456
Fax: 312-263-7462

Illinois Board of Higher Education
Illinois Community College Board

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Notice of Disclaimer

This catalog is provided for informational purposes only. The college reserves the right to change, modify, or alter all fees, tuition, expenses, and costs of any kind, and further reserves the right to add or delete, without notice, any course or program offering, service, or information in this catalog. It is the responsibility of any student or employee to become familiar with any changes in the catalog.

President's Message

Welcome to Elgin Community College.

I am thrilled that you have chosen ECC as your institution of higher learning. We have many options for you. Whether you are here to earn a degree or certificate or to advance your current skillset to compete in the workforce, ECC is the right choice for your bright future.

As a student, you will experience firsthand, how we work together as a team to achieve our mission of improving people's lives through learning. At ECC, our students, faculty, alumni, local employers, and District 509 residents all contribute to the success of this college and community as a whole.

We know we are making a difference because our students are doing better than ever in the classroom, our award-winning instructors continue to develop new academic offerings in emerging fields, and our graduates become local businesses owners and greatly contribute to the community.

Your decision to attend ECC comes at an exciting time. We continue to integrate our classrooms with the most innovative technology; our partnerships with four-year institutions continue to grow, giving our transfer students many options; our adult education services are expanding and changing lives; and our robust First-Year Experience Program ensures that you are equipped with the tools you need to successfully complete your goals.

I always tell students they must complete to compete; and we are here to help you get to the finish line.

When you have a break from class, be sure to stop by to say hello. I maintain an open-door policy and look forward to hearing about how your journey is going.

Best wishes for an excellent year!

David Sam, PhD, JD, LLM
President

About ECC

Mission, Vision, Values, and Goals

Mission Statement

To improve people's lives through learning.

Vision Statement

We pursue our mission by focusing all our efforts on making Elgin Community College one of the best centers of learning in the United States. In recognition of our role as a comprehensive community college, we will strive to create high-quality learning opportunities that respond to the needs of the residents of our district.

Shared Values

Excellence — All college functions and services must strive for the highest level of excellence to successfully achieve our mission. Learning activities must be of the highest quality to help students achieve their goals.

Freedom of Inquiry — We believe a learning community is most engaging and viable when a spirit of free inquiry exists, allowing everyone the freedoms to explore new and diverse ideas and to express their interests and attitudes.

Equity — We believe that everyone must have an equal opportunity to grow through learning and pledge to provide all who take part in our learning activities with the opportunities and support needed for success.

Ethical Practices — As we strive to develop our learning community, we will maintain at all times the highest level of honesty, communication, cooperation, and credibility in all relationships.

Accountability — As a public institution, we believe we must assume responsibility for all our decisions and actions, and we must also be open and honest in all our affairs and always ensure that we are making the best use of our resources.

Respect for Diversity — All constituencies are important to achieving our vision. Therefore, we must respect the unique and diverse perspectives each person offers and embrace those differences as the means for developing the strongest learning community possible. We promote individual growth and a positive sense of self-worth for all members of the college community.

Community Engagement — As an active and involved part of our community, we must play an integral role in developing, advancing, and serving the local community.

Institutional Goals

Goal 1

Foster a learning-centered environment.

Goal 2

Promote student goal completion.

Goal 3

Promote a climate of collaboration, equity, and inclusion among all college constituencies.

Goal 4

Promote greater transparency, efficiency, and accountability in college processes and systems.

Goal 5

Strengthen educational and workforce partnerships to create a more responsive and sustainable community.

Goal 6

Enhance Elgin Community College as an employer of choice.

Academic Calendar 2016–2017

Summer Session 2016

Beginning Fri., June 3 and ending Sun., Aug. 7, all general use facilities will be closed Fridays through Sundays. The University & Business Center, Early Childhood Lab School, Events Center, and Visual & Performing Arts Center will be open as scheduled.

Sat., May 28 – Mon., May 30	All Facilities Closed: Memorial Day Weekend
Mon., June 6	Summer Session I Begins†
Mon., June 13	Summer Session II Begins†
Mon., July 4	All Facilities Closed: Independence Day
Tues., July 5	Summer Session III Begins†
Thurs., Aug. 11	End of Summer Session Classes*

Note: Summer session grades due by 4:00 p.m. the Monday following the last day of class.

Fall Semester 2016

Tues., Aug. 16 – Wed., Aug. 17	New Full-Time Faculty Orientation
Thurs., Aug. 18	College Convocation
Fri., Aug. 19	New Student Convocation
Mon., Aug. 22	Fall Semester Begins
Sat., Sept. 3 – Mon., Sept. 5	All Facilities Closed: Labor Day (No Classes Labor Day Weekend)
Mon., Sept. 19	12-Week Fall Session Begins
Tues., Oct. 4	College Night: Classes End at 5:00 p.m. Classes Will Be Held at Other Facilities
Mon., Oct. 10	Columbus Day: Main Campus is Open
Mon., Oct. 17	2nd 8-Week Fall Session Begins
5:00 p.m. Wed., Nov. 23 – Sun., Nov. 27	All Facilities Closed: Thanksgiving Recess
Thurs., Dec. 15	Fall Semester Classes End*
Fri., Dec. 16	Grading Day/Semester Ends
Sat., Dec. 17	Graduation
Mon., Dec. 19	Grades Due by 8:00 a.m.
5:00 p.m. Wed., Dec. 21 – Mon. Jan.2	All Facilities Closed: Winter Recess

Spring Semester 2017

Tues., Jan. 3	Offices Reopen
Tues., Jan. 10 – Wed., Jan. 11	New Full-Time Faculty Orientation
Thurs., Jan. 12	College Convocation
Fri., Jan. 13	New Student Convocation
Mon., Jan. 16	All Facilities Closed: Martin Luther King, Jr. Day
Tues., Jan. 17	Spring Semester Begins
Mon., Feb. 13	12-Week Spring Session Begins
Mon., Feb. 20	All Facilities Closed: Presidents' Day
Mon., Mar. 13	2nd 8-Week Spring Session Begins
Mon., Mar. 27 – Sun. Apr. 2	All Facilities Closed: Spring Recess
Wed., May 17	Spring Semester Classes End*
Thurs., May 18	Grading Day/Semester Ends
Fri., May 19	High School Equivalency Graduation Ceremony
Sat., May 20	Graduation
Mon., May 22	Grades Due by 8:00 a.m.

Students who plan to withdraw from a class without academic penalty should consult the college catalog.

*Final examinations or other appropriate final evaluation activities will be held within regularly scheduled class hours.

†The number of weeks classes are offered may vary.

Please check the College website at elgin.edu for information regarding registration, financial aid, and payment.

8/14/15

Locations

Spartan Drive Campus

1700 Spartan Drive
Elgin, IL 60123-7193

ECC's primary location is on the west side of Elgin, easily accessible via McLean Boulevard and Randall Road, south of U.S. 20 and I-90. The safe and scenic campus is set on 209.5 acres of gently rolling lawns accented by Lake Spartan. Learning in modern facilities is augmented by advanced equipment, campus-wide wireless access, and technology-enhanced instruction across all disciplines.

Elgin Community College District 509 encompasses 360 square miles and is home to approximately 480,000 residents in more than 20 urban and rural communities, all within 15 miles of campus.

Elgin Community College Center for Emergency Services

815 East Plank Road
Burlington, IL 60109

The Elgin Community College Center for Emergency Services is located on 120 acres in Burlington, Illinois. When open and operational, the training facility will offer essential resources to students and community members, most notably education for current and future first responders. Courses will be added in phases, starting in 2016.

Education and Work Center

Hanover Square Plaza
6704 Barrington Road
Hanover Park, IL 60133

The Education and Work Center provides free education and job assistance, including classes in classes in English as a second language (ESL), adult basic education (reading, math, and writing), high school equivalency courses (previously known as GED®) in English and Spanish, and an Illinois workNet® Center. The center was created through an innovative partnership between ECC, Harper College, the village of Hanover Park, the Chicago-Cook Workforce Partnership, and the state of Illinois. For more information, call 630-634-7400.

Streamwood Village Hall

301 East Irving Park Road
Streamwood, IL 60107

The Streamwood Village Hall includes computer and general purpose classrooms, improving access to college for those who live in the eastern portions of ECC's district.

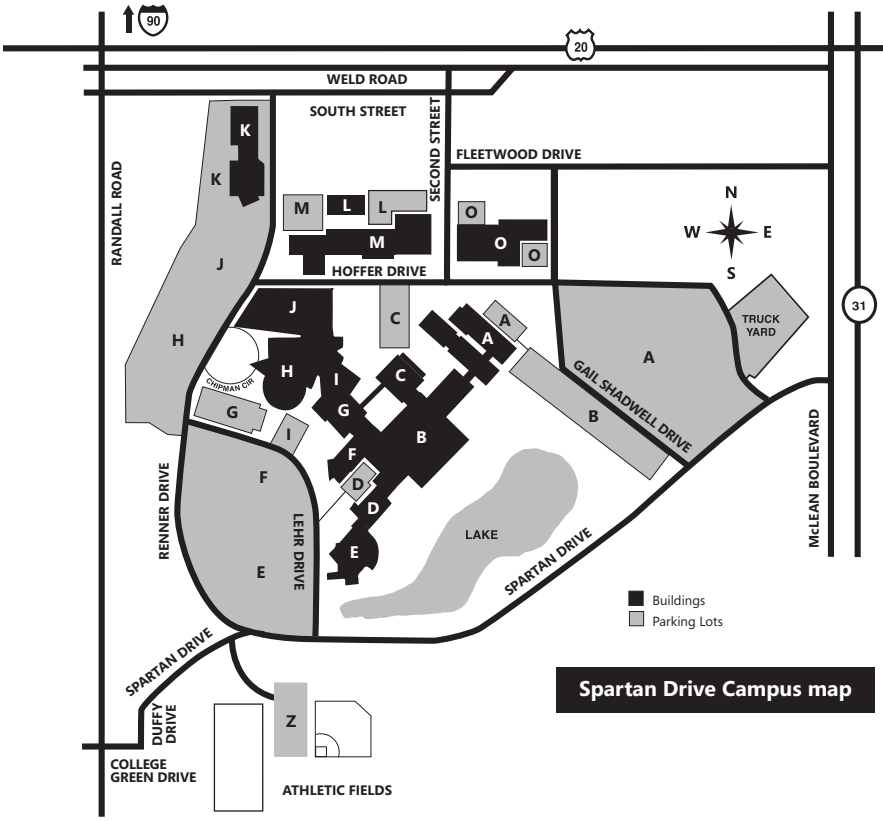
elgin.edu/maps

ECC campus, Streamwood Center, and Education & Work Center

Get information on:

- ECC campus map
- ECC interactive campus map
- Driving Directions
- Train Schedule
- Bus Schedule

All ECC facilities are accessible to people of all abilities via ramps and Braille signage, as well as motorized doors and elevators.



Spartan Drive Campus map

BUILDINGS AND DESTINATIONS

Bldg. A (Main Entrance)
Bldg. B
Bldg. C (Library)
Bldg. D
Bldg. E (University and Business Center)
Bldg. F
Bldg. G (Spartan Auditorium)
Bldg. H (Arts Center)
Bldg. I (Spartan Terrace Restaurant)
Bldg. J (Events Center)
Bldg. K
Bldg. L
Bldg. M
Bldg. O

NOTE: This map is subject to change; visit elgin.edu/maps for updated information.

Community College District 509 Board of Trustees

The board is a deliberative, legislative body elected to govern the college in the best interest of the district and in accordance with Illinois law and the Constitution. Board members determine the policies which guide the institution, monitor its fiscal affairs, and oversee the administration of the college by the president and staff. The final resolution of any issue is decided by a vote of the majority.

Seven members of the board are elected at large from the district to six-year terms on a rotating basis. The student member is elected annually in April by fellow students.

The public is welcome to attend regular meetings and communicate with trustees. Go to elgin.edu/boardoftrustees to see meeting dates and learn more.

Donna Redmer, EdD
Chair
Dundee
First elected 2009
Current term expires April 2021

Angela J. Causey
South Elgin
First elected 2013
Current term expires April 2019

John Duffy, MSEd
Secretary
Elgin
First elected 1975
Current term expires April 2017

Jeffrey A. Meyer, JD
Elgin
First elected 2015
Current term expires April 2021

Eleanor "Ellie" MacKinney, CAS
Vice Chair
Hampshire
First elected 1999
Current term expires April 2017

Clare M. Ollayos, DC
Elgin
First elected 1995
Current term expires April 2019

Art Sauceda, CPA
Bartlett
First elected 2013
Current term expires April 2017

Jorge Galvan
Student Member
Elected by student body
One-year term expires annually in April

College Policies and Procedures

Policies and Procedures

College procedures lay the groundwork for strategic links between the college mission and our day-to-day operation. They help employees and students understand their roles and responsibilities within predefined limits; set forth a clear and easily understood plan of action; and support overall well-being by eliminating misunderstandings and establishing boundaries. Whenever in doubt, be sure to view elgin.edu/procedures to see all college procedures; visit the Office of the Dean of Student Services and Development; or the Office of Student Life. We have provided links to commonly referenced policies and procedures in this section.

Equal Opportunity and Affirmative Action Statement

Administrative Procedure 3.402

Elgin Community College ("the College") does not discriminate, or tolerate discrimination, against any member of its community on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state, or local law in matters of admissions, employment, or in any aspect of the educational programs or activities it offers. Elgin Community College, as reflected in its vision and mission statements, strategic goals, and shared values, is committed to enhancing and promoting the diversity of the College community. The College further recognizes that a complete education includes all segments of society. As a result, the College provides equal opportunity and supports affirmative action efforts to promote and achieve this goal. The President of the College has the ultimate responsibility for compliance with federal, state, and local laws that prohibit discrimination. The College's policies and procedures regarding the investigation and resolution of alleged or suspected violations of the College's policy against discrimination, harassment, and retaliation (as set forth in Administrative Procedure 3.403) are available from the College's EEO/AA Officer.

The College recognizes the important distinction between equal opportunity and affirmative action. Equal opportunity requires that all academic and personnel decisions will be governed by the concept of merit and based on an individual's ability to successfully engage in academic work or perform the essential functions of a position. As an employer committed to affirmative action, however, the College is also committed to increasing the diversity of its workforce and student body, believing that increased diversity is essential to the enhancement of student educational experiences and the improvement of society. As such, the College makes additional efforts to recruit, enroll or hire, retain, and graduate or promote qualified members of groups historically excluded on the basis of discriminatory factors unrelated to merit. The premise of affirmative action is that positive steps must be taken to overcome the effects of discrimination, consistent with the College's obligation to treat all employees and students with fairness and dignity. In this belief, the College maintains an affirmative action program, consistent with applicable law, to promote and enhance diversity and equal opportunity and throughout its educational programs, activities, and operations.

The goals of affirmative action are to ensure equity of educational and economic opportunity, to increase the diversity of the College community, and to encourage the exchange of values and ideas across cultures and peoples. A commitment to affirmative action is in keeping with the College's mission and values. The College views its commitment to affirmative action as essential to enhancing the educational experiences and outcomes of its students, who are being prepared to live, work, and serve in an increasingly diverse society.

In adopting this Equal Opportunity and Affirmative Action Statement, the College shall not be construed as admitting that women, minorities, persons with disabilities, or other members of legally protected groups have been, or are presently being, discriminated against in any way in violation of applicable law.

Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure

Administrative Procedure 3.403

Title IX and Campus SaVE Act Rights:

Title IX and Campus SaVE Act are federal laws designed to protect college students, while on campus grounds, from domestic violence, dating violence, sexual assault, stalking, and sex discrimination (gender-based violence between any of the following groups: men, women, transgender people, and gender non-conforming persons).

Examples of Sexual Harassment (including, but not limited to):

- Unwelcomed sexual advances
- Repeated date requests
- Sexual gestures
- Explicit sexual cartoons or images
- Discussions about sexual activity/orientation
- Domestic violence
- Dating violence
- Sexual misconduct
- Sexual assault/sexual violence
- Stalking

What is Sexual Assault/Sexual Violence?

Sexual assault/sexual violence is defined as a particular type of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or for any other reason. This includes, but is not necessarily limited to inappropriate touching, sexual intercourse of any kind without consent, rape, and attempted rape.

What is Stalking?

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. All court ordered "Stalking/ No Contact Orders" should be placed on file with Campus Safety.

How to File a Complaint:

By filing a Title IX complaint, you have the right to ask for an internal investigation and reasonable academic accommodations. Any inquiries or complaints regarding **Title IX, the Campus SaVE Act, or the College's Anti-Discrimination and Anti-Harassment Policy should be directed to:**

Marilyn Prentice/Title IX Coordinator:
847-214-7992; mprentice@elgin.edu

DeSean Coleman, Sr. Ed.D
Program Manager/Asst. Dir. TRiO-Upward Bound: 847-214-6942; dcoleman@elgin.edu

Campus Safety: 847-214-7777

For Additional Services:

The College has onsite wellness professionals who respect confidentiality and are not required to report your assault unlike most faculty and staff under Title IX policy. The wellness professionals will provide free and confidential counseling services and referrals to help you determine what is best to do for your self-care and healing. The College's wellness professionals may be contacted at:

Angela Ogburn/Wellness Professional:
847-214-7418; aogburn@elgin.edu

Vincent Cascio/Wellness Professional:
847-214-6963; vcascio@elgin.edu

Catalog Guidelines

The ECC college catalog is published as a resource for enrolled students. It serves as a guide for current students to understand program requirements for ECC certificates or degrees. Prospective students and/or organizations may access this information via elgin.edu/catalog.

Choice of Catalog

Choosing the year enrolled or any subsequent-year catalog.

Although academic requirements may change with each edition of the college catalog, students are responsible for the requirements outlined in the catalog in effect at the time of their initial ECC enrollment. Catalogs are valid for 10 years from the date they are published. Students may choose to fulfill the requirements outlined in subsequent editions, but they may not combine requirements from different catalogs. In the case of curriculum changes, instructional deans may make adjustments to a student's educational plan to meet program requirements. Every effort will be made to coordinate earlier coursework in a way most beneficial to the student to fulfill current requirements. Course substitution forms must be signed by the appropriate instructional dean and submitted to the Records Office. Substitution forms are available at the Advising Center. Students are subject to all policies/regulations in effect during the current academic year. These can be found at elgin.edu/procedures.

Rights and Privacy Act

For policies and procedures regarding student academic records, please refer to the Student Academic Records Administrative Procedure 4.103 at elgin.edu/privacypolicy.

Evaluation of Credits Earned at Other Institutions

Students who have attended other institutions and who intend to earn a degree or certificate from ECC must have an official transcript from each institution on file in the ECC Records Office. The student must also complete a written request for a formal evaluation of these transcripts after declaring a major and creating an educational plan with the assistance of an ECC advisor. Request a transcript evaluation by completing the request for evaluation of prior educational experience form online at elgin.edu/evaluation. During graduation evaluation, the cumulative grade point average for students earning the AA, AS, AFA, ALS, and AES degrees is determined by using all grades received from all courses numbered 100 and above taken at ECC and all grades A-D accepted from other colleges/universities. For students earning the AAS degree and/or any of the occupational certificates, only the grades received in the courses which apply to the AAS degree/certificate are counted for purposes of determining cumulative grade point average at the time of graduation.

Academic Residency

Academic Residency Requirements

Administrative Procedure 1.301

Related Administrative Procedures:

Credit for Learning Experiences other than Formal Instruction – Administrative Procedure 1.101

Academic Residency Requirement for University Transfer Degrees:

A minimum of 15 semester hours in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP, and proficiency credits.

Academic Residency Requirement for Associate of Applied Science Degrees:

A minimum of 15 semester hours of coursework that are degree requirements, six of which must also be discipline specific, in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP, and proficiency credits.

Academic Residency Requirement for Certificates:

- One fourth of the curriculum requirements but no less than eight semester hours of credit must have been achieved at ECC. AP, CLEP, and proficiency credits earned at other institutions do not count toward academic residency.
- Articulated credit earned through the Tech Prep articulated credit program can be included in the calculation of the academic residency requirement. Tech Prep students who earn articulated credit can only earn ECC certificates after matriculating to ECC.
- If the certificate requires less than eight semester hours, all courses must be completed at ECC or through ECC's Tech Prep articulated credit program.

Credit for Learning Experiences Other than Formal Instruction

Students who have completed Advanced Placement (AP), The College Level Examination Program (CLEP), or who wish to seek proficiency credit should consult administrative procedure 1.101 Credit for Learning Experiences Other than Formal Instruction at elgin.edu/procedures for additional information.

Student Grades

Illlinois Community College Act

Administrative Procedure 1.103

The course instructor is exclusively responsible for grading his/her student's classroom work.

The College Registrar is responsible for recording the proper grade(s) and appropriate grade points on each student's permanent record and will notify each student of the grades assigned.

Midterm and final grades are required for all students. Appropriate midterm grades include A, B, C, D or F. Students who have never attended or who are not actively pursuing the course according to the attendance policy stated on your course syllabus should be assigned a midterm grade of W by 10th day of the semester but no later than midterm. A midterm grade of CR is only appropriate for students eligible for a final grade of CR (e.g. pass/no credit) or those participating in approved experiential learning programs (e.g. internships, study abroad, clinicals).

Incomplete Grades

All courses for which an incomplete grade (I) has been assigned must be completed by the due date assigned by the faculty member teaching the course. The college recommends completion within 120 calendar days after the last day of the semester. A failing grade (F) will be recorded for courses not completed by the due date assigned. Under extreme circumstances, a student may obtain an extension if the instructor involved files a grade change form with the revised due date to the Records Office.

Grade Changes

All grade changes must be completed within one calendar year of the course end date. (Related Administrative Procedure: 4.403 Appeal of Final Grade)

Grade Reports

Midterm grade reports are mailed to students receiving a D, F, NC or, for students who have been withdrawn, a W grade at midterm. Students earning a D or F at midterm should meet with their instructor, counselor or tutor in the Learning Centers to take corrective measures. Midterm grades are assigned for all students and are available on the portal.

Final grade reports are available electronically through the portal elgin.edu/portal at the end of every semester or session. Final grades are recorded on the student's permanent record in the Registration and Records Office.

Academic Honors

Academic Honors are based on undergraduate level courses (100 level or above).

A student will be listed on the President's List at the college when he/she earned a semester grade point average of 4.0 with a minimum of 6 semester hours.

A student will be listed on the Dean's List at the college when he/she has earned a semester grade point average of 3.5-3.99 with a minimum of 6 semester hours.

A student will be listed on the Academic Honors List at the college when he/she has earned a semester grade point average of 3.0-3.49 with a minimum of 6 semester hours.

Graduation Honors

Graduates who achieve a cumulative grade point average of 3.5 to 4.0 for their degree or certificate receive their diplomas with high honors while those achieving a cumulative grade point average of 3.0 to 3.49 receive their diplomas with honors.

During graduation evaluation, the cumulative grade point average for students earning the AA, AS, AFA, ALS and AES degrees is determined by using all grades received from all courses numbered 100 and above taken at ECC and all grades A-D accepted from other colleges/universities. For students earning the AAS degree and/or any of the occupational certificates, only the grades received in the courses which apply to the AAS degree/certificate are counted for purposes of determining cumulative grade point average at the time of graduation.

Evaluation of Credits Earned

(See page 8)

Calculation of Grade Point Average

A student's GPA is determined by:

1. Multiplying the number of points equivalent to the letter grade received by the number of semester hours for that course.
2. Adding the grade points received in all courses during the semester.
3. Dividing the total number of grade points by the total number of semester hours attempted.

EXAMPLE

Course	Grade	Grade Value		Semester Hours		Total Grade Points
ENG 101	B	3	x	3	=	9
PSY 100	A	4	x	3	=	12
MTH 112	C	2	x	4	=	8
BIO 110	D	1	x	4	=	4
PHC 170	A	4	x	1	=	4
				15		37
				sem. hrs.		grade points

Divide the 37 grade points by 15 semester hours for a semester grade point average of 2.466.

Students may see other types of grade point averages such as, Standards of Academic Progress (SOAP), Satisfactory Academic Progress (SAP), athletic eligibility and program GPA. Please contact records@elgin.edu for more information.

GRADE POINT SYSTEM FOR ELGIN COMMUNITY COLLEGE

Letter Grade	Performance	Grade Points Per Semester
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
E	Failure (end Spring 2005)	0.0
F	Failure (start Summer 2005)	0.0
WF	Withdrawal-Failure (end Fall 2004)	0.0

Other Grades & Symbols not used in GPA Calculation	
AU	Audit
AW	Administrative Withdrawal (start Spring 2005)
CIP	Course in Progress
CR	Satisfactory for Proficiency, CLEP, Advanced Placement, & courses taken Pass/No Credit
I	Incomplete
NC	No Credit for courses taken Pass/ No Credit
NR	Not Reported
R	Course Repeated
S	Satisfactory
U	Unsatisfactory
W	Withdrawal
Z	Drop Grace Period (start Summer 2014)

COLLEGE POLICIES & REGULATIONS

Elgin Community College is committed to providing an environment in which you will learn new skills and reach your educational goals. The administrative procedures listed below outline student rights and responsibilities as well as provide links to our website for further information.

ADMINISTRATIVE PROCEDURES– elgin.edu/procedures

Absence Notification from Dean of Students 4.104

Academic Integrity 4.407

Academic Renewal (Fresh Start) 4.105

Academic Residency 1.301

Appeal of Final Grade 4.403

Athletic Eligibility Procedure

College Admission 4.101

Communicable Diseases Procedure-Students 4.601

Complaint Procedure 4.401

Copyright 3.301

Course Auditing 1.201

Course Retake 1.203

Criminal Background Checks and Drug Testing of Healthcare Program Students 3.406

Death of a Student 4.406

Drug-Free Campus 3.401

Drug Testing of Truck Driving Program Students 3.405

Emergency Procedures

Equal Access/Equal Opportunity Statement

Extended Absence Notification for Students 4.104

Extra and Co-curricular Mandatory Attendance 4.405

Firearms, Weapons and Concealed Carry 3.902

Individuals with Disabilities Procedure (ADA) 3.501

Minimum Competencies 1.104

Parking

Placement Test Appeals 4.404

Plagiarism (See Academic Integrity Procedure 4.407)

Public Safety Procedure

Refunds for Credit and Noncredit Courses 2.102 & 2.103

Schedule Changes and Course Withdrawals 1.202

Service Animals for Persons with Disabilities 3.904

Sexual Harassment 3.403

Smoking and Tobacco Use on Campus 3.801

Standards of Academic Progress 1.102

Student Academic Records (FERPA) 4.103

Student Appeal 4.408

Student Code of Conduct 4.402

Student Credit for Learning Experiences other than Formal Instruction 1.101

Student Grades 1.103

Student Residency 4.102

Student Substance Abuse Procedure

Student Waitlist Registration Procedure 4.502

Unattended Children on Campus 3.802

Vocational Skills Guarantee

Withdrawal Policy for Students Called to Active Duty 4.501

ENROLLMENT PROCEDURES

ECC operates under the Open Door Admission Policy of the Illinois Community College Act. Once admitted to the college, students may enroll in any course as long as individual course prerequisites, placement procedures and/or developmental admission requirements are met and space for effective instruction is available. Neither a high school diploma nor ACT scores is required for admission to the college. The college reserves the right to cancel courses which do not meet minimum enrollment standards or due to unforeseen circumstances.

Below are links to offices that will assist you in the enrollment process. A list of common topics or services each provides.

Academic & Transfer Advising Services elgin.edu/advising

- Academic Advising/Transfer Assistance
- Educational Success & Career Advising
- Wellness Services
  - Student Assistance Program
  - Local Resources/Community Services
  - Self-Help Resources

Admissions elgin.edu/admissions

- College Admission (including programs with special requirements)–elgin.edu/apply

Heath Profession Admissions elgin.edu/healthprofessions

Honors Program elgin.edu/honors

- ECC Honors Courses/Honors Program

Testing Services–elgin.edu/testing

- Placement Tests
- Placement Testing Workshops
- Types of Testing
- Helpful Testing Links
- Placement Test Appeals 4.404
- Minimum Competencies 1.104–elgin.edu/mincomps
- Advanced Placement, Testing, CLEP

Registration – elgin.edu/registrationprocedures

- Academic Load
- Attendance Procedures
  - Extended Absence Notification from Dean of Students Office 4.401
  - Extra and Co-Curricular Mandatory Attendance Policy 4.405
- Class Cancellations
- Class Prerequisite
- Course Auditing
- Course Re-Take & Repeatable Courses
- Course Substitution/Waiver
- Pass/No Credit Registration
- Placement Test Appeals
- Schedule Changes
- Standards of Academic Progress 1.102 – elgin.edu/standardsofacademicprogress
- Student Waitlist Registration Procedure 4.502
- Withdrawal Procedure – elgin.edu/withdraw
  - Student Initiated
  - Faculty Initiated
  - Withdrawal for Non-Payment
  - Administrative Withdrawal
  - Withdrawal Policy for Student Called to Active Duty 4.501

Student Records – elgin.edu/recordsprocedures

- Appeal of Final Grade 4.403
- Calculation of Grade Point Average
- Course Substitution/Waiver
- Graduation Requirements – elgin.edu/graduation
- Standards of Academic Progress 1.102
- Student Academic Records (FERPA) 4.103
- Student Credit for Learning Experiences other than Formal Instruction 1.101
- Student Grades 1.103 – elgin.edu/grades
- Transcript Evaluation – elgin.edu/transcripts
- Athletics Eligibility – elgin.edu/athleticseligibility

FINANCIAL AID, TUITION & FEES – elgin.edu/payforcollege

Financial Aid – elgin.edu/financialaid

- Five Easy Steps to Applying for Financial Aid
- Eligibility Requirements
- Enrollment Status
- FAFSA Priority Filing Dates
- Financial Aid Policies – elgin.edu/financialaidpolicies
- Financial Aid – Important Changes

Tuition & Fees – elgin.edu/tuition

Tuition Payment

- Payment Options – elgin.edu/pay
- Payment Plan – elgin.edu/paymentplan
- Payment Calendar – elgin.edu/paymentcalendar
- Payment Policies – elgin.edu/paymentpolicies
  - Past Due Balances
  - Nonsufficient Funds
  - Drop for Nonpayment
  - Refunds for Credit and Non-Credit Courses 2.102
- Refund Schedule – elgin.edu/refunds

ECC Fees – elgin.edu/fees

- Books and supplies elgin.edu/bookstore
- Child Care Fees
- Course Fees
- Graduation fees – elgin.edu/graduation
- Health Professionals Application Fee
- Insurance
- Internet fee
- Laboratory fees
- Late Fees/Collection Fees
- Parking Fines – elgin.edu/police
- Proficiency Fee
- Testing Fees

Student Residency

- Student Residency 4.102 elgin.edu/residency

ECC Services

ECC Services

For services or departments not listed here, call 847-697-1000.

Academic and Transfer Advising Services
Building B, Room B120
847-214-7390

Academic Library and Learning Resources
Building C
847-214-7337

Activities, Campus
Student Life Office
Building B, Room B173
847-214-7370

Adding/Dropping Classes
elgin.edu/accessecc or Registration and Records Office
Building B, Room B105
847-214-7393

Addresses/Phone Numbers
elgin.edu/accessecc or Registration and Records Office
Building B, Room B105
847-214-7393

Admissions Office
Building B, Room B110
847-214-7385

Advanced Study, Center for
Building E, Room E205
Columbia College of Missouri
847-214-7197
Judson University
847-214-7075
Northern Illinois University, DeKalb 815-753-0446

Alumni Relations Office
Building B, Room B230.16
847-214-7746

Athletics Office
Building J, Room J110
847-214-7552

Billing Questions
Student Accounts Office
Building B, Room B151
847-214-7380

Bookstore
Building B, Room B150
847-214-7395

Box Office, Performing Arts Events
Building H, Room H143.03
847-622-0300

Bulletin Board Posting
Student Life Office
Building B, Room B173
847-214-7370

Bus Schedules
PACE Suburban Bus Service
847-364-7223
RTA Travel Information Center
312-836-7000
First Stop
Building A, Room A100

Career Development Services Office
Building B, Room B120
847-214-7399

Chargebacks (tuition)/ Joint Agreements
Student Services and Development Office
Building B, Room B105
847-214-7226

Childcare
Building M, Room M137
847-214-7376

Clubs/Organizations
Student Life Office
Building B, Room B173
847-214-7370

College Programming Board
Student Life Office
Building B, Room B173
847-214-7176

Computer Lab
Building F, Room F120
847-214-7290

Counseling Center
See Academic Advising

Dean–Learning Resources and International Education
Building C, Room C205
847-214-7137

Dean–Adult Education and English as a Second Language
Building K, Room K100
847-214-6911

Dean–Developmental Education and College Transitions
Building G, Room G219
847-214-7463

Dean–Communications and Behavioral Sciences
Building B, Room B335
847-214-7440

Dean–Health Professions
Building A, Room A106
847-214-7350

Dean–Liberal, Visual and Performing Arts
Building H, Room H103
847-214-7240

Dean–Math, Science, and Engineering
Building F, Room F223
847-214-7410

Dean–Student Services and Development
Building B, Room B105
847-214-7715

Dean–Sustainability, Business, and Career Technologies
Building F, Room F222
847-214-7900

Degree Information
Building B, Room B120
847-214-7390

Disabilities, Services for Students With
Building B, Room B125
847-214-7417

Distance Learning
Bldg C, Room C211
847-214-7945

Dropping Classes
elgin.edu/accessecc or Registration and Records Office
Building B, Room B105
847-214-7393

Early Childhood Lab School
Building M, Room M137
847-214-7376

Educational Planning
Building B, Room B120
847-214-7390

Emergencies
Elgin police/Elgin fire: 911
ECC police: 7777 or 847-214-7777
Non-emergencies
ECC police: 7778 or 847-214-7778

Financial Aid and Scholarships Office
Building B, Room B156
847-214-7360

First-Year Programs Office
Building B, Room B173
847-214-7370

Fitness Center
Building J, Room J134
847-214-7371

Food Services
Cafeteria and Catering
847-214-7808
Spartan Terrace Restaurant
847-214-7382

Grades
elgin.edu/accessecc or
Registration and Records Office
Building B, Room B105
847-214-7386

Graduation
Records Office
Building B, Room B105
847-214-7386

Grants
Financial Aid and
Scholarships Office
Building B, Room B156
847-214-7360

Homestay Program
Building B, Room B105
847-214-7722

Honors Program
Building B, Room B347
847-214-7514

Photo ID Cards
Student Life Office
Building B, Room B173
847-214-7370

International Students
Building B, Room B105
847-214-7809

Internships
Career Development Services Office
Building B, Room B120
847-214-7399

Job Placement
Career Development Services Office
Building B, Room B120
847-214-7399

Joint Agreements/ Chargebacks (tuition)
Student Services and
Development Office
Building B, Room B105
847-214-7226

Legal Services for Students
Student Life Office
Building B, Room B173
847-214-7370

Library and Learning Resources
Building C
847-214-7337

Lost and Found
Building A, Room A103
847-697-1000

Math Lab
Building D, Room D219
847-214-4169

New Students
Admissions Office
Building B, Room B110
847-214-7385

New Student Orientation
Admissions Office
Building B, Room B110
847-214-7385

New Student Programs
Student Life Office
Building B, Room B173
847-214-7370

Newspaper, Student
Student Life Office
Building B, Room B173
847-214-7426

Payment
elgin.edu/accessecc or
Student Accounts Office
Building B, Room B151
847-214-7380

Proficiency Credit
Building B, Room B120
847-214-7390

Police, ECC
Building D, Room D140
Emergencies: 7777 or
847-214-7777
Non-emergencies: 7778 or
847-214-7778

Public Transportation
PACE Suburban Bus Service
847-364-7223
RTA Travel Information Center
312-836-7000

Records, Student
Registration and Records Office
Building B, Room B105
847-214-7386

Refunds (books)
Bookstore
Building B, Room B150
847-214-7395

Refunds (tuition)
Student Accounts Office
Building B, Room B151
847-214-7380

Registration
elgin.edu/accessecc or
Registration and Records Office
Building B, Room B105
847-214-7393

Renner Academic Library and Learning Resources
Building C
847-214-7337

Scholarships
Financial Aid and Scholarships Office
Building B, Room B156
847-214-7360

Security
Elgin police/Elgin fire: 911
ECC police: 7777 or 847-214-7777
Non-emergencies
ECC police: 7778 or 847-214-7778

Student Accounts Office
Building B, Room B151
847-214-7380

Student Assistance Program
(24-hour hotline) 847-742-4033

Student Government
Student Life Office
Building B, Room B173
847-214-7424

Student Grievances
Student Services and
Development Office
Building B, Room B105
847-214-7715

Student Health
elgin.edu/studentwellness

Student Life Office
Building B, Room B173
847-214-7370

Student Loans
Financial Aid and Scholarships Office
Building B, Room B156
847-214-7360

Student Schedule
elgin.edu/accessecc

Student Work Study Program
Financial Aid & Scholarships Office
Building B, Room B156
847-214-7360

Study Abroad
Building B, Room B105
847-214-7809

Tech Prep Office
Building B, Room B105
847-214-7584

Testing Center
Building B, Room B115
847-214-7150

Transcripts
elgin.edu/accessecc or
Registration and Records Office
Building B, Room B105
847-214-7386

TRiO Student Support Services
Building B, Room B155
847-214-6954
Building K, Room K102
847-214-7253

Tuition Payment
elgin.edu/accessecc or
Student Accounts Office
Building B, Room B151
847-214-7380

Tutoring Center
Professional tutoring services
tutoring@elgin.edu
Building C, Room C230
847-214-7256
Building K, Room K128
847-214-6976

Veterans Services Office
Building B, Room B120
847-214-7531

Volunteering
Student Life Office
Building B, Room B173
847-214-7370

Voter Registration
Elections.il.gov

Upward Bound Office
Building K, Room K102
847-214-6959

Wellness Services
Building B, Room B120
847-214-7390

Withdrawal (from classes)
elgin.edu/accessecc or
Registration and Records Office
Building B, Room B105
847-214-7393

Workforce Transitions Office
Building K, Room K111
847-214-6901

The Write Place
Building B, Room B274
847-214-7480

Degree Programs & Certificates

General Education Outcomes

General Education Philosophy

In addition to helping students develop specific skills for their career goals, ECC is committed to offering general education courses, extracurricular activities and experiences that provide students with knowledge and skills that are common to all professions and that prepare students for local, national, and global citizenship and leadership. To prepare students for careers and continued education, general education courses introduce students to basic information and principles in the sciences and the humanities, to various ways of knowing, and to a variety of attitudes, values, and perspectives. To encourage greater academic and professional success, these courses develop students' critical thinking, communication, mathematical, and computer skills. To strengthen their sense of heritage and community and to broaden their cultural perspectives, these courses introduce students to a variety of languages, philosophies, religions, arts, and values. To enable students to think logically about the world, these courses train students in the humanities and scientific method of inquiry; engage students in the analysis of facts and principles pertaining to physical, biological, social, and behavioral sciences; and impart an understanding of their implications for human welfare. To enrich students' lives, general education courses offer an awareness, understanding, and appreciation of literature and the visual and performing arts.

The Outcomes

Reading Outcomes*

Students will demonstrate academic reading literacy by being able to:

- Read and comprehend complex literary and informational texts independently and proficiently.
- Identify what a text says explicitly and make logical inferences from it; cite specific textual evidence when supporting conclusions drawn from the text or conclusions drawn from a variety of textual sources.
- Identify central ideas or themes within one or several texts; analyze idea or thematic development; summarize key supporting details and ideas.
- Integrate and evaluate content presented in diverse media formats, including visually and quantitatively, as well as in words.

Writing Outcomes

Students will demonstrate effective writing skills by being able to:

- Write a clear, well-organized, mechanically correct essay.
- Demonstrate an awareness of audience and purpose.
- Utilize proper documentation and quantitative tools when appropriate.

Scientific Literacy Outcomes

Students will demonstrate the ability to use and apply the basic scientific method of inquiry to:

- Make observations and develop a testable hypothesis.
- Collect and examine scientific data.
- Evaluate, analyze, and draw valid conclusions.

Students will also demonstrate the ability to make reasoned judgments about the impact of science on the individual, community, society, and environment.

Quantitative Literacy Outcomes

Students will demonstrate an understanding of the language of mathematics and its real-world applications across various disciplines by being able to:

- Read and communicate with mathematical symbols and graphical representations.
- Perform measurements and calculations accurately.
- Analyze and interpret data.
- Evaluate the reasonableness of conclusions.

Critical Thinking Outcomes

Students will demonstrate critical thinking skills by being able to:

- Form logical arguments by interpreting, analyzing, and synthesizing multiple perspectives, experiences, assumptions, and evidence.
- Develop reasoned solutions to problems by evaluating issues, ideas, facts, and inferences.
- Make ethical, creative, and informed conclusions by using evidence and applying reasoning.

Information Literacy & Technology Outcomes

Students will be able to:

- Demonstrate proficiency in common office/academic software, internet navigation, and communication technologies.
- Utilize technology appropriately to accomplish educational outcomes.
- Identify and acquire information by using appropriate resources ethically, legally, and effectively.
- Evaluate the reliability and validity of information and its source(s).

Global Awareness Outcomes

Students will demonstrate an increased understanding of global issues and different cultures.

Waiver of General Education Requirements

An ECC student is expected to complete the general education requirements as outlined in each associate degree unless she/he has already received a bachelor's degree from an accredited American college or university. Credit earned for academic courses completed at an institution in a country other than the U.S. may be accepted if it is recommended by Education Credential Evaluators (ECE) or World Education Services (WES).

An individual with a baccalaureate degree will have his/her general education courses within an associate degree considered completed unless his/her degree must meet specific requirements outlined by a professional accrediting body, e.g., National League for Nursing, American Bar Association, etc., or a specific course from the general education core is required for the degree. In such cases, the coordinator of the department within which the associate degree is offered must be consulted before substitutions are allowed.

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Educational Planning

Choosing the right college major is the best way to ensure that you receive the most out of your education and enjoy a career that motivates and excites you. Understanding your strengths, knowing your options, and navigating resources can lead you in the right direction.

As a student, you are responsible for your educational choices and decisions. During the first semester, each student is assigned an academic advisor. The advisor/advisee relationship requires participation and involvement from both parties and it is nurtured during the student's entire educational experience at ECC.

Creating an educational plan, a personalized sequence of courses, should be done in collaboration with an ECC academic advisor to to ensure students meet their educational and occupational goals. Courses are selected that will:

- Meet ECC graduation requirements.
- Meet admissions and general education requirements of the student's intended transfer college/university and major department.
- Meet the foundation course requirements for the student's transfer college major.

Completion of an educational plan is important for students intending to earn an ECC degree or certificate and for those planning to transfer to another institution. Since course requirements vary by major and transfer school, the best way to ensure your courses will transfer is to choose a major and transfer school and meet with your academic advisor as soon as possible.

Visit the Student Success Center to make an appointment with a career development specialist for assistance in choosing a major or with an academic advisor to complete an educational plan. To schedule an appointment call 847-214-7390 or stop by the Student Success Center in Building B, Room B120.

Academic Programs Summary

ACADEMIC DEPARTMENT	PROGRAM NAME	PAGE	CREDENTIAL EARNED	PROGRAM ACCREDITATION	ACADEMIC DIVISION
University Transfer	Associate in Arts	26	AA		CABS
	Associate in Engineering Science	30	AES		MSE
	Associate in Fine Arts-Art	29	AFA		LVPA
	Associate in Fine Arts-Music	28	AFA		LVPA
	Associate in Liberal Studies	31	ALS		CABS
	Associate in Science	27	AS		CABS
Accounting	Accounting	37	AAS		SBCT
	Bookkeeping	37	VS Certificate		SBCT
Automotive	Automotive Service Technology	38	AAS		SBCT
	Auto Heating & Air Conditioning	38	BVS Certificate		SBCT
	Automotive Electrical Specialist	38	BVS Certificate		SBCT
	Brake and Suspension Specialist	38	BVS Certificate		SBCT
	Engine Mechanical Repair Specialist	38	BVS Certificate		SBCT
	Engine Performance Specialist	38	BVS Certificate		SBCT
	Transmission & Drivetrain Specialist	38	BVS Certificate		SBCT
Clinical Laboratory Technology	Clinical Laboratory Technology	39/40	AAS	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	HPE
	Clinical Laboratory Assistant	39/40	BVS Certificate		HPE
	Phlebotomy	41	BVS Certificate		HPE
Communication Design	Graphic Design	42	AAS		LVPA
	Adobe Creative Suite	42	BVS Certificate		LVPA
	Web Design	42	BVS Certificate		LVPA
	Videography & Motion Graphics	42	AAS		LVPA
	Videography	42	BVS Certificate		LVPA
Computer Aided Design	Computer Aided Design	43	AAS		SBCT
	Architectural Design	43	BVS Certificate		SBCT
	AutoCAD	43	BVS Certificate		SBCT
	Computer Aided Design	43	BVS Certificate		SBCT
	Practicing Professional-ProE	43	BVS Certificate		SBCT
	Revit	44	BVS Certificate		SBCT
	SolidWorks	44	BVS Certificate		SBCT

Academic Divisions

CABS Communication & Behavioral Sciences
HPE Health Professions
LVPA Liberal, Visual, & Performing Arts
MSE Math, Science, & Engineering
SBCT Sustainability, Business, & Career Technologies

Credentials

Associate of Applied Science (AAS) Degree
Vocational Specialist Certificate (VS): 30–50 credit hours
Basic Vocational Specialist Certificate (BVS): 3–29 credit hours

Academic Programs Summary

ACADEMIC DEPARTMENT	PROGRAM NAME	PAGE	CREDENTIAL EARNED	PROGRAM ACCREDITATION	ACADEMIC DIVISION
Computer & Info Sciences	Microcomputer Specialist	45	AAS		SBCT
	Digital Forensics	45	AAS		SBCT
	Digital Forensics	46	VS Certificate		SBCT
Criminal Justice	Criminal Justice	47	AAS		SBCT
	CRJ Law Enforcement	47	VS Certificate		SBCT
Culinary Arts & Hospitality	Culinary Arts	48	AAS		SBCT
	Cook	48	VS Certificate		SBCT
	Cook Assistant/Baker Assistant	48	BVS Certificate		SBCT
	Prep Cook	48	BVS Certificate		SBCT
	Restaurant Management	49	AAS		SBCT
	Restaurant Supervisor	49	VS Certificate		SBCT
	Restaurant Operations	49	BVS Certificate		SBCT
	Pastry Arts	49	AAS		SBCT
	Baker	50	VS Certificate		SBCT
	Bakery Supervisor	49	VS Certificate		SBCT
	Ice Carving	48	BVS Certificate		SBCT
	Decorative Pastry	50	BVS Certificate		SBCT
Dental Assisting	Clinical Dental Assisting	51	VS Certificate	Commission on Dental Accreditation of the American Dental Association (CODA)	HPE
	Dental Office Aide	51	BVS Certificate		HPE
	Preclinical Dental Assisting	51	BVS Certificate		HPE
EMT–Paramedic	Emergency Medical Technology-Paramedic	52	BVS Certificate	Illinois Department of Public Health (IDPH)	HPE
Energy Management	Energy Management–Renewable Energy	53	AAS	National Association of Stationary Operating Engineers (NASOE) and Green Mechanical Council	SBCT
	Energy Management–Renewable Energy	53	BVS Certificate	National Association of Stationary Operating Engineers (NASOE) and Green Mechanical Council	SBCT
	Energy Management	53	AAS	National Association of Stationary Operating Engineers (NASOE) and Green Mechanical Council	SBCT
	Energy Management	54	VS Certificate	National Association of Stationary Operating Engineers (NASOE) and Green Mechanical Council	SBCT
Entrepreneurship	Entrepreneurship	55	AAS		SBCT
	Advanced Entrepreneurship	55	VS Certificate		SBCT
	Intermediate Entrepreneurship	55	VS Certificate		SBCT
	Introductory Entrepreneurship	55	BVS Certificate		SBCT
Fire Science & Safety	Fire Science & Safety	56	AAS		SBCT
	Fire Science & Safety	56	VS Certificate		SBCT
	EMS	56	BVS Certificate		SBCT
	Fire Officer I	57	BVS Certificate		SBCT
	Fire Science	56	BVS Certificate		SBCT
	Basic Operations Firefighter	57	BVS Certificate		SBCT
Health and Wellness Management	Health and Wellness Management	58	AAS		HPE
	Group Fitness Professional	58	BVS Certificate		HPE

Academic Programs Summary

ACADEMIC DEPARTMENT	PROGRAM NAME	PAGE	CREDENTIAL EARNED	PROGRAM ACCREDITATION	ACADEMIC DIVISION
Heating, Vent, A/C & Refrigeration	Heating, Air Conditioning, & Refrigeration	59	AAS	Partnership for Air Conditioning, Heating and Refrigeration Accreditation (PAHRA)	SBCT
	Sheet Metal Mechanics	59	VS Certificate		SBCT
	Heating, AC, & Refrigeration Level III	59	VS Certificate		SBCT
	Heating, AC, & Refrigeration Level II	60	BVS Certificate		SBCT
	Heating, AC, & Refrigeration Level I	60	BVS Certificate		SBCT
Histotechnology	Histotechnology	61	AAS	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	HPE
	Histotechnology	61	VS Certificate		HPE
Human Services–Early Childhood	Human Services Early Childhood Education Option	62	AAS	Accredited as a Level I Entitled Program for the Illinois Director Credential (IDC)	CABS
	Human Services Early Childhood Education	62	VS Certificate		CABS
Human Services–Family Violence	Human Services Family Violence Counseling	63	AAS	Council for Standards in Human Services Education (CSHSE)	CABS
	Family Violence Counseling	63	VS Certificate		CABS
Human Services–H.S. Generalist	Human Services Generalist	64	AAS		CABS
	Human Services Generalist	64	VS Certificate		CABS
Human Services–Substance Abuse	Human Services Substance Abuse Counseling Option	65	AAS	Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc. (IAODAPCA), the Council for Standards in Human Services Education (CSHSE), and by the National Addiction Studies Accreditation Commission (NASAC).	CABS
	Human Services Substance Abuse Counseling	65	VS Certificate		CABS
Industrial Mfg. Technology	Computer Integrated Manufacturing	66	AAS		SBCT
	Computer Integrated Manufacturing	66	VS Certificate		SBCT
	Industrial Manufacturing Technology	67	AAS	U.S. Dept. of Labor Bureau of Apprenticeship Training for the supplemental instruction portion of local industry apprenticeship programs	SBCT
	Machine Tool Technology	67	AAS		SBCT
	Machine Tool Operations	67	VS Certificate		SBCT
	Mold Making	67	VS Certificate		SBCT
	CNC Operator	67	BVS Certificate		SBCT
	Tool and Die Making	67	BVS Certificate		SBCT
IST/Maintenance Technology	IST/Maintenance Technology	68	AAS		SBCT
	Automated Electronic Systems	68	BVS Certificate		SBCT
	Electrical Systems	68	BVS Certificate		SBCT
	Mechanical Systems	68	BVS Certificate		SBCT
Management	Management	69	AAS		SBCT
	Supervisory & Administrative Management	69	VS Certificate		SBCT
	Management-Supervisory & Administrative Management	69	BVS Certificate		SBCT
Marketing	Marketing	70	AAS		SBCT
	Marketing	70	BVS Certificate		SBCT
	Retail Management	70	AAS		SBCT
	Retail Management	71	BVS Certificate		SBCT
	Customer Relationship Management	71	BVS Certificate		SBCT
Massage Therapy	Massage Therapy	72	VS Certificate	Commission on Massage Therapy Accreditation (COMTA)	HPE

Academic Programs Summary

ACADEMIC DEPARTMENT	PROGRAM NAME	PAGE	CREDENTIAL EARNED	PROGRAM ACCREDITATION	ACADEMIC DIVISION
Medical Imaging	Radiography	73	AAS	Joint Review Committee on Education in Radiologic Technology (JRCERT)	HPE
	Computed Tomography	74	BVS Certificate		HPE
	Magnetic Resonance Imaging	75	BVS Certificate	Joint Review Committee on Education in Radiologic Technology (JRCERT)	HPE
	Mammography	76	BVS Certificate		HPE
Music	Music Production	77	BVS Certificate		LVPA
Nursing	Nursing	78	AAS	Accreditation Commission for Education in Nursing (ACEN) Illinois Department of Financial and Professional Regulation (IDFPR)	HPE
	Basic Nurse Assistant Training Program	79	BVS Certificate	Illinois Department of Public Health (IDPH)	HPE
Office Admin Technology – Administrative Office & Info Processing Professional	OAT-Administrative Office & Information Processing Professional	80	AAS		SBCT
	Administrative Office Assistant	80	VS Certificate		SBCT
	Information Processing Assistant	81	VS Certificate		SBCT
	Information Processing Assistant	81	BVS Certificate		SBCT
	Office Assistant	80	BVS Certificate		SBCT
Office Admin Technology – Legal	OAT-Legal Office Professional	82	AAS		SBCT
	Legal Office Assistant	82	VS Certificate		SBCT
Office Admin Technology – Medical	OAT-Medical Office Professional	83	AAS		SBCT
	Medical Office Assistant	83	VS Certificate		SBCT
Office Admin Technology – Microsoft Applications & Specialized Options	Computer Office Assistant	84	BVS Certificate		SBCT
	Data Entry Office Assistant	84	BVS Certificate		SBCT
	Microsoft Access Preparation	84	BVS Certificate		SBCT
	Microsoft Excel Preparation	84	BVS Certificate		SBCT
	Microsoft Powerpoint Preparation	84	BVS Certificate		SBCT
	Microsoft Word Preparation	84	BVS Certificate		SBCT
Office Admin Technology-Virtual Office Programs	OAT-Virtual Assistant	85	AAS		SBCT
	OAT-Virtual Assistant	85	VS Certificate		SBCT
	OAT-Virtual Assistant	85	BVS Certificate		SBCT
Paralegal	Paralegal	86	AAS	Approved by the American Bar Association	SBCT
	Paralegal	86	BVS Certificate		SBCT
Physical Therapist Assistant	Physical Therapist Assistant	87	AAS	Commission on Accreditation in Physical Therapy Education (CAPTE)	HPE
Public Safety Communications	Public Safety Communications	88	VS Certificate		SBCT
	Public Safety Communications	88	BVS Certificate		SBCT
Surgical Technology	Surgical Technology	89	VS Certificate	Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST)	HPE

Academic Programs Summary

ACADEMIC DEPARTMENT	PROGRAM NAME	PAGE	CREDENTIAL EARNED	PROGRAM ACCREDITATION	ACADEMIC DIVISION
Truck Driving	Truck Driving Owner/Operator	90	VS Certificate		SBCT
	Truck Driving	90	BVS Certificate		SBCT
Welding	Welding Fabrication Technology	91	AAS		SBCT
	Welding	91	VS Certificate		SBCT
	Arc Welding	91	BVS Certificate		SBCT
	MIG Welding	91	BVS Certificate		SBCT
	Welding	91	BVS Certificate		SBCT

Division Contact Information

ACADEMIC DIVISIONS	DIVISION DEAN	DIVISION ABBREVIATION	CONTACT INFORMATION
Communications & Behavioral Sciences	Rick Mao, PhD	CABS	Building B, Room B335 847-214-7440
Health Professions	Wendy Miller, EdD	HPE	Building A, Room A106 847-214-7350
Liberal, Visual, & Performing Arts	Mary Hatch, MFA	LVPA	Building H, Room H103 847-214-7240
Math, Science, & Engineering	Arun Goyal, PhD	MSE	Building F, Room F223 847-214-7359
Sustainability, Business, & Career Technologies	Ileo Lott, EdD	SBCT	Building F, Room F222 847-214-7900
Student Services Divisions			
Academic Development & Learning Resources	Mi Hu, PhD		Building C, Room C205 847-214-7137
Adult Basic and Secondary Education	Peggy Heinrich, MA		Building K, K100.09 847-214-6945
College Transitions and Developmental Education	Elizabeth Roeger Ludwig, EdD		Building G, Room G219 847-214-7584
English as a Second Language	Peggy Heinrich, MA		Building K, K100.05 847-214-6917
Student Services and Development	Gregory D. Robinson, MS		Building B, Room B105.13 847-214-7715

University Transfer

The University Transfer Program at ECC is a great place to start a four-year degree. It provides foundation courses equivalent to the first two years of a bachelor's degree and leads to transfer with junior standing to the college or university of choice.

The following college majors are offered at most Illinois state universities.

Foundation courses required for the college majors listed below are available at ECC. Students with specific majors in mind will find it helpful to visit the college website for educational plans outlining specific general education courses most appropriate for their transfer major, elgin.edu/universitytransfer.

Accounting
Art and graphic design
Architecture
Behavioral sciences
Biology
Business
Chemistry
Communications and languages
Computer sciences
Education
Engineering and technology
English
Family and consumer sciences
Health professions
Hospitality and leisure
Journalism
Literature
Mathematics
Music
Philosophy and humanities
Physical education and recreation
Psychology
Physics
Public service professions
Sciences
Sociology
Theatre
…and many more!

Preparation for post-graduate professions:
Higher education
Law
Medicine
Veterinary medicine

Transfer Degrees

The following five associate degrees are available in the ECC University Transfer Program. They are detailed in this section of the catalog:

Associate in Arts
Associate in Science
Associate in Fine Arts-Music Performance Emphasis
Associate in Fine Arts-Visual Art Emphasis
Associate in Engineering Science
Associate in Liberal Studies

Should a student seek to earn more than one transfer degree, he or she will need to submit a Petition to Earn Multiple Associate Transfer Degrees form to the associate dean of advising, transfer, and career development services.

Transfer Process

Plan ahead. The earlier you begin to prepare for transfer, the better. For a successful transfer to a four-year college or university, ECC recommends the following:

- Visit Academic and Transfer Advising Services where professional academic advisors can assist you with your educational choices and decisions.
- Choose a major. For assistance in choosing and/or confirming your major, make an appointment with a Career Development Specialist.
- Shop around. Attend college night where over 150 college representatives visit ECC's campus.
- Examine all your options. Obtain and study catalogs and the website of the four-year colleges or universities you are considering. Become familiar with their entrance, graduation, and major requirements.
- Take a road trip. Visit the campuses of the schools you are considering.
- Compare information gathered on your transfer school options and make a decision on your transfer school.
- Create a transfer educational plan with your academic advisor and keep him or her informed of your transfer plans.
- Contact the admissions department of your transfer school. Maintain contact with your academic advisor at ECC and at your transfer school to ensure you are on the right path.
- Use the Academic Planning, Registration, and Payment Module on accessECC to track your progress toward completion.
- Complete your associate degree. At the beginning of your last semester at ECC, apply for graduation. Apply for your degree even if you do not plan to participate in the graduation ceremony; go to elgin.edu/graduation.
- Attend orientation at your new school. These orientations help ease the transfer process.

Consider taking GSD 120, Exploring Careers and College Majors, to investigate career choice, college majors, and choosing a transfer college or university.

- For more information, or to make an appointment with an Academic Advisor or Career Development Specialist, call the Student Success Center at 847-214-7390 or visit their Web page elgin.edu/advising.

Transfer Guarantee

It is the policy of the District 509 Board of Trustees that students completing a transfer associate degree from ECC be guaranteed the acceptance of credits earned at ECC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions outlined below.

A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from ECC.

B. The course must have been completed with a grade of C or better.

C. The refund would be based upon the tuition paid at the time the course was completed.

D. The student has met with an authorized advisor from ECC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the ECC advisor.

E. The student transfers to the college or university declared within two years of initial enrollment at ECC.

F. The student requests an evaluation by the transfer institution of the ECC courses completed immediately upon transfer.

G. The student cooperates with ECC personnel in resolving any transfer difficulties by notifying the college and submitting any necessary consents or releases for student records or correspondence.

H. The student submits within 60 days of being notified by the transfer institution that a course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution, the name, position, address, and telephone number of the person notifying the student of the refusal and copies of any correspondence or documentation provided by the transfer institution. The college will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized.

The sole recourse available to participants enrolled in this guarantee program shall be limited to the tuition reimbursement of the class at the time of enrollment, with no recourse for damages, court costs, or any associated costs of any kind, or right to appeal beyond those specified by ECC.

Illinois Articulation Initiative (IAI)

This statewide agreement, in which ECC participates, allows easy transfer of completed general education core curriculum between participating Illinois colleges and universities. Transferring students are assured that general education requirements for an associate degree or lower division general education requirements for a bachelor's degree have been satisfied. Receiving institutions may require admitted transfer students to complete institution-wide and/or mission-related graduation requirements beyond the scope of the IAI general education core curriculum. All community colleges, all public state universities, and most private colleges/universities have endorsed the IAI.

The IAI recommends courses typically taken by freshmen and sophomores for a specific major and those recommendations are noted as part of the course description shown in this catalog. However, those recommendations are intended for students who are undecided about a transfer school. For students who know where they will transfer, see an ECC advisor for an educational plan designed for a particular transfer institution. You may also read about the IAI on the Web at itransfer.org.

Transferology

Transferology is a nation-wide network designed to help students explore their college transfer options. Students can answer the question "Will my courses transfer?" by adding coursework to see how many schools in the Transferology network have matching courses that may be awarded when they transfer. They can also find out what their options are for taking classes over the summer (or any time) at another school to transfer back to their current school by using the "Find a Replacement Course" feature. Students can create a free account at transferology.com.

The Center for Advanced Studies

elgin.edu/advancedstudies

Building E, Room E205

Bachelor's Degree Partners on Campus

Students can meet with representatives from Columbia College of Missouri, Judson University, and Northern Illinois University in offices located on ECC's campus. These partner schools offer opportunities to complete a bachelor's degree and certificates on ECC's campus, online, or at other locations in and near Elgin.

Columbia College of Missouri

ECC has partnered with Columbia College of Missouri to offer convenient access to upper-level courses leading to a bachelor's degree while allowing students to complete an entire bachelor's degree program on ECC's campus. Students complete the first two to three years of a bachelor's degree enrolling in ECC courses at ECC's lower tuition rates, then enjoy a seamless transition to Columbia College of Missouri.

Degree options include:

- Bachelor of Arts or Science in business administration with majors in: management, marketing, or human resources management.
- Bachelor of Arts in criminal justice administration, human services, or interdisciplinary studies.

For more information, phone: 847-214-7197; email: elgin@ccis.edu; website: ccis.edu/elgin.

Judson University, Elgin

Earn your associate and bachelor's degree without leaving Elgin. Complete your associate degree at Elgin Community College, then finish your bachelor's degree down the road at Judson University. Arrange an appointment to meet with a Judson University representative in offices located on ECC's campus.

For more information, phone: 847-214-7075 or 7076; email: judson@elgin.edu; website: judsonu.edu.

Northern Illinois University, DeKalb

Earn an associate degree at Elgin Community College, then finish your NIU bachelor's degree or certificate at nearby convenient locations or online. The following programs are available:

- Geographic Information Systems (five-course certificate)
- Health and Human Sciences
- Liberal Arts and Sciences
- Nursing – RN to BS Completion Program

To find out the locations for the above programs or for more information, phone: 815-753-7097; 866-885-1239; email: admissions@niu.edu; website: niu.edu/offcampusacademics/ccp/ecc.shtml.

Dual Admission Program

ECC partners with Columbia College of Missouri ccis.edu/elgin and Roosevelt University roosevelt.edu/Admission/Undergraduate/Transfer/YourCollegeCredit/Elgin.aspx to offer dual admission programs for students planning to pursue a baccalaureate degree following attendance at ECC. Students who are interested in participating in the Dual Admission Program while enrolled at ECC must complete a Dual Admission application with the intended transfer school. Admitted students begin their coursework at ECC and, starting their junior year, enjoy a seamless transition to the university. For more information, visit elgin.edu/advancedstudies.

Transfer–Compact Agreements

Students in good standing who have completed a baccalaureate-oriented associate degree (AA or AS) will be considered to have attained junior standing upon transfer from ECC to the following universities:

Chicago State University
Eastern Illinois University
Governors State University
Illinois State University
Northeastern Illinois University
Northern Illinois University
Southern Illinois University Carbondale
Southern Illinois University Edwardsville
University of Illinois Springfield
Western Illinois University

Note: Students are not guaranteed admission to every major or program. Additional courses or specific admission requirements for specialized majors or programs may be required. Meet with your academic advisor early and often to ensure that you are taking the courses needed at your intended transfer university.

It is recommended that students considering the University of Illinois Champaign-Urbana, University of Illinois-Chicago, any private school, or any out of state school select ECC courses to match the specific freshman and sophomore requirements at those institutions.

Transfer Educational Plans by Major

ECC academic advisors will assist ECC students in creating an educational plan for successful transfer to any college or university. To schedule an appointment with an academic advisor, call the ECC Student Success Center, 847-214-7390.

The information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

Transfer Degrees and Requirements

ASSOCIATE IN ARTS DEGREE

This degree is designed for transfer to four year institutions and intended for students majoring in art/commercial art, behavioral sciences, communications, criminal justice, education, foreign languages, home economics (consumer and family studies), humanities, liberal arts, music, pre-law, social sciences, and theatre.

Graduates earning this degree meet the requirement for coursework on improving human relations as defined in 110 ILCS 205/9.21 (formerly Ill.Rev. Stat. 1991 Ch. 144 sec. 189.21) or PA-87-581.

The college recommends all students create an educational plan with an academic advisor in the ECC Student Success Center prior to registering. Students with previous academic, career, and life experiences are encouraged to have a transcript analysis completed and to investigate CLEP and ECC Proficiency Credit to fulfill prerequisite, course, and/or degree requirements.

The college recommends using the Academic Planning, Registration, and Payment Tool on accessECC to track your progress toward completion.

Each of the courses listed below has an Illinois Articulation Initiative (IAI) equivalent number. Refer to the Course Description section in this catalog for course titles, IAI numbers, and specifics.

1. General Education Requirement — 37 sem. hrs.

A. Communications.....9 sem. hrs.

Three courses including a two-course sequence in writing (6 semester credits) and one course in oral communication (3 semester credits). A grade of C or better in English (ENG) 101 and 102 is required.

English–ENG 101 and 102

Speech–CMS 101

B. Mathematics.....3 sem. hrs.

One course from the list below:
Math–MTH 102, 104, 120, 125, 126, 190, 210, 230

MTH 113 (for elementary education majors only)

C. Physical and Life Sciences ..... 7 sem. hrs.

Two courses with one course selected from the life sciences and one course from the physical sciences, one of these must include a lab.

(Note: L=Lab)

Physical Sciences

Applied Physical Science–APS 101L, 111L

Astronomy–ATY 100

Chemistry–CHM 115L
CHM 101L, 112L, 142L (only one counts for IAI Physical Sciences course)

Geography–GEO 115

Geology–GLY 105, 112L

Physics–PHY 101L, 111L

Life Sciences

Biology–BIO 105, 115L
BIO 108L, 110L, 113L (only one counts for IAI Life Sciences course)

D. Humanities and Fine Arts ..... 9 sem. hrs.

Three courses with at least one course selected from humanities and at least one course from the fine arts.

(Note: N=human diversity from a non-western perspective; D=human diversity within the United States)

Humanities

Modern Languages–FRN 202, GRM 202, SPN 202 (only one counts for IAI Humanities course)

History–HIS 118, 160

Humanities–HUM 110, 112, 113, 170N, 202, 203N, 204, 205, 216
HUM 115, 116 (only one counts for IAI Humanities course)

Literature–LIT 201, 202, 203, 205, 210D, 211D, 214, 215, 216, 217, 223N, 225, 235
LIT 230, 241, 243, 245 (only one counts for IAI Humanities course)
LIT 231, 242, 244 (only one counts for IAI Humanities course)

Fine Arts

Art–ART 115, 151, 154N, 155
ART 152, 153 (only one counts for IAI Fine Arts course)

Music–MUS 104N, 105, 106, 107

Speech–CMS 106

Theatre–THE 100, 122, 124

Interdisciplinary Humanities & Fine Arts (May count as either Humanities or Fine Arts)

Humanities–HUM 101, 102, 103N

Literature–LIT 229

E. Social & Behavioral Sciences..... 9 sem. hrs.

Three courses with at least one course selected from social sciences and at least one course selected from behavioral sciences.

(Note: N=human diversity from a non-western perspective; D=human diversity within the United States)

Social Sciences

Economics–ECN 101, 201, 202

Geography–GEO 116N, 216N

History–HIS 101, 102, 115N, 116N, 120N, 121N, 130N, 131N, 140N, 141N, 151, 152

Political Science–POS 150, 151, 152, 250, 251N, 253N

Behavioral Sciences

Anthropology–ATR 120N, 210, 220N, 250

Psychology–PSY 100, 212, 214, 218

Sociology–SOC 100, 201, 209D, 210, 220D

PSY 215, SOC 215 (only one counts for IAI Behavioral Sciences course)

2. Major Field & Elective Courses — 23 sem. hrs.

Students should choose an intended major at a transfer institution as soon as possible and select courses which are required for their major.

After fulfilling required courses for their major, students may complete this area with electives. In general, any course numbered 100 or above with a 1.1 code in the course description may be used. If the student wishes to enroll in a course which does not have a 1.1 code he/she should see an advisor prior to enrolling to discuss the transferability of the course.

3. College Requirements

1. A total of 60 hours or more must be completed as specified. This total cannot include any credits earned in courses numbered below 100 nor any courses with ABE, ASE, AMT, ARW, or ESL prefixes. The 60 hours total may include up to four hours of credit in physical education courses prefixed by PHC.
2. A minimum cumulative grade point average of 2.0 for all courses numbered 100 and above.
3. Meet the college's Academic Residency Requirement for University Transfer degrees: A minimum of 15 semester hours in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP, and proficiency credits.
4. Students may apply up to six hours of Independent Study credit toward any associate degree.
5. Students can earn only one transfer associate degree. Should a student seek to earn more than one transfer degree, a Petition to Earn Multiple Transfer Degrees form must be submitted to the associate dean of advising, transfer, and career development services.

Information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

ASSOCIATE IN SCIENCE DEGREE

This degree is designed for transfer to four year institutions and intended for students majoring in Business, Computer & Information Sciences, Engineering, Health related fields, Math, Physical Education/Recreation, Pre- medicine/dentistry, and Science.

Graduates earning this degree meet the requirement for coursework on improving human relations as defined in 110 ILCS 205/9.21 (formerly Ill.Rev. Stat. 1991 Ch. 144 sec. 189.21) or PA-87-581.

The college recommends all students create an Educational Plan with an academic advisor in the ECC Student Success Center prior to registering. Students with previous academic, career and life experiences are encouraged to have a transcript analysis completed and to investigate CLEP and ECC Proficiency Credit to fulfill prerequisite, course and/or degree requirements.

The college recommends using the Academic Planning, Registration and Payment Module on accessECC to track your progress toward completion.

The General Education courses required for the Associate in Science degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the degree does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer.

1. General Education Requirement — 39 sem. hrs.

A. Communications.....9 sem. hrs.

Three courses including a two course sequence in writing (6 semester credits) and one course (3 semester credits) in oral communication. A grade of C or better in English (ENG) 101 and 102 is required.

English–ENG 101 and 102

Speech–CMS 101

B. Mathematics.....9 sem. hrs.

Select from the courses listed below

Math–MTH 102, 104, 120, 125, 126, 190, 210, 230

MTH 113 (for elementary education majors only)

C. Physical and Life Sciences ..... 9 sem. hrs.

Select courses with at least one course selected from the life sciences and at least one course from the physical sciences, one of these must include a lab.

(Note: L=Lab)

Physical Sciences

Applied Physical Science–APS 101L, 111L, 211L

Astronomy–ATY 100

Chemistry–CHM 115L
CHM 101L, 112L, 142L (only one counts for IAI Physical Sciences course)

Geography–GEO 115

Geology–GLY 105, 112L

Physics–PHY 101L, 111L

Life Sciences

Biology–BIO 105, 115L
BIO 108L, 110L, 113L (only one counts for IAI Life Sciences course)

D. Humanities and Fine Arts.....6 sem. hrs.

Two courses with at one course selected from humanities and one course from the fine arts.

(Note: N=human diversity from a non-western perspective; D=human diversity within the United States)

Humanities

Modern Languages–FRN 202, GRM 202, SPN 202 (only one counts for IAI Humanities course)

History–HIS 118, 160

Humanities–HUM 110, 112, 113, 170N, 202, 203N, 204, 205, 216
HUM 115, 116 (only one counts for IAI Humanities course)

Literature–LIT 201, 202, 203, 205, 210D, 211D, 214, 215, 216, 217, 223N, 225, 235
LIT 230, 241, 243, 245 (only one counts for IAI Humanities course)
LIT 231, 242, 244 (only one counts for IAI Humanities course)

Fine Arts

Art–ART 115, 151, 154N, 155
ART 152, 153 (only one counts for IAI Fine Arts course)

Music–MUS 104N, 105, 106, 107

Speech–CMS 106

Theatre – THE 100, 122, 124

Interdisciplinary Humanities & Fine Arts (may count as either Humanities or Fine Arts)

Humanities–HUM 101, 102, 103N

Literature–LIT 229

E. Social & Behavioral Sciences.....6 sem. hrs.

Two courses with one course selected from social sciences and one course selected from behavioral sciences.

(Note: N=human diversity from a non-western perspective; D=human diversity within the United States)

Social Sciences

Economics–ECN 101, 201, 202

Geography–GEO 116N, 216N

History–HIS 101, 102, 115N, 116N, 120N, 121N, 130N, 131N, 140N, 141N, 151, 152

Political Science–POS 150, 151, 152, 250, 251N, 253N

Behavioral Sciences

Anthropology–ATR 120N, 210, 220N 250

Psychology–PSY 100, 212, 214, 218

Sociology–SOC 100, 201, 209D, 210, 220D

PSY 215, SOC 215 (only one counts for IAI Behavioral Sciences course)

2. Major Field & Elective Courses — 21 sem. hrs.

Students should choose an intended major at a transfer institution as soon as possible and select courses which are required for their major.

After fulfilling required courses for their major, students may complete this area with electives. In general, any course numbered 100 or above with a 1.1 code in the course description may be used. If the student wishes to enroll in a course which does not have a 1.1 code he/she should see an advisor prior to enrolling to discuss the transferability of the course.

3. College Requirements

1. A total of 60 hours or more must be completed as specified. This total cannot include any credits earned in courses numbered below 100 nor any courses with with ABE, ASE, or ESL prefixes. The 60 hours total may include up to four hours of credit in physical education, courses prefixed by PHC.
2. A minimum cumulative grade point average of 2.0 for all courses numbered 100 and above.
3. Meet the college's Academic Residency Requirement for University Transfer degrees: A minimum of 15 semester hours in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP, and proficiency credits.
4. Students may apply up to six hours of Independent Study credit toward any associate degree.
5. Students can earn only one transfer associate degree. Should a student seek to earn more than one transfer degree, they will need to submit a Petition to Earn Multiple Transfer Degrees form to the associate dean of advising, transfer, and career development services.

ASSOCIATE IN FINE ARTS DEGREE

Music Performance Emphasis

Students who intend to major in music for the baccalaureate degree are strongly encouraged to complete the Associate in Fine Arts (AFA) degree in music, not the Associate in Arts (AA) degree or the Associate in Science (AS) degree, prior to transfer.

To transfer as a junior into a baccalaureate program with a major in music, students should select the option described below in consultation with a faculty member in the music department. Students will need to fulfill the general education requirements of the institution to which they transfer. Transfer admission is competitive. Completion of this option alone does not guarantee admission either to the baccalaureate program or to upper-division or specialty music courses. Students may be required to demonstrate skill level through auditions and placement testing at the institution to which they transfer. In some colleges and universities, a baccalaureate degree may also require competency in a foreign language.

The college recommends using the Academic Planning, Registration, and Payment Tool on accessECC to track your progress toward completion.

The general education courses required for the AFA degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the AFA degree does not meet the minimum IAI general education core requirements, nor does it meet the requirements for the AA or AS degrees.

1. General Education Requirement 28–32 sem. hrs.

A. Communications.....9 sem. hrs.

Three courses including a two-course sequence in writing (6 semester credits) and one course in oral communication (3 semester credits). A grade of C or better in English (ENG) 101 and 102 is required.

English–ENG 101 and 102

Speech–CMS 101

B. Mathematics.....3-4 sem. hrs.

One course selected from the courses listed below.

Math–MTH 102, 104, 120, 125, 126, 190, 210, 230

C. Physical & Life Sciences ..... 7-8 sem. hrs.

Two courses with one course selected from the physical sciences and one course from the life sciences, one of these must include a lab.

(Note: L=Lab)

Physical Sciences

Applied Physical Science–APS 101L, 111L

Astronomy–ATY 100

Chemistry–CHM 115L
CHM 101L, 112L, 142L (only one counts for IAI Physical Sciences course)

Geography–GEO 115

Geology–GLY 105, 112L

Physics–PHY 101L, 111L

Life Sciences

Biology–BIO 105, 115L
BIO 108L, 110L, 113L (only one counts for IAI Life Sciences course)

D. Humanities.....6-7 sem. hrs.

(Note: N=human diversity from a non-Western perspective; D=human diversity within the United States)

Humanities

Modern Languages–FRN 202, GRM 202, SPN 202 (only one counts for IAI Humanities course)

History–HIS 118, 160

Humanities–HUM 101, 102, 103N, 110, 112, 113, 170N, 202, 203N, 204, 205, 216
HUM 115, 116 (only one counts for IAI Humanities course)

Literature–LIT 201, 202, 203, 205, 210D, 211D, 214, 215, 216, 217, 223N, 225, 229, 235
LIT 230, 241, 243, 245 (only one counts for IAI Humanities course)
LIT 231, 242, 244 (only one counts for IAI Humanities course)

E. Social & Behavioral Sciences..... 3-4 sem. hrs.

One course selected from the courses listed below.

(Note: N=human diversity from a non-Western perspective; D=human diversity within the United States)

Social Sciences

Economics–ECN 101, 201, 202

Geography–GEO 116N, 216N

History–HIS 101, 102, 115N, 116N, 120N, 121N, 130N, 131N, 140N, 141N, 151, 152

Political Science–POS 150, 151, 152, 250, 251N, 253N

Behavioral Sciences

Anthropology–ATR 120N, 210, 220N, 250

Psychology–PSY 100, 212, 214, 218

Sociology–SOC 100, 201, 209D, 210, 220D

PSY 215, SOC 215 (only one counts for IAI Behavioral Sciences course)

2. Major Field Courses 38 sem. hrs.

Music Theory & Aural Skills
MUS 128, 129, 228, and 229.....16 sem. hrs.

Music Literature/History
MUS 106 and 107..... 6 sem. hrs.

Keyboard Skills
MUS 126 and 127..... 4 sem. hrs.

Ensemble
MUS 101, 102, 108, 110, 111, 112, 124.....4 sem. hrs.

Applied Instruction
MUS 140 and 240..... 8 sem. hrs.

3. College Requirements

1. A total of 60 hours or more must be completed as specified. This total cannot include any credits earned in courses numbered below 100 nor any courses with ABE, ASE, AMT, ARW, or ESL prefixes. The 60 hours total may include up to four hours of credit in physical education courses prefixed by PHC.
2. A minimum cumulative grade point average of 2.0 for all courses numbered 100 and above.
3. Meet the college's Academic Residency Requirement for University Transfer degrees: A minimum of 15 semester hours in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP, and proficiency credits.
4. Students may apply up to six hours of Independent Study credit toward any associate degree.
5. Students can earn only one transfer associate degree. Should a student seek to earn more than one transfer degree, a Petition to Earn Multiple Transfer Degrees form must be submitted to the associate dean of advising, transfer, and career development services.

ASSOCIATE IN FINE ARTS DEGREE–CONTINUED

Visual Art Emphasis

Illinois colleges and universities offer two different bachelor's degrees in art: the professional Bachelor of Fine Arts (BFA) degree and the Bachelor of Arts (BA) degree with a major in art. In general, the BFA degree requires about 135 semester credits for completion, while the BA degree with a major in art requires 120 to 124 semester credits for completion. The BFA degree generally requires more studio art courses than does the BA degree. In some colleges and universities, a BA degree requires competency in a foreign language, while the BFA degree often does not.

To transfer as a junior into either a BFA or a BA program with a major in art, students should select the option described below in consultation with a faculty member in the art department. Since transfer admission is competitive, completion of this option does not guarantee admission. Most institutions require a portfolio review for admission to a BFA program, for registration in advanced studio art courses, and/or for scholarship consideration. Community and junior college students are strongly encouraged to complete an associate degree before transferring.

The college recommends using the Academic Planning, Registration, and Payment Tool on accessECC to track your progress toward completion.

The general education courses required for the AFA degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the AFA degree does not meet the minimum IAI general education core requirements, nor does it meet the requirements for the AA or AS degrees.

1. General Education Requirements 31-33 sem. hrs.

A. Communications.....9 sem. hrs.
Three courses including a two-course sequence in writing (6 semester credits) and one course in oral communication (3 semester credits). A grade of C or better in English (ENG) 101 and 102 is required.

English–ENG 101 and 102

Speech–CMS 101

B. Mathematics.....3-4 sem. hrs.
One course selected from the courses listed below

Math–MTH 102, 104, 120, 125, 126, 190, 210, 230

C. Physical & Life Sciences.....7-8 sem. hrs.
Two courses with one course selected from the physical sciences and one course from the life sciences, one of these must include a lab.

(Note: L=Lab)

Physical Sciences

Applied Physical Science–APS 101L, 111L

Astronomy–ATY 100

Chemistry–CHM 115L
CHM 101L, 112L, 142L (only one counts for IAI Physical Sciences course)

Geography–GEO 115

Geology–GLY 105, 112L

Physics–PHY 101L, 111L

Life Sciences

Biology–BIO 105, 115L
BIO 108L, 110L, 113L (only one counts for IAI Life Sciences course)

D. Humanities.....6 sem. hrs.
(Note: N=human diversity from a non-Western perspective; D=human diversity within the United States)

Humanities

Modern Languages–FRN 202, GRM 202, SPN 202 (only one counts for IAI Humanities course)

History–HIS 118, 160

Humanities–HUM 101, 102, 103N, 110, 112, 113,170N, 202, 203N, 204, 205, 216
HUM 115, 116 (only one counts for IAI Humanities course)

Literature–LIT 201, 202, 203, 205, 210D, 211D, 214, 215, 216, 217, 223N, 225, 229, 235
LIT 230, 241, 243, 245 (only one counts for IAI Humanities course)
LIT 231, 242, 244 (only one counts for IAI Humanities course)

E. Social & Behavioral Sciences.....6 sem. hrs.
Two courses with one course selected from social sciences and one course from behavioral sciences.

(Note: N=human diversity from a non-Western perspective; D=human diversity within the United States)

Social Sciences

Economics–ECN 101, 201, 202

Geography–GEO 116N, 216N

History–HIS 101, 102, 115N, 116N, 120N, 121N, 130N, 131N, 140N, 141N, 151, 152

Political Science–POS 150, 151, 152, 250, 251N, 253N

Behavioral Sciences

Anthropology–ATR 120N, 210, 220N, 250

Psychology–PSY 100, 212, 214, 218

Sociology–SOC 100, 201, 209D, 210, 220D

PSY 215, SOC 215 (only one counts for IAI Behavioral Sciences course)

2. Major Field & Elective Courses

Required Art Courses.....21 sem. hrs.

Art History
ART 151, 152, and/or 153 .....6 sem. hrs.

Drawing
ART 101 and 102.....6 sem. hrs.

Two-Dimensional Design
ART 109.....3 sem. hrs.

Three-Dimensional Design
ART 110 .....3 sem. hrs.

Life/Figure Drawing
ART 201.....3 sem. hrs.

Electives

Select studio art courses* from at least two of the following disciplines in consultation with an art faculty member:

Painting–ART 107, 108

Ceramics–ART 105, 106

Sculpture–ART 103, 104

Printmaking–ART 113, 114

Jewelry and Metalworking–ART 111, 112

Photography–ART 120, 121

*Transferability of ART 104, 106, 108, 112, 114, or 121 is dependent on a portfolio examination at the senior institution.

3. College Requirements

1. A total of 60 hours or more must be completed as specified. This total cannot include any credits earned in courses numbered below 100 nor any courses with ABE, ASE, AMT, ARW, or ESL prefixes. The 60 hours total may include up to four hours of credit in physical education courses prefixed by PHC.
2. A minimum cumulative grade point average of 2.0 for all courses numbered 100 and above.
3. Meet the college's Academic Residency Requirement for University Transfer degrees: A minimum of 15 semester hours in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP and proficiency credits.
4. Students may apply up to six hours of Independent Study credit toward any associate degree.
5. Students can earn only one transfer associate degree. Should a student seek to earn more than one transfer degree, a Petition to Earn Multiple Transfer Degrees form must be submitted to the associate dean of advising, transfer, and career development services.

ASSOCIATE IN ENGINEERING SCIENCE DEGREE

Bachelor's engineering programs are highly structured to meet the Accreditation Board for Engineering and Technology (ABET) standards required for candidates seeking Illinois registration as a professional engineer. The Associate in Engineering Science (AES) degree is designed to parallel the first two years of pre-engineering programs at most Illinois universities and facilitates students transferring into a bachelor's engineering program with junior standing.

Due to the rigor of the AES curriculum, it is ideal for students to have taken a fourth course of math in high school, or at least have an aptitude in science and math.

Students should select courses in consultation with an academic advisor and should decide on their engineering specialty and their preferred transfer school at the beginning of the sophomore year (at 30 semester hours), since engineering course selections may vary by specialty and school.

Admission into engineering is very competitive. Completion of the pre-engineering courses alone does not guarantee admission to an engineering program.

The college recommends using the Academic Planning, Registration, and Payment Tool on accessECC to track your progress toward completion.

The general education courses required for the AES degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the AES does not meet the minimum IAI general education core requirements. Students will need to complete the general education requirements of the school to which they transfer.

1. General Education Requirements 31-43 sem. hrs.

A. Communications.....6 sem. hrs.
A grade of C or better in English (ENG) 101 and 102 is required.

ENG 101, 102

B. Mathematics.....9 sem. hrs.
MTH 190, 210

C. Life/Physical Sciences 10 sem. hrs.
CHM 142, PHY 111L

D. Humanities/Fine Arts 3-9 sem. hrs.
Choose from approved IAI courses listed below. (If two courses are selected, a two-course sequence in the same discipline is recommended.)

Humanities

Modern Languages–FRN 202, GRM 202, SPN 202 (only one counts for IAI Humanities course)

History–HIS 118, 160

Humanities–HUM 101, 102, 103N, 110, 112, 113, 170N, 202, 203N, 204, 205, 216, 225
HUM 115, 116 (only one counts as IAI Humanities course)

Literature–LIT 201, 202, 203, 205, 210D, 211D, 214, 215, 216, 217, 223N, 225, LIT 225, 229, 235, LIT 231, 242, 244 (only one counts as IAI Humanities course)
LIT 230, 241, 243, 245 (only one counts as IAI Humanities course)

Fine Arts

Art–ART 115, 151, 154N, 155, ART 152, 153 (only one counts as IAI Fine Arts course)

Humanities–HUM 101, 102, 103N

Music–MUS 104N, 105, 106, 107

Speech–CMS 106

Theatre–THE 100, 122, 124

E. Social/Behavioral Sciences 3-9 Sem. Hrs.
Choose from approved IAI courses listed below. (If two courses are selected, a two-course sequence in the same discipline is recommended.)

Social Sciences

Economics–ECN 101, 201, 202

Geography–GEO 116N, 216N

History–HIS 101, 102, 115N, 116N, 120N, 121N, 130N, 131N, 140N, 141N, 151, 152

Political Science–POS 150, 151, 152, 250, 251N, 253N

Behavioral Sciences

Anthropology–120N, 210, 220N, 250

Psychology–PSY 100, 212, 214, 218

Sociology–SOC 100, 201, 209D, 210, 220D

PSY 215, SOC 215 (only one counts for IAI Behavioral Sciences course)

2. Essential Prerequisite and Pre-Engineering Specialty Courses* 22-33 sem. hrs.

A. Essential Prerequisite Courses.....17 sem. hrs.
Computer Science–CIS/MTH 123
Math–MTH 230, 250
Physics–PHY 112

B. Pre-Engineering Specialty Courses.....5-16 sem. hrs.
Economics–ECN 201
Chemistry–CHM 143, 234, 235
Computer Science–CIS 223
Civil Engineering–EGR 101, 152, 252
Physics–PHY 113
*No math lower than Calculus I (MTH 190) will count towards the degree.

C. Major Field and Elective Courses by Specialty

Mechanical Engineering (also General Engineering, Aeronautical Engineering, Manufacturing Engineering, and Engineer Mechanics)–EGR 101,152, 252

Chemical Engineering–CHM 143, 234, 235

Civil Engineering–EGR 101, 252

Industrial Engineering–EGR 152, 252

Since the following specialties are only offered by one or two schools, see the school for advice on course selection:

Agricultural Engineering (University of Illinois at Urbana-Champaign)

Bioengineering (University of Illinois at Chicago and at Urbana-Champaign)

Materials Sciences and Engineering (IIT and University of Illinois at Urbana-Champaign)

Mining Engineering (Southern Illinois University at Carbondale)

Nuclear Engineering (University of Illinois at Urbana-Champaign)

3. College Requirements

1. A total of 60 hours or more must be completed as specified. This total cannot include any credits earned in courses numbered below 100 nor any courses with ABE, ASE, AMT, ARW, or ESL prefixes.
2. A minimum cumulative grade point average of 2.0 for all courses that are applied to the degree.
3. Meet the college's Academic Residency Requirement for University Transfer degrees: A minimum of 15 semester hours in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP, and proficiency credits.
4. Students may apply up to six hours of Independent Study credit toward any associate degree.
5. Students can earn only one transfer associate degree. Should a student seek to earn more than one transfer degree, a Petition to Earn Multiple Transfer Degrees form must be submitted to the associate dean of advising, transfer, and career development services.

ASSOCIATE IN LIBERAL STUDIES DEGREE

This highly individualized degree combines both liberal arts and sciences and occupational education course work. It provides a greater element of freedom for the student and is especially beneficial for anyone with broad life or educational experiences.

Because of the individualized nature of this degree, all students pursuing it should develop an educational plan with an advisor and should discuss transfer implications as they develop the plan.

The college requires these students to have a plan of study approved by the dean of student services and development or associate dean of advising, transfer, and career development services on file.

The college recommends using the Academic Planning, Registration, and Payment Tool on accessECC to track your progress toward completion.

Students with previous academic, career and life experiences are encouraged to investigate the options of proficiency credit to substitute their acquired knowledge for prerequisite, course, and/or degree requirements.

This degree is intended to articulate to universities offering the Board of Governor's baccalaureate degree. Transfer of this degree to institutions which do not offer it may result in some loss of credit. Universities offering the Board of Governor's degree are:

Chicago State University
Eastern Illinois University
Governors State University
University of Illinois at Springfield
Western Illinois University

Graduates earning this degree meet the requirement for coursework on improving human relations as defined in 110 ILCS 205/9.21 (formerly Ill. Rev. Stat. 1991 Ch. 144 sec. 189.21) or PA-87-581.

1. Course Requirements 60 sem. hrs.

See the Course Description section of this catalog for course titles and descriptions.

A. Communications.....9 sem. hrs.

Three courses including a two-course sequence in writing (6 semester credits) and one course in oral communication (3 semester credits). A grade of C or better in English (ENG) 101 and 102 is required.

English – ENG 101 and 102

Speech – CMS 101

B. Sciences.....3 sem. hrs.

Applied Physical Science – APS 111

Astronomy – ATY 100

BIO – 105, 108, 110, 113, 114, 115, 150, 240, 245, 246, 265

Chemistry – CHM 101, 112, 115, 142, 143, 170, 221, 234, 235

Geography – GEO 115

Geology – GLY 112

Physics – PHY, any physics course except PHY 105 and PHY 113

C. Math.....3 sem. hrs.

Math – MTH or
Business – BUS 120 Business Mathematics

D. Behavioral Sciences.....3 sem. hrs.

Anthropology – ATR

Psychology – PSY

Sociology – SOC

E. Social Sciences.....3 sem. hrs.

Economics – ECN

History – HIS

Geography – GEO, except GEO 115

Political Science – POS

International Studies – INS, excluding non-traditional languages

F. Areas of Concentration.....39 sem. hrs.

Areas of concentration include coursework for all courses numbered 100 and above.

2. College Requirements

1. A total of 60 hours or more must be completed as specified above. This total cannot include any credits earned in courses numbered below 100 nor any courses with ABE, ASE, AMT, ARW, or ESL prefixes. The 60 hours total may include up to four hours of credit in physical education courses prefixed by PHC.
2. Meet the college's Academic Residency Requirement for University Transfer degrees: A minimum of 15 semester hours in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP, and proficiency credits.
3. Students may apply up to six hours of Independent Study credit toward any associate degree.
4. Students can earn only one transfer associate degree. Should a student seek to earn more than one transfer degree, a Petition to Earn Multiple Transfer Degrees form must be submitted to the associate dean of advising, transfer, and career development services.

Career and Technical Education

Career and technical education is an outstanding way to enter or re-enter the workforce quickly. It represents more than 155 options of more than 40 different careers that can be completed in two years or less. Programs of study are:

Business
Accounting
Entrepreneurship
Management
Marketing & retail management
Office administration technology
- Administrative office and information processing professional
- Legal office professional
- Medical office professional
- Virtual office assistant

Paralegal

Computer Technologies
Computer aided design
Computer & information sciences
Microcomputer specialist
Digital forensics
Communication design
- Graphic design
- Videography & motion graphics
- Internet design

Office technology applications

Culinary Arts Professions
Culinary arts & hospitality
- Culinary arts
- Pastry arts
- Restaurant management

Health Professions
Clinical laboratory technology
- Clinical laboratory assistant

Phlebotomy
Dental assisting
Emergency medical technology
- Paramedic

Health and wellness management
Histotechnology
Massage therapy
Medical Imaging – Radiography
Medical Imaging – Advanced
- Magnetic Resonance Imaging
- Computed Tomography
- Mammography

Nursing
- Registered nursing
- Basic nurse assistant

Physical therapist assistant
Surgical technology

Human Service Professions
Early childhood education
Family violence counseling
Human services generalist
Substance abuse counseling

Industrial Technologies
Energy management
Heating, air conditioning & refrigeration
Industrial manufacturing technology
Integrated systems technology
Machine tool technology
Renewable energy
Welding

Public Service Professions
Criminal justice
Fire science & safety
Public safety communications (911)

Transportation
Automotive
Truck driving

These study areas, which are detailed over the remaining pages of this section of the catalog, lead to:

- Associate of Applied Science degree
- Vocational Specialist certificate
- Basic Vocational Specialist certificate

Though career and technical education is not intended for automatic transfer to another school, many courses do transfer with appropriate and advanced planning. See your ECC advisor for complete information and work with representatives of your transfer school to assure career and technical education credit will be accepted.

A number of career technical courses are offered as articulated or dual credit courses for qualified high school students. For more information about these early college credit options, please visit the website at elgin.edu/highschool. Interested high school students should start by consulting with their high school counselor.

Vocational Skills Guarantee

It is the policy of the District 509 Board of Trustees that students graduating with an Associate of Applied Science degree in an occupational program be guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the basic skills expected to his/her employer, the student will be offered up to 15 credit hours of retraining at no additional cost, subject to the following conditions:

A. The course work for the degree must have been completed at ECC.

B. The student must have graduated within three years of initial enrollment.

C. The student must be employed full-time in a job directly related to his/her program of study within one year of graduation from the approved program at ECC.

D. The employer must verify in writing within 90 days of the graduate's initial employment that the graduate lacks competency in specific technical skills, as represented in the degree.

E. Specific competencies must be identified and verified by the employer in written documentation submitted to ECC.

F. The retraining must be limited to courses regularly offered by the college and completed within one academic year.

G. A written retraining plan must be developed by the employer, the graduate, and the appropriate instructional dean specifying the courses needed for retraining and the competencies to be demonstrated.

H. Prerequisites, co-requisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this policy.

I. Should the student audit, withdraw, or not receive a passing grade in a course identified in the retraining plan, it will be included in the offer of 15 credit hours.

J. The board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This policy does not apply to those programs in which the graduates are licensed, including, but not limited to, nursing.

The sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the same class with no recourse for damages, court costs, or any associated costs of any kind, or right to appeal beyond those specified by ECC.Career and Technical Degrees and Certificates

Associate of Applied Science Degrees

The college recommends that all students create an educational plan with an advisor in the ECC Advising Center prior to registering. Students with previous academic, career, and life experiences are encouraged to investigate the proficiency credit options to substitute their acquired knowledge for prerequisite, course and/or degree requirements.

The college recommends using the Academic Planning, Registration, and Payment Tool on accessECC to track your progress toward completion.

These degrees are not intended for transfer. For information about courses in the curricula that will transfer or about a transfer-oriented program, see an ECC advisor.

1. Curriculum Requirements

The student must satisfactorily complete all courses specified in the curriculum of their choice. For details, see all AAS degrees and course descriptions on the pages that follow in this catalog.

2. General Education Requirements

A. Communications.....6-9 sem. hrs.

Unless particular courses are specified in the curriculum, students must take two of the writing courses listed below. See the curriculum and Course Descriptions sections of this catalog for details about courses.

ENG 101 English Composition I
ENG 102 English Composition II
BUS 101 Business Communications
BUS 142 Report Writing

Some curricula require CMS 101, Fundamentals of Speech (3), in addition to the 6 hours of written communications.

B. Social or Behavioral Sciences

Unless a particular course is specified in the curriculum, students must choose a course or courses numbered 100 and above from the disciplines listed below. See the curriculum and Course Descriptions sections for details about courses.

Anthropology – ATR
Psychology – PSY
Geography – GEO, except GEO 115
History – HIS
International Studies – INS, excluding non-traditional languages
Political Science – POS
Economics – ECN
Sociology – SOC

C. Math or Science

Unless a particular course is specified in the curriculum, students must choose a math or science course numbered 100 and above from the list below. See the Curriculum and Course Description sections for details about courses. (Please note: Although it does not have a MTH or science prefix, BUS 120 Business Mathematics (3) fulfills this requirement.)

Applied Physical Science – APS/SCI
Astronomy – ATY
Biology – BIO
Botany – BIO
Chemistry – CHM
Geography – GEO, GEO 115 only
Geology – GLY
Mathematics – MTH
Microbiology – BIO
Physics – PHY
Physiology – BIO

D. Liberal Education

Unless a particular course is specified in the curriculum, a minimum of 3 semester hours must be taken from the following:

Art – ART 115, 151, 152, 153, 154, 155
Language – Chinese, French, German, Hindi, Italian, Japanese, Russian or Spanish
History – HIS 118, 160
Humanities – HUM, any Humanities course
International Studies – INS, non-traditional languages
Literature – LIT, any Literature course
Music – MUS 104, 105, 106, 107
Communications – CMS 106, 120
Theater – THE 100, 122, 124

3. College Requirements

1. A total of 60 hours or more must be completed in courses numbered 100 and above as specified in the curriculum. This total cannot include any courses with ABE, ASE, AMT, ARW, or ESL prefixes.
2. A minimum cumulative grade point average of 2.0 for all courses that are applied to the degree.
3. Meet the college's Academic Residency Requirement for Associate of Applied Science degrees: A minimum of 15 semester hours of coursework that are degree requirements, six of which must also be discipline-specific, in courses numbered 100 and above and must have been achieved at ECC, excluding AP, CLEP, and proficiency credits.
4. Students may apply up to six hours of Independent Study credit toward any associate degree.

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

Vocational Specialist Certificates

The college recommends that all students create an educational plan with an academic advisor in the ECC Advising Center prior to registering. Students with previous academic, career, and life experiences are encouraged to investigate the proficiency credit options to substitute their acquired knowledge for prerequisite, course, and/or degree requirements.

The college recommends using the Academic Planning, Registration, and Payment Tool on accessECC to track your own progress.

These certificates are not intended for transfer. For information about courses in the curricula that will transfer see an ECC advisor.

1. Curriculum Requirements

The student must satisfactorily complete all courses specified in the curriculum of their choice. For details about these curricula, see the Career & Technical Education Curricula and Course Description sections of this catalog.

a. For curricula with 30-59 total semester hours of credit, the Vocational Specialist certificate is awarded. For details, see the certificates and course descriptions on the pages that follow in this catalog.

   In most cases, the courses required for a Vocational Specialist certificate may be applied toward an Associate of Applied Science degree in the same field should the student wish to continue study. See an ECC advisor for details.

b. For curricula with fewer than 30 total semester hours, the Basic Vocational Specialist certificate is awarded. For details, see the certificates and course descriptions on the pages that follow in this catalog.

   In most cases, courses required for a Basic Vocational Specialist certificate may be applied to the Vocational Specialist certificate and/or the Associate of Applied Science degree in the same field if the student wishes to continue study. See an ECC advisor for details.

2. Communications Requirement

Unless a particular course is specified, students must choose communications courses from the list below if they are required in the curriculum. See the Curriculum and Course Description sections of this catalog for details about courses.

ENG 101	English Composition I
ENG 102	English Composition II
BUS 101	Business Communications
BUS 142	Report Writing

3. College Requirements

1. A minimum cumulative grade point average of 2.0 for all courses that are applied to the certificate.
2. Meet the college's Academic Residency Requirement for certificates:

   One fourth of the curriculum requirements but no less than eight semester hours of credit must have been achieved at ECC. AP, CLEP, and proficiency credits earned at other institutions do not count toward academic residency.

   Articulated credit earned through the Tech Prep Articulated Credit Program can be included in the calculation of the academic residency requirement. Tech Prep students who earn articulated credit can only earn ECC certificates after matriculating to ECC.

   If the certificate requires less than eight semester hours, all courses must be completed at ECC or through ECC's Tech Prep Articulated Credit Program.Joint Agreements and Chargebacks

Joint Agreements

Joint educational agreements allow students from one community college to enroll in specified career or occupational programs at another community college at in-district tuition rates. ECC has such agreements with 27 other community colleges.

Students residing in District 509 who wish to complete a degree or certificate not offered at ECC are advised to review catalogs of participating colleges to identify a program of study and the participating college at which they would like to study. Students pursuing a health-related program should be advised special admissions and entrance requirements often apply.

A list of participating colleges can be found at elgin.edu/jointagreements. Not all programs at participating colleges are eligible for joint agreements. Students should then contact the Office of the Dean of Student Services and Development at 847-214-7715 to initiate the process.

Students are responsible for their own transportation to the college offering the program. Upon completion of a program, students receive their certificate or degree from the college offering the program. Students may take all course work at the college offering the instruction or they may take general education courses at ECC, transferring the credits at a later date.

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

CAREERS

Joint Agreement Institutions

All certificate and AAS programs that ECC does not offer may be covered.

Black Hawk College
Carl Sandburg College
Danville Community College
Heartland Community College
Highland Community College
Illinois Central College
Illinois Valley Community College
John Wood Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Kishwaukee Community College
Lake Land College
Lewis and Clark Community College
Lincoln Land Community College
McHenry County College
Moraine Valley Community College
Morton College
Prairie State College
Rend Lake College
Richland Community College
Rock Valley College
Sauk Valley Community College
South Suburban College
Southwestern Illinois College
Spoon River College
Waubonsee Community College

Other Participating Institutions with specific and limited Joint Agreements:

College of DuPage
College of Lake County
Harper College
Oakton Community College
Triton College

Program-specific agreements can be found at elgin.edu/jointagreements.

Tuition Chargeback Guidelines

The Illinois Public Community College Act of 1965, as amended, provides that if a student wishes to take a program not offered in his/her home community college district, but offered in another public Illinois community college district, his/her home community college district should pay the non-resident portion of his/her tuition while he/she is enrolled in such a program (the difference between the in-district and out-of-district tuition of the school of attendance).

The pertinent clause of the legislation is contained in Section 106-2 of the Illinois Public Community College Act of 1965, as amended, and reads as follows:

"If a resident of a community college district wishes to attend the community college maintained by the district of his or her residence but the program in which the student wishes to enroll is not offered by that community college, and the community college maintained by the district of his or her residence does not have a contractual agreement under Section 3-40 of this Act for such program, the student may attend any recognized public community college in some other district, subject to the provisions of Section 3-17, and have his or her tuition, as defined herein, paid by the community college district of his or her residence while enrolled in a program at that college which is not offered by his or her home community college if he or she makes application to his or her home board at least 30 days prior to the beginning of any semester, quarter, or term in accordance with rules, regulations and procedures established and published by his or her home board."

The following guidelines are used by ECC in implementing the chargeback provisions of the Illinois Public Community College Act.

1. **Definition of resident**
   A person is considered a resident of the college district who is 18 years of age or older and resides in District #509; or is less than 18 years of age and resides with parent or legal guardian in District #509; or is an emancipated minor and resides in District #509.
2. **Definition of a program**
   A program is defined as a sequence or cluster of related courses identified as a planned group of offerings leading to a certificate or Associate of Applied Science (AAS) degree which is publicized in the official catalog of an Illinois public community college and approved by the Illinois Community College Board and the Illinois Board of Higher Education. Individual courses, adult continuing education offerings, and non-credit offerings are not considered "programs" for approval purposes. Courses under 100 level and prerequisite courses are not covered under a chargeback and must be completed at ECC. Persons enrolled at four-year institutions do not quality for chargebacks for individual courses they may wish to enroll in during any given summer session.
3. **Determination of whether or not a curriculum is offered by ECC**
   A chargeback is not authorized if the desired curriculum is offered by ECC. The determination of whether or not the desired program is offered is made by comparing the relevant ECC programs with the desired curriculum and its component courses in the official catalog of the college the applicant wishes to attend. If ECC has a curriculum comparable, as determined by the Dean of Student Services and Development, no chargeback will be authorized.
4. **Joint agreement programs**
   A request for a chargeback will be denied if ECC has a joint agreement with another college for the program requested. If two or more such agreements cover the same program, the student may apply for attendance at any of the institutions participating in a formal joint agreement.
5. **Distance and inconvenience**
   Distance and inconvenience are not legal grounds for approval of a chargeback. If a program is offered by ECC or is covered under a joint agreement, then it is judged to be available. The time of day, the day of the week, location, modality (online, fast track or face-to-face) or the particular term or semester of offering the program, or its component parts has no bearing on approval of a chargeback.
6. **Enrollment limitations**
   The fact that an ECC program may have limited enrollment, or is temporarily closed to enrollment, or is even regularly oversubscribed, is not considered a factor affecting approval.
7. **Failure to meet entrance requirements**
   The fact that an applicant for tuition chargeback was previously refused admission to an ECC or joint agreement program because of failure to meet entrance requirements is not legal grounds for authorizing a chargeback for a comparable program at another public Illinois community college.

8. Split program

Even though ECC offers the general education or non-technical courses of a program authorized for a chargeback, ECC will pay the non-resident tuition for all courses of a program rather than ask the student to split his/her enrollment and take the general courses with ECC and the technical courses in the neighboring district. If the student wishes to take these courses at ECC, he/she should clear the transfer of the courses with the school he/she attends prior to registration at ECC.

9. Limit on number of programs per applicant

Authorization is limited to one program per applicant at any time.

10. Repeating courses under a chargeback

The college will not pay more than once for any repeated courses for any reason, e.g., incompletes, failures, drops, or withdrawals. If a student withdraws from a course and ECC incurs a charge, ECC will only be responsible for whatever amount would bring the final charge to 100 percent. (Examples: Student withdraws with ECC being billed for 30% of the cost; ECC would only pay 70% of the charge if the student repeats the course. Student withdraws with ECC being billed 100 percent; ECC would not pay for a repeat of the course.)

11. Continuity of authorization

If ECC has authorized a chargeback for the first year of a program in another district, and subsequently ECC develops a comparable program, the student is not required to transfer back to ECC for the balance of the program. Generally, once a program has been approved for a chargeback, ECC continues that approval, upon annual reapplication, until the program is complete. However, should a student withdraw from a program authorized by a chargeback (either by official notification or by not attending for three consecutive semesters), and that program is subsequently developed and implemented by ECC, a chargeback will not be renewed and the student must attend the ECC program or pay out-of- district tuition should he/she elect to re-enter the program from which he/she withdrew. If a chargeback is authorized and the student permanently moves out of the ECC district, authorization is valid only for the current unexpired term or semester. Chargebacks will not be continued or honored if the student does not follow the program for which chargeback was issued.

12. Date for filing applications

Applications for a chargeback should be filed with ECC at least 30 calendar days prior to the official beginning of classes of the specific term or semester of the college the applicant expects to attend. Once the chargeback is approved, it is usually valid for one academic year and must be renewed if the applicant wishes to continue for another year.

13. Compliance guideline

ECC will audit each billing of a chargeback received, and any courses taken which are not part of the approved program will not be honored for a chargeback; that is, the entire out-of-district tuition for such courses must be borne by the student.

14. Appeal of chargeback denial

If a request for a chargeback is denied by the Dean of Student Services and Development, the student may appeal this decision. The student does this through a letter to initiate appeal submitted to the Dean of Student Services and Development. This letter should outline in detail the reasons why the student feels an exception to these rules should be made. The letter will be forwarded to the Vice President for Teaching, Learning, and Student Development. The student will be notified of the vice president's decision.

Career and Technical Degrees/Certificates and Requirements

ACCOUNTING

The accounting program of Elgin Community College provides you with the skills needed to understand, record and analyze financial and managerial transactions.

The two year degree prepares students to meet the demands of today's businesses or for further study of accounting. Topics covered include accounting transactions, accounting terminology, key ratios, required schedules, tax laws, and computerized accounting programs. In addition, broad based business skills are developed through the study of economics, business law, communication concepts, business concepts, and math applications for business. Additional options of study include cost accounting, personal finance, intermediate accounting, and statistics.

To meet the bookkeeping demand of today's businesses, the Bookkeeping certificate covers the entire accounting cycle through procedural study and the manual and computerized recording of basic financial transactions. Office technology skills included are: QuickBooks, Excel, Word Processing, Database, and Payroll. The study of general business knowledge and skills are also included. Additional options of study include management, economics, and speech.

Entrance Requirements

None

Program Requirements

None

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

First Semester			Sem. Hrs.
ACC	100	Introductory Accounting	3
BUS	120	Business Mathematics **or** MTH 125 Finite Math for Business & Mgmt **or** MTH 126 Calculus for Business/ Social Science	3/4
CIS	110	Introduction to Computers	3
ENG	101	English Composition I **or** BUS 101 Business Communications	3
BUS	100	Introduction to Business	3
			Total: 15/16

Second Semester			
ACC	200	Financial Accounting	4
CMS	101	Fundamentals of Speech	3
ECN	201	Principles of Microeconomics	3
PSY	100	Intro to Psychology **or** SOC 100 Principles of Sociology	3
BUS	112	Legal Environment of Business **or** BUS 113 Business Law	3
			Total: 16

Third Semester			
ACC	240	Managerial Accounting	4
ACC	225	Income Tax Accounting	3
ACC	202	QuickBooks I	1
ACC	203	Excel for Financial Accounting	1
ENG	102	English Composition II **or** BUS 142 Report Writing	3
ECN	202	Principles of Macroeconomics	3
			Total: 15

Fourth Semester			
ACC	205	Excel for Managerial Accounting	1
ACC	204	QuickBooks II	1
ACC	221	Payroll Accounting	2
ACC	212	Turbotax for Individual Taxation	1
HUM	216	Ethics	3
Accounting Electives			6
			Total: 14
			Program Total: 60/61

Accounting Electives			
ACC	236	Intermediate Accounting II	3
ACC	260	Internship in Accounting	3
ACC	261	Auditing	3
ACC	235	Intermediate Accounting I	3
ACC	245	Cost Accounting	3
BUS	140	Business Statistics	3
BUS	105	Personal Finance	4
CIS	121	Computer Science I	4
CMS	210	Interpersonal Communication	3

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN BOOKKEEPING

First Semester			Sem. Hrs.
ACC	100	Introductory Accounting	3
BUS	120	Business Mathematics	3
OAT	141	Spreadsheet I	1
CIS	110	Introduction to Computers	3
OAT	140	Word Processing I	1
OAT	100	Professional Development Skills	1
BUS	100	Introduction to Business	3
			Total: 15

Second Semester			
ACC	202	QuickBooks I	1
ACC	203	Excel for Financial Accounting	1
ACC	221	Payroll Accounting	2
BUS	101	Business Communications	3
ACC	204	QuickBooks II	1
OAT	143	Database I	1
Accounting Electives			6
			Total: 15
			Program Total: 30

Accounting Electives			
MMT	101	Principles of Management	3
ACC	200	Financial Accounting	4
BUS	105	Personal Finance	4
ECN	101	Fundamentals of Economics **or** ECN 201 Principles of Microeconomics	3
CMS	210	Interpersonal Communication	3
CMS	101	Fundamentals of Speech	3
BUS	142	Report Writing	3

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

AUTOMOTIVE

The degree in automotive service provides training in all phases of automotive maintenance work for all types of vehicles. The specialty study covers the function, construction, operation, and servicing of automotive components including fuel systems, manual and automatic transmissions, suspension and brake systems, driveline units, heating and air conditioning, electrical systems, computer controls, and emission systems. Diagnosis and troubleshooting, shop safety, and shop procedures are also covered.

The certificates in automotive—electrical, brake and suspension, engine mechanical repair, transmission and drivetrain, engine performance, and auto heating and air conditioning—are ideal for building specialty skills and make nice enhancements to the degree.

Entrance Requirements

None

Program Requirements

ECC automotive students are required to provide their own hand tools, safety glasses, and protective clothing. Complete lists of special tools are available from ECC automotive instructors.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE SERVICE TECHNOLOGY

First Semester			**Sem. Hrs.**
AUT	151	Automotive Engine Service & Repair	7
AUT	153	Manual Transmissions & Drivetrains	7
Required Communications Course*			3
		Total:	17
Second Semester			
AUT	160	Automotive Electricity I	6
AUT	163	Automotive Electricity II	4
AUT	290	Auto Heating & Air Conditioning	5
Required Communications Course*			3
		Total:	18
Third Semester			
AUT	171	Automotive Suspensions & Wheel Alignment	5
AUT	172	Automotive Brake Systems	5
Required Math or Science Course*			3/4
Required Social or Behavioral Science Course*			3
		Total:	16/17
Fourth Semester			
AUT	180	Fuel & Ignition System Fundamentals	7
AUT	271	Diagnostics & Engine Performance	7
Required Liberal Education Course*			3
		Total:	17
		Program Total:	**68/69**

*See page 33

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN AUTOMOTIVE ELECTRICAL SPECIALIST

			Sem. Hrs.
AUT	160	Automotive Electricity I	6
AUT	163	Automotive Electricity II	4
		Total:	10
		Program Total:	**10**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN BRAKE AND SUSPENSION SPECIALIST

			Sem. Hrs.
AUT	171	Automotive Suspensions & Wheel Alignment	5
AUT	172	Automotive Brake Systems	5
		Total:	10
		Program Total:	**10**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN ENGINE MECHANICAL REPAIR SPECIALIST

			Sem. Hrs.
AUT	151	Automotive Engine Service & Repair	7
		Total:	7
		Program Total:	**7**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN ENGINE PERFORMANCE SPECIALIST

			Sem. Hrs.
AUT	180	Fuel & Ignition System Fundamentals	7
AUT	271	Diagnostic & Engine Performance	7
		Total:	14
		Program Total:	**14**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN TRANSMISSION & DRIVETRAIN SPECIALIST

			Sem. Hrs.
AUT	153	Manual Transmissions & Drivetrains	7
AUT	253	Automatic Transmissions	5
		Total:	12
		Program Total:	**12**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN AUTO HEATING & AIR CONDITIONING

			Sem. Hrs.
AUT	290	Auto Heating & Air Conditioning	5
		Total:	5
		Program Total:	**5**

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

CLINICAL LABORATORY TECHNOLOGY

The clinical laboratory technology (CLT) program prepares individuals for rewarding professional careers that combine medicine and science. Students learn to perform diagnostic analyses using state-of-the-art laboratory equipment, interpret test results, and consult with physicians in determining and monitoring necessary treatment for patients. The program integrates general education and professional courses with hands-on experiences in a variety of clinical lab settings. Online education is combined with on-campus labs to prepare students with the technical skills needed to work in the following laboratory departments: hematology, microbiology, chemistry, blood bank, immunology, microscopy and phlebotomy. Upon completion of the associate degree, students are eligible to sit for a national certification exam offered by the American Society of Clinical Pathology (ASCP).

The clinical laboratory assistant (CLA) program leads to a basic vocational certificate and provides students with the skills necessary to collect and process specimens, prepare slides and cultures, and perform point-of-care testing procedures.

Accreditation

The clinical laboratory technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, 773-714-8880. naacls.org.

Entrance Requirements: Clinical laboratory technology

- Score in the 25th percentile or better in each section of the PSB-HOA exam
- Grade of C or better in BIO 110 or equivalent
- Grade of C or better in CHM 101 or equivalent or grades of C or better in two semesters of high school chemistry within the last five years
- Grade of C or better in MTH 097 or equivalent or grades of C or better in two semesters of high school geometry or appropriate score on the geometry placement test
- Grade of C or better in MTH 098 or equivalent or appropriate score on the algebra placement test

Entrance Requirements: Clinical laboratory assistant

- Score in the 25th percentile or better in each section of the PSB-HOA exam
- Grade of C or better in BIO 110 or equivalent or grades of C or better in two semesters of high school biology
- Grade of C or better in CHM 101 or equivalent or grades of C or better in two semesters of high school chemistry
- Grade of C or better in MTH 098 or equivalent or grades of C or better in four semesters of high school algebra or appropriate score on the algebra placement test

Preference is given to candidates who are legal residents of Community College District 509, Elgin Community College. Working in district does not meet this requirement. Qualified applicants from other districts may be considered if space is available. Go to elgin.edu/jointagreements to learn more.

Admission Procedures

All applicants must submit the following items to the ECC Records Office:

- ECC application
- Health professions application

Official college transcripts (Note: To request a transcript evaluation go to elgin.edu/evaluation.)

- Official high school transcript or GED certificate

Admission to the program is selective. Students may obtain an application for admission online at elgin.edu/clt. PSB-HOA testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken.

Applications are reviewed in the order received and candidates will be notified of their status. Students are encouraged to apply early. New CLT classes begin in August; new CLA classes begin in January.

Program Requirements

Students must complete all required courses with grades of C or better to be eligible to sit for the medical laboratory technician certification exam offered by the American Society of Clinical Pathology (ASCP). Prior credits in biology, chemistry, or mathematics must have been earned within the last 10 years. Students must provide their own uniform and transportation to and from all clinical sites.

Students who complete the clinical laboratory assistant certificate and who continue in the CLT program will receive credit for CLT 100 and CLT 120.

Policies and Procedures

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunizations/titer results, and proof of health insurance coverage.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division.

The standards, policies, and procedures of the clinical laboratory technology program are published in the clinical laboratory technology student handbook. Copies of the student handbook may be obtained online at elgin.edu/clt.

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN CLINICAL LABORATORY TECHNOLOGY

First Semester			Sem. Hrs.
BIO	240	Human Anatomy and Physiology **or** BIO 245 Human Anatomy and Physiology I **and** BIO 246 Human Anatomy **and** Physiology II	5/8
MTH	112	College Algebra	4
ENG	101	English Composition I	3
CLT	100	Introduction to Clinical Lab Technology **or** CLT 105 Clinical Lab Assistant Skills I **and** CLT 106 Clinical Lab Assistant Skills II	2.5/5
CLT	120	Clinical Lab Technology Practicum I**	.5
		Total: 15/20.5	
Second Semester			
CHM	142	General Chemistry I	5
ENG	102	English Composition II	3
Social/Behavioral Science Elective*			3
CLT	110	Clinical Microscopy	3
CLT	112	Clinical Hematology	3.5
		Total: 17.5	
Summer Session			
BIO	265	General Microbiology	4
CLT	114	Clinical Immunology	2.5
		Total: 6.5	
Third Semester			
BIO	113	Molecular and Cellular Biology **or** CHM 170 Elementary Organic Chemistry	4/5
CLT	210	Clinical Chemistry	3.5
CLT	212	Clinical Microbiology	3.5
CLT	220	Clinical Lab Technology Practicum II	5
		Total: 16/17	
Fourth Semester			
Liberal Education Elective*			3
CLT	214	Clinical Immunohematology	3
CLT	222	Clinical Lab Technology Practicum III	5
CLT	230	Clinical Lab Technology Conference	1
		Total: 12	
		Program Total: 67/73.5	

*See page 33

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN CLINICAL LABORATORY ASSISTANT

First Semester			Sem. Hrs.
CLT	101	Phlebotomy	3
CLT	105	Clinical Lab Assistant Skills I	2
CLT	106	Clinical Lab Assistant Skills II	3
		Total: 8	
Second Semester			
CLT	120	Clinical Lab Technology Practicum I**	1.5
		Total: 1.5	
		Program Total: 9.5	

**Students with one year of full-time phlebotomy experience may apply for proficiency credit for CLT 120.

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

CLINICAL LABORATORY TECHNOLOGY – PHLEBOTOMY

Phlebotomy is the collection of blood specimens using venipuncture and dermal puncture techniques. Phlebotomists are often the first member of the laboratory team that the patient encounters. For this reason, students considering a career in phlebotomy should possess good communication skills in addition to being able to perform technical procedures accurately and react professionally in critical situations. Phlebotomists work in hospitals, outpatient clinics, commercial labs, blood centers, physicians' office labs and others.

Students who complete all required phlebotomy courses with grades of C or better will receive a Basic Vocational Specialist certificate from ECC.

Entrance Requirements

- Score in the 12th percentile or better in each section of the PSB-HOA exam
- Official high school transcript or GED certificate

Program Requirements

Students must provide their own uniform and transportation to and from all clinical sites. To be eligible to sit for the phlebotomy technician certification exam offered by the American Society of Clinical Pathology (ASCP) students must provide proof of high school graduation or equivalent or successful completion of college level courses.

Policies and Procedures

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/ certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunizations/titer results, and proof of health insurance coverage.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division.

The standards, policies and procedures of the phlebotomy program are published in the phlebotomy student handbook. Copies of the student handbook may be obtained online at elgin.edu/phlebotomy.

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN PHLEBOTOMY

First Semester			**Sem. Hrs.**
CLT	101	Phlebotomy	3
Second Semester			
CLT	120	Clinical Lab Technology Practicum I	1.5
			Total: 4.5
			Program Total: 4.5

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COMMUNICATION DESIGN

ECC's Communication Design Department encompasses two dynamic visual disciplines: graphic design and videography. At ECC you'll experience hands-on learning in small classes from exceptional, industry-seasoned faculty in up-to-date facilities.

Exciting practical experiences are offered through the Spartan Design Club or through capstone projects designed to synthesize skills developed during the program. Student film fests and professional portfolio presentations showcase student work to the community and prospective employers. If you are just beginning, then jump start your career and enhance your earnings potential by completing an associate of applied science degree in either graphic design or videography.

If you need to augment an existing degree or work experience, certificates are offered for the Adobe® Creative Suite®, Web design or videography. Students may even pursue an associate of arts degree that includes electives in communication design to transfer to a four-year college or university to master strategic design skills and gain a significant competitive edge in today's global marketplace. Whatever your educational goals, ECC's Communication Design Department offers you access to the unique professional resources necessary to reach them.

Entrance Requirements

None

Program Requirements

Students should possess a sense of design, color and composition. Students are expected to purchase some personal graphic design tools and external drives to backup their files.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN COMMUNICATION DESIGN–GRAPHIC DESIGN

First Semester			Sem. Hrs.
CDN	101	Introduction to 2D-Design	3
CDN	103	Conceptual Visualization	3
CDN	105	Color Theory	3
CDN	107	Introduction to Digital Design	3
Required Math/Science Course*			3
			Total: 15
Second Semester			
CDN	104	Typography	3
CDN	106	Layout Design	3
CDN	219	Basic Web Design	3
CDN	230	Introduction to Videography	3
Required Communications Course*			3
			Total: 15
Third Semester			
CDN	203	Designing with InDesign	3
CDN	204	Design/Adobe Illustrator	3
CDN	207	Image Design/Photoshop	3
CDN	221	Advanced Web Design	3
Required Social/Behavioral Science Course*			3
			Total: 15
Fourth Semester			
CDN	115	History of Graphic Design	3
CDN	214	Portfolio Review	2
CDN	217	Freelance Principles and Practice	3
CDN	223	Digital Publishing	3
Required Liberal Education Course*			3
Required Communications Course*			3
			Total: 17
			Program Total: 62

*See page 33

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN ADOBE® CREATIVE SUITE®

			Sem. Hrs.
CDN	107	Introduction to Digital Design	3
CDN	106	Layout Design	3
CDN	204	Design/Adobe Illustrator	3
CDN	207	Image Design/Photoshop	3
			Total: 12
			Program Total: 12

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN WEB DESIGN

First Semester			Sem. Hrs.
CDN	107	Introduction to Digital Design	3
CDN	219	Basic Web Design	3
			Total: 6
Second Semester			
CDN	221	Advanced Web Design	3
CDN	230	Advanced Videography	3
			Total: 6
			Program Total: 12

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN COMMUNICATION DESIGN–VIDEOGRAPHY & MOTION GRAPHICS

First Semester			Sem. Hrs.
CDN	101	Introduction to 2D-Design	3
CDN	230	Introduction to Videography	3
CDN	105	Color Theory	3
CDN	107	Introduction to Digital Design	3
Required Math/Science Course*			3
			Total: 15
Second Semester			
CDN	104	Typography	3
CDN	207	Image Design/Photoshop	3
CDN	219	Basic Web Design	3
CDN	236	Motion Graphics and Special Effects	3
Required Communications Course*			3
			Total: 15
Third Semester			
CMS	106	Introduction to Film Appreciation	3
ART	120	Darkroom Photography	3
CDN	233	Digital Video Editing	3
CDN	234	Video Production Techniques	3
Required Social/Behavioral Science Course*			3
			Total: 15
Fourth Semester			
CDN	214	Portfolio Review	2
CDN	232	Sound Design	3
CDN	236	Motion Graphics and Special Effects	3
CDN	239	Video Production Capstone	2
Required Liberal Education Course*			3
Required Communications Course*			3
			Total: 16
			Program Total: 61

*See page 33

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN VIDEOGRAPHY

First Semester			Sem. Hrs.
CDN	230	Introduction to Videography	3
CDN	232	Sound Design	3
CDN	236	Motion Graphics and Special Effects	3
			Total: 9
Second Semester			
CDN	233	Digital Video Editing	3
CDN	234	Video Production Techniques	3
			Total: 6
			Program Total: 15

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COMPUTER AIDED DESIGN

Computer aided design (CAD) is an advanced product development tool used in all manufacturing which allows engineers, designers, and technicians to develop new products faster with increased precision by automating many complex, tedious, and repetitive design tasks. Traditional technical drawing theory and practices are utilized alongside the most up-to-date CAD applications, rapid prototyping machines, modeling simulators, and other high tech commodities.

Entrance Requirements

None

Program Requirements

None

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AIDED DESIGN

First Semester			Sem. Hrs.
EGR	101	General Engineering Drawing **or** CAD 101 Introduction to Engineering Design	4
CAD	105	Pro/ENGINEER Basic Design Training	3
IMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
ENG	101	English Composition I	3
OTS	100	Keyboarding	1
			Total: 17

Second Semester			
CAD	111	Pro/E Adv Part & Assembly Design	3
CAD	206	Industrial Design Problems	4
MTH	112	College Algebra **or** MTH 114 Trigonometry **or** MTH 190 Calculus with Analytic Geometry I	3/4
ENG	102	English Composition II	3
Required Social/Behavioral Science Course*			3
			Total: 16/17

Third Semester			
CAD	205	Geometric Dimensioning & Tolerancing	3
CAD	108	Intro to Micro-CAD AutoCAD	3
CAD	118	Computer Graphics Advanced AutoCAD	3
MTH	114	Trigonometry **or** MTH 113 Calculus with Analytic Geometry I **or** MTH 210 Calculus with Analytic Geometry II	3/5
Choose one course from the electives list			3
			Total: 15/17

Fourth Semester			
CAD	208	Applied Desc Geometry & Statics	4
PHY	101	General Physics **or** PHY 105 Technical Physics **or** PHY 111 Engineering Physics	4/5
Required Liberal Education Course*			3
Choose two courses from the electives list			6
			Total: 17/18

Program Total: 65/69

*See page 33

Electives by Track

Architectural Design Track

CAD	109	Foundations of Architectural Design	3
CAD	119	Advanced Architectural Design	3

SolidWorks Track

CAD	120	Introduction to SolidWorks	3
CAD	121	Advanced Concepts in SolidWorks	3

Revit Track

CAD	130	Introduction to Revit	3
CAD	131	Advanced Concepts in Revit	3

ProE Track

CAD	115	Pro/E Production Drawing & Detailing	3
CAD	211	Pro/E Pro/SURFACE	3
CAD	215	Pro/E Super User Training	3

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN COMPUTER AIDED DESIGN

			Sem. Hrs.
EGR	101	General Engineering Drawing **or** CAD 101 Introduction to Engineering Design	4
CAD	105	Pro/ENGINEER Basic Design Training	3
CAD	108	Introduction to Micro-CAD AutoCAD	3
CAD	206	Industrial Design Problems	4
CAD	120	Introduction to SolidWorks	3
			Total: 17

Program Total: 17

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN PRACTICING PROFESSIONAL–PROE

First Semester			Sem. Hrs.
OTS	100	Keyboarding	1
CAD	105	Pro/ENGINEER Basic Design Training	3
CAD	111	Pro/E Adv Part & Assembly Design	3
			Total: 7

Second Semester			
CAD	211	Pro/E Pro SURFACE	3
CAD	215	Pro/E Super User Training	3
			Total: 6

Third Semester			
CAD	115	Pro/E Production Drawing & Detailing	3
			Total: 3

Program Total: 16

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN AUTOCAD

			Sem. Hrs.
CAD	108	Introduction to Micro-CAD AutoCAD	3
CAD	118	Computer Graphics-Advanced AutoCAD	3

Note: The two AutoCAD classes may be taken the same semester. First eight weeks: CAD 108; second eight weeks: CAD118.

Total: 6

Program Total: 6

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN ARCHITECTURAL DESIGN

			Sem. Hrs.
CAD	108	Introduction to Micro-CAD AutoCAD	3
CAD	109	Foundations of Architectural Design	3
CAD	119	Advanced Architectural Design	3
			Total: 9

Program Total: 9

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CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN REVIT

			Sem. Hrs.
CAD	130	Introduction to Revit	3
CAD	131	Advanced Concepts in Revit	3
		Total:	6
		Program Total:	**6**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN SOLIDWORKS

			Sem. Hrs.
CAD	120	Introduction to SolidWorks	3
CAD	121	Advanced Concepts in SolidWorks	3
CAD	208	Applied Desc Geometry & Statics	4
		Total:	10
		Program Total:	**10**

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COMPUTER AND INFORMATION SCIENCES

The degree in microcomputer specialist allows students maximum flexibility to select classes that best suit their skills, strengths, educational and career goals, and meet industry standards. Classes leading to industry certification have been designed to prepare students for CompTIA A+ and Microsoft MCDST and MCSA exams. The curriculum also includes fundamentals of computers systems, operating systems, programming, troubleshooting, help-desk fundamentals, network technologies, and administration. Students also develop proficiency in popular microcomputer applications such as word processing, spreadsheet, database, and Internet publishing.

The degree in digital forensics will prepare you to identify, collect, and maintain digital artifacts to preserve their reliability for admission as evidence in a court of law. Computers and other digital devices are used today in just about every facet of our business and personal lives. As society becomes more dependent on these devices to communicate and store data, evidence trails are left in electronic format.

The digital forensics vocational certificate is for individuals who are already in law enforcement or criminal justice and want to jump into digital forensics.

Entrance Requirements

None

Program Requirements

None

The information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN MICROCOMPUTER SPECIALIST

First Semester			Sem. Hrs.
CIS	110	Introduction to Computers	3
CIS	121	Computer Science I **or** CIS 105 Introduction to Computer Programming	4
BUS	100	Introduction To Business	3
Required Social/Behavioral Science Course*			3
Required Communications Course*			3
		Total:	16

Second Semester			
CIS	143	Spreadsheet Software	2
CIS	147	Internet Publishing	1
CIS	221	Computer Operating Systems/ Microsoft	3
CIS	230	Computer Hardware	3
MTH	125	Finite Math For Business & Mgmt **or** MTH 112 College Algebra **or** BUS 120 Business Mathematics	3/4
Elective			3
		Total:	15/16

Third Semester			
CIS	142	Database Software	2
CIS	215	Multimedia Technologies	2
CIS	231	Computer Troubleshooting	3
CIS	252	Network Fundamentals	3
BUS	142	Report Writing	3
Elective			2
		Total:	15

Fourth Semester			
CIS	222	Computer Operating Systems/Linux	2
CMS	101	Fundamentals of Speech	3
Elective			6
Required Liberal Education Course*			3
		Total:	14
		Program Total:	**60/61**

*See page 33

Electives			
CIS	114	Digital Cameras and Computers	2
CIS	148	Web Page Markup Language	2
CIS	149	User Interface Design Principles	1
CIS	170	Introduction to Computer Forensics	3
CIS	205	Visual Programming	4
CIS	207	Java Programming	4
CIS	210	Database Programming	3
CIS	229	Computer Science Independent Study	2/6
CIS	236	Special Topics in Computer Science	0.5/3
CIS	246	Programming Dynamic Web Pages	3
CIS	248	Internet Programming with PHP	3
CIS	253	Security Fundamentals	3
CIS	256	Network Administration/Microsoft	3
CIS	257	Serving the Internet/Microsoft	3
CIS	260	Applied Technical Support	3
CIS	262	Applied Programming	3
CIS	270	File System and OS Evidence Recovery	3

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FORENSICS

First Semester			Sem. Hrs.
CIS	110	Introduction to Computers	3
CRJ	101	Introduction to Criminal Justice	3
CMS	101	Fundamentals of Speech	3
Required Communications Course*			3
Required Social/Behavorial Science Course (Recommended PSY 100 or POS 150)*			3
		Total:	15

Second Semester			
CIS	230	Computer Hardware	3
CIS	221	Computer Operating Systems/ Microsoft	3
CRJ	165	Introduction to Forensic Science	3
Required Math/Science Course (Recommended BIO 110 or CHM 101)*			3/4
Required Liberal Education Course*			3
		Total:	15/16

Third Semester			
CIS	170	Introduction to Computer Forensics	3
CRJ	205	Criminal Law	3
Computer & Information Sciences Elective			3/4
CIS	252	Network Fundamentals	3
Required Communications Course*			3
		Total:	15/16

Fourth Semester			
CIS	270	File System and OS Evidence Recovery	3
CIS	271	Application Device Evidence Recovery	3
CRJ	215	Criminal Procedure	3
CIS	253	Security Fundamentals	3
Computer & Information Sciences Elective			3/4
		Total:	15/16
		Program Total:	**60/62**

Computer & Information Sciences Electives			
CIS	121	Computer Science I	4
CIS	127	Discrete Structures	3
ACC	101	Financial Accounting	4
CIS	231	Computer Troubleshooting	3
CIS	114	Digital Cameras and Computers	2
CIS	272	Digital Forensics Software Suites	4
CIS	273	Digital Forensic Software Tools	4
CIS	171	Introduction to Cyber Crimes	2

*See page 33

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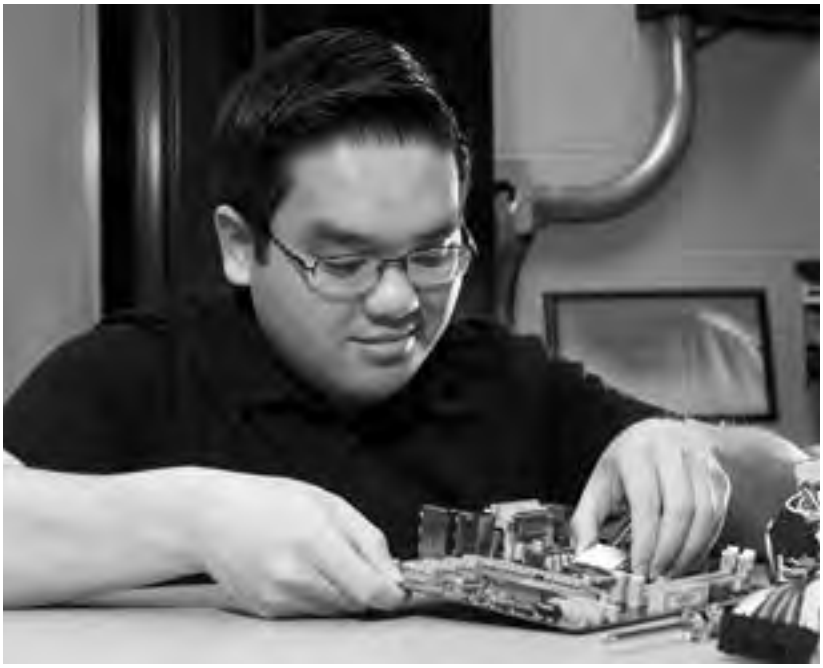
CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN DIGITAL FORENSICS

First Semester			Sem. Hrs.
CIS	110	Introduction to Computers	3
CRJ	165	Introduction to Forensic Science	3
CIS	171	Introduction to Cyber Crimes	2
Computer & Information Sciences Elective			2/3
			Total: 10/11
Second Semester			
CIS	170	Introduction to Computer Forensics	3
CIS	273	Digital Forensic Software Tools	4
CIS	221	Computer Operating Systems/ Microsoft	3
			Total: 10
Third Semester			
CIS	272	Digital Forensics Software Suites	4
Computer & Information Sciences Elective			6
			Total: 10
			Program Total: 30/31

Computer & Information Sciences Electives

CIS	114	Digital Cameras and Computers	2
CIS	230	Computer Hardware	3
CIS	252	Network Fundamentals	3
CIS	253	Security Fundamentals	3
CIS	270	File System and OS Evidence Recovery	3
CIS	271	Application Device Evidence Recovery	3



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CRIMINAL JUSTICE

Increasing complexities of our society and its laws are influencing more criminal justice agencies to consider candidates for employment who possess a college education. The degree in criminal justice features opportunities to learn essential knowledge for preparedness to work in the criminal justice field, but does not cover the professional courses that lead to police or corrections officer certification. There are also opportunities for police officers and other practitioners to receive credit for their experiences in this program. Course work includes the philosophies of community policing, professional integrity and ethics, personal fitness, broad-based criminal justice education, and writing across the curriculum.

The certificate in criminal justice law enforcement is designed for individuals who may want a basic knowledge or better understanding of the criminal justice field, or are interested in careers in the criminal justice field such as law enforcement, corrections, probation, or private security.

Entrance Requirements

None

Program Requirements

None

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE

First Semester			Sem. Hrs.
CRJ	101	Introduction to Criminal Justice	3
CMS	101	Fundamentals of Speech	3
CRJ	111	Stress Management in Law Enforcement	3
POS	150	Amer Government - National	3
ENG	101	English Composition I	3
		Total:	15
Second Semester			
CRJ	110	Introduction to Corrections	3
CRJ	198	The Police Service	3
CRJ	160	Criminal Justice Report Writing	3
PSY	100	Intro to Psychology	3
HUM	115	Critical Reasoning **or** HUM 116 Logic **or** HUM 216 Ethics	3
		Total:	15
Third Semester			
CRJ	199	Community Based Policing	3
SOC	100	Principles of Sociology	3
CRJ	231	Juvenile Justice	3
CRJ	205	Criminal Law	3
Required Math/Science Course*			3
Criminal Justice Elective			3
		Total:	18
Fourth Semester			
CRJ	225	Criminal Investigation	3
CRJ	230	Criminology	3
CRJ	270	Criminal Justice Org and Mgt	3
Criminal Justice Elective			3
		Total:	12
		Program Total:	**60**

Criminal Justice Electives

CRJ	120	Introduction to Probation and Parole	3
CRJ	165	Introduction to Forensic Science	3
CRJ	180	Crime Prevention	3
CRJ	200	Police Operations	3
CRJ	201	Crisis and Conflict Mediation	3
CRJ	202	Corrections Operations	2
CRJ	203	Corrections Counseling	2
CRJ	204	Legal Aspects of Corrections	3
CRJ	215	Criminal Procedure	3
CRJ	220	Criminalistics	3
CRJ	235	Issues in Criminal Justice	0.5/3
CRJ	290	Criminal Justice Seminar & Practicum	3
SUB	122	Basic Substance Abuse Pharmacology	3
SUB	125	Special Populations	3
PSC	105	Public Safety Telecommunicator	6
FSS	101	Introduction to Fire Science	3
FSS	202	Hazardous Materials	3
FSS	220	Legal Concern in Emergency Services	3

*See page 33

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN CRJ LAW ENFORCEMENT

First Semester			Sem. Hrs.
CRJ	101	Introduction to Criminal Justice	3
CRJ	205	Criminal Law	3
CRJ	231	Juvenile Justice	3
ENG	101	English Composition I	3
SOC	100	Introduction to Sociology	3
		Total:	15
Second Semester			
CRJ	110	Introduction to Corrections	3
CRJ	215	Criminal Procedure	3
CRJ	225	Criminal Investigation	3
PSY	100	Introduction to Psychology	3
CRJ	230	Criminology	3
		Total:	15
		Program Total:	**30**

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- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

CULINARY ARTS AND HOSPITALITY

ECC's Culinary Arts & Hospitality Program has been recognized as having one of the best programs in the Midwest. If you have a passion to produce culinary and pastry creations and are seeking a degree, our program offers an AAS degree in each major hospitality discipline: culinary arts, pastry arts, and restaurant management. If you are working in the industry and need to enhance your technical skills, our program offers four culinary certificates, four pastry certificates, and three restaurant management certificates. Students learn about every aspect of the industry while developing their technical and employability skills. The program's core courses are learned in a classroom or on-line and then applied in our five commercial kitchen labs.

According to the Bureau of Labor Statistics, 17.8 million people are employed in the hospitality industry. Employment is forecast to increase to 19.6 million jobs by 2020.

The Culinary Arts & Hospitality Program holds articulated agreements with multiple in-district secondary schools. Our program also has transfer agreements with a number of four-year institutions for students who wish to pursue a desired bachelor's degree.

Entrance Requirements

None

Program Requirements

Students must purchase a required ECC uniform and culinary or pastry tool kit from the ECC Bookstore by the first day of class. Orders take two weeks to process, so please visit the ECC Bookstore for complete information and order forms.

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
HOS	101	Intro to the Hospitality Industry	3
PAS	101	Baking Fundamentals I	4
BUS	101	Business Communications	3
		Total:	16
Second Semester			
CUL	110	Cooking Fundamentals II	6
HOS	212	Quantity Food Purchasing	3
HOS	215	Hospitality Supervision	3
BUS	142	Report Writing	3
SPN	101	Elementary Spanish I	4
		Total:	19
Third Semester			
CUL	203	Meats and Seafood Principles	6
CUL	207	Garde Manger	4
HOS	220	Restaurant Service and Operations	4
HOS	120	ServSafe/BASSETT	0.5
HOS	214	Menu Design & Strategy	3
		Total:	17.5
Fourth Semester			
CUL	208	Restaurant Food Production	6
HOS	218	Food, Beverage, and Labor Control	3
BIO	101	Nutrition for Today	3
Required Social/Behavioral Science Course*			3
		Total:	15
Fifth Semester			
CUL	205	Culinary Internship	4
		Total:	4
		Program Total:	**71.5**

*See page 33

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN COOK

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
PAS	101	Baking Fundamentals I	4
HOS	101	Intro to the Hospitality Industry	3
BUS	101	Business Communications	3
		Total:	16
Second Semester.			
CUL	110	Cooking Fundamentals II	6
HOS	212	Quantity Food Purchasing	3
HOS	215	Hospitality Supervision	3
SPN	101	Elementary Spanish I	4
		Total:	16
Third Semester			
CUL	203	Meats and Seafood Principles	6
CUL	207	Garde Manger	4
BUS	142	Report Writing	3
		Total:	13
		Program Total:	**45**

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN PREP COOK

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
PAS	101	Baking Fundamentals I	4
HOS	101	Intro to the Hospitality Industry	3
		Total:	13
Second Semester.			
CUL	110	Cooking Fundamentals II	6
BUS	101	Business Communications	3
SPN	101	Elementary Spanish I	4
		Total:	13
		Program Total:	**26**

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN COOK ASSISTANT/BAKER ASSISTANT

Courses			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
PAS	101	Baking Fundamentals I	4
HOS	101	Intro to the Hospitality Industry	3
		Program Total:	**13**

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN ICE CARVING

Courses			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	210	Ice Carving	3
		Program Total:	**5**

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DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN RESTAURANT MANAGEMENT

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
PAS	101	Baking Fundamentals I	4
HOS	101	Intro to the Hospitality Industry	3
BUS	101	Business Communications	3
		Total: 16	
Second Semester			
HOS	220	Restaurant Service and Operations	4
HOS	120	ServSafe/BASSETT	0.5
HOS	212	Quantity Food Purchasing	3
HOS	215	Hospitality Supervision	3
BUS	120	Business Mathematics	3
BUS	131	Customer Service Solutions	1
		Total: 14.5	
Third Semester			
HOS	225	Dining Room Management	6
HOS	214	Menu Design & Strategy	3
HOS	216	Beverage Management	3
BUS	142	Report Writing	3
		Total: 15	
Fourth Semester.			
HOS	218	Food, Beverage, and Labor Control	3
HOS	205	Hospitality Law	3
BIO	101	Nutrition for Today	3
SPN	101	Elementary Spanish I	4
Required Social/Behavioral Science Course*			3
		Total: 16	
Fifth Semester			
HOS	230	Hospitality Management Internship	4
		Total: 4	
		Program Total: 65.5	

*See page 33

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN RESTAURANT SUPERVISOR

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
PAS	101	Baking Fundamentals I	4
HOS	101	Intro to the Hospitality Industry	3
BUS	101	Business Communications	3
		Total: 16	
Second Semester			
HOS	220	Restaurant Service and Operations	4
HOS	120	ServSafe/BASSETT	0.5
HOS	212	Quantity Food Purchasing	3
HOS	215	Hospitality Supervision	3
BUS	131	Customer Service Solutions	1
BUS	120	Business Mathematics	3
		Total: 14.5	
Third Semester			
HOS	225	Dining Room Management	6
HOS	214	Menu Design & Strategy	3
HOS	216	Beverage Management	3
BUS	142	Report Writing	3
		Total: 15	
		Program Total: 45.5	

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN RESTAURANT OPERATIONS

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
PAS	101	Baking Fundamentals I	4
HOS	101	Intro to the Hospitality Industry	3
		Total: 12	
Second Semester			
HOS	220	Restaurant Service and Operations	4
HOS	120	ServSafe/BASSETT	0.5
BUS	131	Customer Service Solutions	1
HOS	216	Beverage Management	3
		Total: 9.5	
		Program Total: 21.5	

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN PASTRY ARTS

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
PAS	101	Baking Fundamentals I	4
PAS	103	Baking Theory	1
HOS	101	Intro to the Hospitality Industry	3
BUS	101	Business Communications	3
		Total: 17	
Second Semester			
PAS	110	Baking Fundamentals II	6
PAS	104	Yeast Bread	6
HOS	212	Quantity Food Purchasing	3
SPN	101	Elementary Spanish I	4
		Total: 19	
Third Semester			
PAS	202	Patisserie & Confections I	6
HOS	214	Menu Design & Strategy	3
HOS	215	Hospitality Supervision	3
BUS	142	Report Writing	3
		Total: 15	
Fourth Semester			
PAS	280	Patisserie & Confections II	6
PAS	220	Customer Service Operations	2
HOS	218	Food, Beverage, and Labor Control	3
BIO	101	Nutrition for Today	3
Required Social/Behavioral Science Course*			3
		Total: 17	
Fifth Semester			
PAS	205	Pastry Internship	4
		Total: 4	
		Program Total: 72	

*See page 33

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN BAKERY SUPERVISOR

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
CUL	101	Cooking Fundamentals I	4
PAS	101	Baking Fundamentals I	4
PAS	103	Baking Theory	1
HOS	101	Intro to the Hospitality Industry	3
BUS	101	Business Communications	3
		Total: 17	
Second Semester			
PAS	110	Baking Fundamentals II	6
HOS	212	Quantity Food Purchasing	3
PAS	104	Yeast Bread	6
SPN	101	Elementary Spanish I	4
		Total: 19	
Third Semester			
PAS	202	Patisserie & Confections I	6
HOS	215	Hospitality Supervision	3
BUS	142	Report Writing	3
		Total: 12	
		Program Total: 48	

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN BAKER

First Semester			Sem. Hrs.
HOS	100	Kitchen Techniques	1
CUL	106	ServSafe Manager Certification	1
PAS	101	Baking Fundamentals I	4
CUL	101	Cooking Fundamentals I	4
PAS	103	Baking Theory	1
HOS	101	Intro to the Hospitality Industry	3
BUS	101	Business Communications	3
			Total: 17
Second Semester			
PAS	110	Baking Fundamentals II	6
PAS	104	Yeast Bread	6
BUS	142	Report Writing	3
SPN	101	Elementary Spanish I	4
			Total: 19
			Program Total: 36

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN DECORATIVE PASTRY

Courses			Sem. Hrs.
CUL	106	ServSafe Manager Certification	1
HOS	100	Kitchen Techniques	1
PAS	101	Baking Fundamentals I	4
PAS	204	Decorative Pastry	6
			Program Total: 12

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

DENTAL ASSISTING

A dental assistant is an important member of an efficient dental team, providing valuable service to both the dentist and patient. An assistant aids and anticipates the needs of a dentist in intra-oral procedures like general dentistry, oral and maxillofacial surgery, and prosthetic, endodontic, orthodontic, and pediatric dentistry. Other functions of a dental assistant include: responsibility for the disinfection and sterilization protocols of the office, lab procedures such as exposing and processing radiographs, secretarial and receptionist duties, and instructing patients concerning proper techniques of preventive dentistry.

Elgin Community College's Dental Assisting Program prepares students for an active role in dentistry through classroom, laboratory, and clinical experiences. Highly-trained dental professionals teach and supervise all on- and off-campus activities.

Clinical experience begins in the third semester of full-time enrollment and continues for 336 hours in area dental offices. Students are placed into general practice offices and can select their specialty office experiences from oral and maxillofacial surgery, orthodontics, periodontics, pediatric dentistry, or endodontic practices.

Graduates are encouraged to take the national examination to become a certified dental assistant (CDA). Certification is a special recognition for a high level of professional competence.

In addition to the clinical dental assisting certificate, current students and currently working assistants are eligible take the DEA 113 Special Projects class for expanded functions training in Coronal Polishing and Pit & Fissure Sealants.

Accreditation

The clinical dental assisting program is accredited by the Commission on Dental Accreditation, American Dental Association, 211 East Chicago Avenue, Suite 1900, Chicago, IL 60611-2678, (800) 621-8099, ada.org.

Entrance Requirements

Score in the 12th percentile or better in each section of the PSB-HOA exam.

Qualified applicants from other districts may be considered if space is available. Go to elgin.edu/jointagreements to learn more.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application
- Health professions application
- Official high school transcript or High School Equivalency certificate
- Official college transcripts

(Note: To request a transcript evaluation go to elgin.edu/evaluation.)

Students may obtain an application for admission online at elgin.edu/dental. PSB-HOA testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken. Applications for the dental assisting program will be reviewed after PSB-HOA scores have been submitted and candidates will be notified of their status. Students are encouraged to apply early. New dental assisting classes begin in January and August.

Program Requirements

Students must complete all required courses with grades of C or better to be eligible for graduation. Students must provide their own uniform, safety glasses, and transportation to and from all clinical sites.

Policies and Procedures

Students admitted to the dental assisting program may be required to attend an orientation before dental assisting classes begin.

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunizations/titer results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division. The standards, policies, and procedures of the dental assisting program are published in the dental assisting student handbook. Copies of the student handbook may be obtained online at elgin.edu/dental.

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN CLINICAL DENTAL ASSISTING

First Semester			Sem. Hrs.
DEA	101	Dental Assisting I	3
DEA	103	Dental Materials I	3
DEA	106	Dental Aseptic Techniques	3.5
DEA	108	Chairside Dental Assisting I	3
BUS	101	Business Communications **or** ENG 101 English Composition I	3
CMS	101	Fundamentals of Speech	3
		Total:	18.5
Second Semester			
DEA	107	Dental Radiography	3
DEA	111	Dental Assisting II	3
DEA	118	Dental Materials II	3
DEA	119	Dental Records and Communications	3
DEA	120	Chairside Dental Assisting II	3
		Total:	15
Third Semester			
DEA	123	Clinical Practice I**	4
DEA	124	Clinical Practice II**	4
		Total:	8
		Program Total:	**41.5**

**Students with one year of acceptable full-time dental assisting experience may apply for proficiency credit for DEA 123 and DEA 124.

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN DENTAL OFFICE AIDE

First Semester			Sem. Hrs.
DEA	101	Dental Assisting I	3
DEA	103	Dental Materials I	3
DEA	106	Dental Aseptic Techniques	3.5
DEA	108	Chairside Dental Assisting I	3
CMS	101	Fundamentals of Speech	3
		Total:	15.5
		Program Total:	**15.5**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN PRECLINICAL DENTAL ASSISTING

The awarding of this certificate is contingent upon the student first earning the Basic Vocational Specialist certificate in dental office aide.

Second Semester			Sem. Hrs.
DEA	107	Dental Radiography	3
DEA	111	Dental Assisting II	3
DEA	118	Dental Materials II	3
DEA	119	Dental Records and Communications	3
DEA	120	Chairside Dental Assisting II	3
		Total:	15
		Program Total:	**15**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

EMERGENCY MEDICAL TECHNOLOGY–PARAMEDIC

Emergency medical technician paramedics (EMT-P) are professional providers of immediate care to the sick and injured. They are responsible for triage, treatment, and transport of patients to medical facilities for further care and attention.

The Emergency Medical Technology-Paramedic Program at ECC is a joint venture with the emergency medical services departments at Advocate/Sherman Hospital and Presence Health/St. Joseph Hospital in Elgin.

ECC's Basic Vocational Specialist Certificate Program in EMT-P exposes the student to a wide variety of emergency situations, including direct patient care in one of the EMS system hospitals and on emergency vehicles. After completion of the program, candidates are eligible to take the EMT-P licensure exam in the state of Illinois and/or national registry exam.

Accreditation

The emergency medical technology-paramedic program is approved by the Illinois Department of Public Health (IDPH). Presence Health/St. Joseph Hospital is accredited and Advocate/Sherman Hospital is seeking accreditation through the Committee on Accreditation for the EMS Professions (CoAEMSP).

Entrance Requirements

- Age 18 years or older.
- High school graduate/equivalent.
- Current Illinois EMT-B license.
- Six months experience as an EMT-B.
- Written agreement with an ALS agency for field experience.

Additional Requirements

- Score 75 percent or better on the paramedic training written entrance exam.
- Score in the 25th percentile or better in each section of the PSB-HOA exam.

Note: PSB-HOA testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken.

Admission to the emergency medical technology-paramedic program is selective. Preference is given to candidates who are employed/sponsored by departments in IDPH EMS Region IX. Qualified applicants from other departments may be considered if space is available. Go to elgin.edu/jointagreements to learn more.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application.
- Official high school transcript or high school equivalency certificate.

Applicants should contact their fire department chief or the EMS Office at Advocate/Sherman Hospital, 224-783-3947, or Presence Health/St. Joseph Hospital, 847-695-3200 ext. 5956, to obtain an application packet for the EMT-P program. The deadline for applying to the emergency medical technology-paramedic program is May 1. After this date, applications will only be considered if space is available. Applicants will be notified of their status. New EMT-P classes begin in August.

Program Requirements

Students must complete all required courses with grades of C or better to be eligible to sit for the state paramedic licensing exam offered by the Illinois Department of Public Health. Students who begin their education after January 1, 2013 and wish to obtain NREMT National EMS Certification, must successfully complete their paramedic education at an accredited program or one holding a Letter of Review (LOR) from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students must provide their own uniform and transportation to and from all clinical sites.

Policies and Procedures

Students applying to health professions programs must provide a valid social security number in order be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file: negative drug test results, completed medical form which includes proof of immunizations/titer results, proof of health insurance coverage, and proof of health care provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division.

The standards, policies, and procedures of the emergency medical technology-paramedic program are published in the emergency medical technology-paramedic student handbook. Copies of the student handbook may be obtained from the participating hospitals

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN EMERGENCY MEDICAL TECHNOLOGY–PARAMEDIC

First Semester			Sem. Hrs.
EMT	121	Paramedic I	6
EMT	122	Paramedic II	6
			Total: 12
Second Semester			
EMT	123	Paramedic III	6
EMT	124	Paramedic IV	6
			Total: 12
Summer Session			
EMT	133	Paramedic Seminar	4.5
			Total: 4.5
			Program Total: 28.5

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

ENERGY MANAGEMENT

The degree in energy management prepares students for work as a mid-level technician in large commercial facilities which make extensive use of computer-based building automation systems. Students design, retrofit, test, balance, and commission environmental controls and computerized building automation systems. Students learn current methods of performing efficiency evaluations for energy management control while meeting indoor air quality standards required for the specific building application. Students actually perform energy and systems analysis in the ECC lab and in area buildings.

The degree in energy management/renewable energy prepares students for work as a mid-level technician in the renewable energy industry. Students seeking this degree design, retrofit, test, balance, and troubleshoot environmental controls and renewable energy systems. The course of study includes work in the fields of solar heating, wind energy, solar electricity, and energy auditing. Students learn to evaluate energy management and renewable energy systems in both residential and commercial buildings. Students study ways to optimize existing residential and commercial building automation systems as well as new state-of-the-art systems. In addition to classroom study, students actually perform energy audits and systems analysis on buildings located in the Elgin area.

Entrance Requirements

None

Program Requirements

None

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN RENEWABLE ENERGY OPTION

First Semester			Sem. Hrs.
HAC	101	Air Conditioning & Refrigeration I	3
HAC	114	Basic Electricity & HVACR Controls	3
ECS	112	Survey of Renewable Energy Systems	2
IST	105	Electrical Control Circuits	3
IMT	107	Technical Math I **or** MTH 112 College Algebra	4
		Total:	15
Second Semester			
HAC	103	Basic Heating Gas/Oil	3
HAC	102	Air Conditioning & Refrigeration II	4
ECS	202	Commercial Load Calculations	3
IST	140	Programmable Controllers I	3
Required Communications Course*			3
		Total:	16
Third Semester			
HAC	110	Heat Pumps & Electrical Heat	3
IST	142	Programmable Controllers II	3
ECS	116	Introduction to Wind Energy	3
ECS	111	Introduction to Photovoltaic Systems	3
ECS	117	Intro to Sustainable Heating Systems	3
Required Communications Course*			3
		Total:	18
Fourth Semester			
IST	235	AC Drives	3
ECS	113	Energy Auditing	3
ECS	118	Photovoltaic System Application	3
ECS	119	Wind Turbine Service	3
Required Liberal Education Course*			3
Required Social/Behavioral Science Course*			3
		Total:	18
		Program Total:	**67**

*See page 33

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN RENEWABLE ENERGY

First Semester			Sem. Hrs.
ECS	117	Intro to Sustainable Heating Systems	3
ECS	112	Survey of Renewable Energy Systems	2
ECS	202	Commercial Load Calculations	3
		Total:	8
Second Semester			
ECS	111	Introduction to Photovoltaic Systems	3
ECS	113	Energy Auditing	3
ECS	110	Codes and Standards	3
		Total:	9
		Program Total:	**17**

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN ENERGY MANAGEMENT

Summer Semester			Sem. Hrs.
CIS	110	Introduction to Computers	3
		Total:	3
First Semester			
HAC	103	Basic Heating Gas/Oil	3
HAC	101	Air Conditioning & Refrigeration I	3
HAC	104	HVACR Controls	0.5
IST	105	Electrical Control Circuits	3
HAC	119	Refrigerant Recovery Certification	3
IST	140	Programmable Controllers I	3
IMT	107	Technical Math I **or** MTH 107 Technical Math I **or** MTH 112 College Algebra	4
		Total:	16.5
Second Semester			
Required Communications Course*			3
HAC	205	Commercial Air Conditioning	3
HAC	212	Pneumatic Controls	4
ECS	202	Commercial Load Calculations	3
IST	142	Programmable Controllers II	3
		Total:	16
Third Semester			
Required Communications Course*			3
IST	245	Advanced Programmable Controllers	3
ECS	206	Commercial Duct Design	3
ECS	108	Commercial Electronic Control System	3
ECS	110	Codes and Standards	3
ECS	114	IAQ for Commercial Buildings	3
		Total:	18
Fourth Semester			
IST	235	AC Drives	3
ECS	215	Commercial Applications Systems	3
Recommended Electives			3
Liberal Education Course*			3
Required Social/Behavioral Science Course*			3
		Total:	15
		Program Total:	**68.5**

Recommended Electives

HAC	207	Commercial Refrigeration	3
HAC	236	Special Topics in Heat/Air Cond	3
ECS	103	Commercial/Industrial Boilers	3
ECS	290	Energy Management Internship	2

*See page 33

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CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN ENERGY MANAGEMENT

First Semester			Sem. Hrs.
HAC	101	Air Conditioning & Refrigeration I	3
HAC	114	Basic Electricity & HVACR Controls	3
IST	140	Programmable Controllers I	3
ECS	117	Intro to Sustainable Heating Systems	3
IST	130	Basic Mechanical Drives	3
			Total: 15
Second Semester			
IST	142	Programmable Controllers II	3
HAC	103	Basic Heating Gas/Oil	3
HAC	102	Air Conditioning & Refrigeration II	4
ECS	116	Introduction to Wind Energy	3
HAC	110	Heat Pumps & Electrical Heat	3
			Total: 16
Third Semester			
IST	245	Advanced Programmable Controllers	3
IST	120	Hydraulics	3
ECS	202	Commercial Load Calculations	3
			Total: 9
			Program Total: 40

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

ENTREPRENEURSHIP

ECC offers four instructional options for individuals passionate about starting a business. Persons interested in entrepreneurial pursuits should be self-motivated, willing to work hard, and understand the demand for the product or service they want to sell. ECC brings top-notch teaching professionals and experienced real-world entrepreneurs into the classroom.

Entrance Requirements

None

Program Requirements

None

The information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN ENTREPRENEURSHIP

First Semester			Sem. Hrs.
ENT	101	Entrepreneurship	3
ENT	111	Small Business Management	3
BUS	120	Business Mathematics	3
MKT	103	Marketing	3
BUS	100	Introduction to Business	3
		Total:	15

Second Semester			
MMT	101	Principles of Management	3
MKT	105	Sales	3
ACC	101	Financial Accounting	4
BUS	101	Business Communications **or** ENG 101 English Composition I	3
BUS	112	Legal Environment of Business	3
		Total:	16

Third Semester			
BUS	142	Report Writing	3
ENT	210	Small Business Finance	3
CIS	110	Introduction to Computers **or** OAT 130 Software Applications for the Office	3
MKT	145	E-Commerce	3
BUS	254	Business Ethics	3
		Total:	15

Fourth Semester			
ENT	220	Business Plan Writing	3
ECN	101	Basic Economics **or** ECN 202 Principles of Macroeconomics **or** ECN 201 Principles of Microeconomics	3
CMS	101	Fundamentals of Speech	3
BUS	260	Global Business	3
ENT	275	Entrepreneurship Capstone	3
Entrepreneurship Elective**			1–3
Required Liberal Education Course*			3
		Total:	19/21

Program Total: 65/67

*See page 33

****Entrepreneurship Electives**

ACC	202	QuickBooks I	1
MMT	234	Special Topics in Management	1
MMT	235	Special Topics in Management	2
MMT	236	Special Topics in Management	3
MMR	101	Principles of Retailing	3
MKT	115	Advertising and Promotion	3

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN ADVANCED ENTREPRENEURSHIP

First Semester			Sem. Hrs.
ENT	101	Entrepreneurship	3
ENT	111	Small Business Management	3
MKT	103	Marketing	3
BUS	120	Business Mathematics	3
BUS	100	Introduction to Business	3
		Total:	15

Second Semester			
MKT	105	Sales	3
MMT	101	Principles of Management	3
ACC	101	Financial Accounting	4
BUS	101	Business Communications **or** ENG 101 English Composition I	3
BUS	112	Legal Environment of Business	3
		Total:	16

Third Semester			
ENT	210	Small Business Finance	3
ENT	220	Business Plan Writing	3
CIS	110	Introduction to Computers **or** OAT 130 Software Applications for the Office	3
ENT	275	Entrepreneurship Capstone	3
		Total:	12

Program Total: 43

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN INTERMEDIATE ENTREPRENEURSHIP

First Semester			Sem. Hrs.
ENT	101	Entrepreneurship	3
ENT	111	Small Business Management	3
ENT	220	Business Plan Writing	3
MKT	103	Marketing	3
BUS	101	Business Communications **or** ENG 101 English Composition I	3
		Total:	15

Second Semester			
MKT	105	Sales	3
BUS	100	Introduction to Business	3
MMT	101	Principles of Management	3
ACC	101	Financial Accounting	4
BUS	120	Business Mathematics	3
		Total:	16

Program Total: 31

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN INTRODUCTORY ENTREPRENEURSHIP

			Sem. Hrs.
ENT	101	Entrepreneurship	3
ENT	111	Small Business Management	3
ENT	220	Business Plan Writing	3
MKT	103	Marketing	3
		Total:	12

Program Total: 12

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

FIRE SCIENCE AND SAFETY

The disastrous nature of fire to life and property is complex and compounded by urban expansion, a growing population, rapid technological advancements and new threats to homeland security. The highest standards of technical knowledge, training and education are at ECC, ideal to enhance firefighting knowledge and qualifications at every phase of a firefighter's career. By completing the requirements for all five fire science and safety certificates, students meet all FSS requirements for the AAS degree. The student must still fulfill general education requirements.

Entrance Requirements

None

Program Requirements

Students must attain a valid CPR card prior to finishing FSS 215 if they plan to take the national EMT test. Only two CPR cards will be accepted: American Heart Association Healthcare Provider CPR card; or an American Red Cross Professional Rescuer CPR card.

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

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

It is the responsibility of FSS 215 students to pay for their own drug testing and criminal background check. Criminal background checks are completed by logging into Certifiedbackground.com (program code: lg38, then follow the prompts).

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

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN FIRE SCIENCE & SAFETY

First Semester			Sem. Hrs.
FSS	101	Introduction to Fire Science	3
Mathematics/Science Requirement			3–4
PSY	100	Intro to Psychology	3
Required Communications Course			3
General Elective			3
		Total:	15/16

Second Semester			
FSS	102	Fire Prevention Principles I	3
FSS	103	Fire Suppression & Bldg Construction	3
FSS	204	Fire Protection Systems	3
MMT	101	Principles of Management	3
Required Communications Course*			3
		Total:	15

Third Semester			
FSS	201	Fire Fighting Tactics & Strategy I	3
FSS	202	Hazardous Materials	3
CMS	101	Fundamentals of Speech	3
Fire Science Elective			3
FSS	220	Legal Concern in Emergency Services	3
		Total:	15

Fourth Semester			
FSS	203	Fire Service Hydraulics	3
FSS	214	Fire Service Instructor–Basic Level	3
MMT	102	Organizational Behavior	3
Required Liberal Education Course*			3
Fire Science Elective			3
		Total:	15
		Program Total:	**60/61**

*See page 33

General Electives			
ART	120	Introduction to B & W Photography	3
BIO	110	Principles of Biology	4
BIO	240	Human Anatomy and Physiology	5
BIO	245	Human Anatomy and Physiology I	4
BIO	246	Human Anatomy and Physiology II	4
BUS	113	Business Law	3
BUS	140	Business Statistics	3
CAD	101	Introduction to Engineering Design	4
CHM	101	Preparatory Chemistry	5
CIS	110	Introduction to Computers	3
CRJ	101	Introduction to Criminal Justice	3
CRJ	225	Criminal Investigation	3
EMT	121	Paramedic I	6
CDN	101	2 D-Visual Basics for Design	3
MMT	107	Human Resource Management	3
PHR	102	First Aid and Safety	3
PHY	105	Technical Physics	4
POS	150	Amer Government–National	3
POS	151	Amer Govt State Local	3
PSC	105	Public Safety Telecommunicator	3

Fire Science Electives			
FSS	206	Fire Serv Mgt I/Officer Role & Funct.	3
FSS	207	Fire Serv Mgt II/Commun & Gr Dynamic	3
FSS	215	Emergency Medical Technician-Basic	8
FSS	110	Basic Operation Firefighter Module A	4
FSS	111	Basic Operation Firefighter Module B	4
FSS	112	Basic Operation Firefighter Module C	4
FSS	113	Vehicle Operator/Rescue Awareness	1
FSS	224	Fire Service Instructor - Level II	3

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN FIRE SCIENCE & SAFETY

First Semester			Sem. Hrs.
FSS	101	Introduction to Fire Science	3
FSS	204	Fire Protection Systems	3
FSS	202	Hazardous Materials	3
FSS	215	Emergency Medical Technician-Basic	8
		Total:	17

Second Semester			
FSS	102	Fire Prevention Principles I	3
FSS	103	Fire Suppression & Bldg Construction	3
FSS	214	Fire Service Instructor-Basic Level	3
FSS	201	Fire Fighting Tactics & Strategy I	3
FSS	203	Fire Service Hydraulics	3
		Total:	15
		Program Total:	**32**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN FIRE SCIENCE

			Sem. Hrs.
FSS	101	Introduction to Fire Science	3
FSS	103	Fire Suppression & Building Construction	3
FSS	204	Fire Protection Systems	3
		Total:	9
		Program Total:	**9**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN EMS

			Sem. Hrs.
FSS	215	Emergency Medical Technician-Basic	8
		Total:	8
		Program Total:	**8**

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- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN FIRE OFFICER I

			Sem. Hrs.
FSS	102	Fire Prevention Principles I	3
FSS	201	Fire Fighting Tactics & Strategy I	3
FSS	206	Fire Service Management I, Officer Role & Function	3
FSS	207	Fire Service Management II, Communication & Group Dynamics	3
FSS	214	Fire Service Instructor–Basic Level	3

Total: 15
Program Total: 15

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN BASIC OPERATIONS FIREFIGHTER

Courses			Sem. Hrs.
FSS	110	Basic Operation Firefighter Module A	4
FSS	111	Basic Operation Firefighter Module B	4
FSS	112	Basic Operation Firefighter Module C	4
FSS	113	Vehicle Operator/Rescue Awareness	1
FSS	202	Hazardous Materials	3

Total: 16
Program Total: 16

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

HEALTH AND WELLNESS MANAGEMENT

From group fitness instructors and personal trainers to fitness center managers, ECC's health and wellness management degree prepares students to succeed. The curriculum utilizes materials from the American College of Sports Medicine (ACSM) for personal training and the American Council on Exercise (ACE) for group fitness instructors. The Health and Wellness Management Program prepares graduates to take any nationally accredited certification exam for personal trainers and/or group fitness instructors. The program also prepares graduates to manage health, fitness, or wellness facilities, as well as their own businesses. Classes offer solid knowledge in anatomy, physiology, exercise science, kinesiology, and hands-on experiences to enhance practical skills.

ECC's program is ideal for recent high school graduates, adults changing careers, or those seeking a quicker path toward working credentials. Health and wellness professionals play an integral part in the promotion, development, and implementation of health and wellness programs. Certified personal trainers and group fitness instructors design customized fitness programs for active and fit people working towards greater fitness, sedentary individuals who are striving to become active, as well as the elderly and overweight. The workplace is varied and may include athletic clubs, schools, health/fitness clubs, YMCAs, clients' homes, and private studios with one-on-one sessions and small or large groups.

Trainers typically instruct individuals in beginning or advanced exercises, relying on their knowledge of physiology to determine the type and difficulty level of exercise, specific movements, and form correction. Trainers often demonstrate exercises and equipment, offering individualized guidance and encouragement.

Group fitness instructors teach a variety of fitness classes for individuals of all fitness levels. They design classes to deliver memorable experiences for the participants, helping them to achieve their health and fitness goals.

Health and wellness center managers may create fitness plans, wellness plans, supervise classes, and manage day-to day operations of a center. Many fitness managers are also involved in selling new memberships, retaining existing members, marketing, maintaining the exercise equipment, and managing trainers, instructors, and other staff.

Students interested in the health and wellness management program should see an academic advisor or the program director to create an educational plan.

More information about the program can be found at elgin.edu/wellness.

Entrance Requirements

None

Program Requirements

Students must complete all required courses with grades of C or better. Prior credits in biology must have been earned within the last 10 years. Students must obtain malpractice insurance prior to starting their internship and provide their own transportation to and from all training sites.

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN HEALTH AND WELLNESS MANAGEMENT

First Semester			Sem. Hrs.
BIO	110	Principles of Biology	4
HWM	135	Personal Wellness	1
PHC	111	Individualized Fitness Programming	1
PHC	130	Beginning Fitness Walking	1
PHR	102	First Aid and Safety	3
PSY	100	Intro to Psychology	3
Required Communications Course*			3
		Total:	16

Second Semester			
BIO	101	Nutrition for Today	3
BIO	240	Human Anatomy and Physiology	5
BUS	120	Business Mathematics	3
HPE	112	Intro to Healthcare Vocabulary	3
HUM	216	Ethics	3
PHC	200	Fundamentals of Weight Training	1
		Total:	18

Third Semester			
HWM	139	Sport and Exercise Psychology	3
HWM	142	Structural Kinesiology	3
HWM	147	Personal Training I	3
PHR	110	Active for Life **or** PHR 115 Healthy Eating for Life	2
Health and Wellness Management Elective			1–2
Required Communications Course*			3
		Total:	15/16

Fourth Semester			
HWM	145	Health/Fitness Facility Standards	2
HWM	148	Personal Training II	5
HWM	150	Personal Training Internship	2
MMT	125	Leadership Development	3
Health and Wellness Management Elective			2–3
		Total:	14/15
		Program Total:	**63/65**

Health & Wellness Management Electives		
HWM	130	Pilates Mat 1
HWM	132	Group Fitness Instructor I 1
HWM	133	Group Fitness Instructor II 1
HWM	136	Advanced Group Fitness Instruction 1
HWM	137	Group Fitness as a Profession 1
HWM	140	Athletic Injury Management 1

*See page 33

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN GROUP FITNESS PROFESSIONAL

First Semester			Sem. Hrs.
HWM	132	Group Fitness Instructor I	1
HWM	133	Group Fitness Instructor II	1
		Total:	2

Second Semester			
HWM	136	Advanced Group Fitness Instruction	1
HWM	137	Group Fitness as a Profession	1
		Total:	2
		Program Total:	**4**

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HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Students in all options of the heating, ventilation, air conditioning and refrigeration program learn in modern, well-equipped labs at ECC. They are permitted real-time access to the campus building automation systems for instructional purposes. The commercial air conditioning lab is equipped with state-of-the-art equipment including heat pumps and roof top units. All students receive a great deal of hands-on experiences and enjoy personalized attention. Faculty includes veteran teachers and industry professionals.

Accreditation

This program is accredited by the Partnership for Air Conditioning Heating and Refrigeration Accreditation (PAHRA).

Entrance Requirements

None

Program Requirements

None

Other Information

For learning activities outside the classroom, student may wish to join the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), Fox Valley Student Branch Chapter, to take part in educational meetings and Midwest manufacturer tours. Student memberships in the greater Chicago chapter of the Refrigeration Service Engineers Society (RSES) are also available. Free training seminars and networking opportunities are among the benefits of RSES membership.

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN HEATING, AIR CONDITIONING & REFRIGERATION

Certification: Upon completion of the program, students are required to take the ARI/GAMA National Light Commercial or Commercial Competency Exam (HAC 220).

First Semester			Sem. Hrs.
HAC	115	Blueprint Reading for Heating & AC	3
HAC	114	Basic Electricity & HVACR Controls	3
HAC	101	Air Conditioning and Refrigeration I	3
HAC	103	Basic Heating Gas/Oil	3
IMT	107	Technical Math I	4
HAC	119	Refrigerant Recovery Certification	0.5
		Total: 16.5	

Second Semester			
HAC	102	Air Conditioning & Refrigeration II	4
HAC	104	HVACR Controls	3
HAC	205	Commercial Air Conditioning	3
HAC	109	Basic Sheet Metal	3
HAC	110	Heat Pumps & Electrical Heat	3
WEL	101	Welding I	2
		Total: 18	

Third Semester			
HAC	106	Advanced Heating Hydronics/Steam	3
HAC	208	Load Calculations & Duct Sys Design	4
HAC	111	Commercial Sheet Metal	3
Required Social/Behavioral Science Course*			3
Required Communications Course*			3
		Total: 16	

Fourth Semester			
HAC	207	Commercial Refrigeration	3
HAC	212	Pneumatic Controls	4
HAC	220	HVACR National Certification	1
Industrial Technology Electives			3
Required Liberal Education Course*			3
Required Communications Course*			3
		Total: 17	
		Program Total: 67.5	

*See page 33

Industrial Technology Electives

AUT	290	Auto Heating & Air Conditioning	5
CAD	108	Intro to Micro-CAD AutoCAD	3
CIS	110	Introduction to Computers	3
GET	118	Hydraulics and Pneumatics	5
HAC	233	Special Topics in HVACR	0.5
HAC	234	Special Topics in Heat/Air Cond.	1
HAC	235	Special Topics in Heat/Air Cond.	2
HAC	236	Special Topics in Heat/Air Cond.	3
ECS	290	Energy Management Internship	2

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN SHEET METAL MECHANICS

Certification: Upon completion of the program, students are encouraged to take the ARI/GAMA National Light Commercial or Commercial Competency Exam (HAC 220).

First Semester			Sem. Hrs.
HAC	114	Basic Electricity and HVACR Controls	3
HAC	109	Basic Sheet Metal	3
WEL	101	Welding I	2
HAC	115	Blueprint Reading for Heating and Air Conditioning	3
HAC	116	Cost Estimating for Sheet Metal	3
HAC	104	HVACR Controls **or** HAC 212 Pneumatic Controls	3/4
		Total: 17/18	

Second Semester			
HAC	111	Commercial Sheet Metal	3
HAC	117	Architectural & Ornamental Sheet Metal	3
HAC	208	Load Calculations & Duct System Design	4
HAC	118	Testing and Balancing HVAC Equipment	3
WEL	102	Welding II	4
		Total: 17	
		Program Total: 34/35	

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN HEATING AC & REFRIGERATION LEVEL III

Certification: Students are required to take the ARI/GAMA National Residential Air Conditioning and Heating exam (HAC 220).

First Semester			Sem. Hrs.
HAC	115	Blueprint Reading for Heating and Air Conditioning	3
HAC	114	Basic Electricity and HVACR Controls	3
HAC	101	Air Conditioning & Refrigeration I	3
HAC	103	Basic Heating Gas/Oil	3
HAC	109	Basic Sheet Metal	3
HAC	119	Refrigerant Recovery Certification	(.5)
Industrial Technology Elective			3
		Total: 18.5	

Second Semester			
HAC	102	Air Conditioning & Refrigeration II	4
HAC	104	HVACR Controls	3
HAC	205	Commercial Air Conditioning	3
HAC	110	Heat Pumps & Electrical Heat	3
WEL	101	Welding I	2
HAC	111	Commercial Sheet Metal	3
HAC	220	HVACR National Certification	1
		Total: 19	
		Program Total: 37.5	

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CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN HEATING AC & REFRIGERATION LEVEL II

			Sem. Hrs.
HAC	115	Blueprint Reading for Heating and Air Conditioning	3
HAC	114	Basic Electricity and HVACR Controls	3
HAC	101	Air Conditioning & Refrigeration I	3
HAC	103	Basic Heating Gas/Oil	3
HAC	109	Basic Sheet Metal	3

Total: 15
Program Total: 15

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN HEATING AC & REFRIGERATION LEVEL I

			Sem. Hrs.
HAC	114	Basic Electricity and HVACR Controls	3
HAC	101	Air Conditioning & Refrigeration I	3
HAC	103	Basic Heating Gas/Oil	3
HAC	102	Air Conditioning & Refrigeration II	4
HAC	119	Refrigerant Recovery Certification	(.5)

Total: 13.5
Program Total: 13.5

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- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

HISTOTECHNOLOGY

The histotechnician (HT) is responsible for processing surgical tissues, biopsies, and autopsy specimens for microscopic review by pathologists. Illnesses such as cancer or serious infections can often be detected by the arrangement of cells in a tissue sample.

The Histotechnology Program of Elgin Community College provides a quality education which integrates general education and professional courses with hands-on experience to prepare graduates with the technical skills needed to work in a variety of histology laboratories. Students who successfully complete the Associate of Applied Science degree in Histotechnology, or hold an associate degree or higher and complete the Vocational Specialist Certificate in Histotechnology, will be eligible to sit for the national histotechnician certification exam administered by the American Society of Clinical Pathology (ASCP).

Accreditation

The Histotechnology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, 773-714-8880, naacls.org.

Entrance Requirements

- Score in the 25th percentile or better in each section of the PSB-HOA exam
- Grade of C or better in BIO 110 or equivalent
- Grade of C or better in MTH 097 or equivalent or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test
- Grade of C or better in MTH 098 or equivalent or appropriate score on the algebra placement test

Preference is given to candidates who are legal residents of Community College District 509, Elgin Community College. Working in district does not meet this requirement. Qualified applicants from other districts may be considered if space is available. Go to elgin.edu/jointagreements to learn more.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application
- Health professions application
- Official college transcripts (Note: To request a transcript evaluation go to elgin.edu/evaluation.)
- Official high school transcript or GED certificate

Admission to the program is selective. Students may obtain an application for admission online at elgin.edu/histotechnology. PSB-HOA testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken. Applications are reviewed in the order received and candidates will be notified of their status. Students are encouraged to apply early. New histotechnology classes begin in August.

Program Requirements

Students must complete all required courses with grades of C or better to be eligible to sit for the histotechnician certification exam offered by the American Society of Clinical Pathology (ASCP). Prior credits in biology, chemistry, or mathematics must have been earned within the last 10 years. Students must provide their own uniform and transportation to and from all clinical sites.

Policies and Procedures

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunizations/titer results, and proof of health insurance coverage.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division.

The standards, policies, and procedures of the histotechnology program are published in the histotechnology student handbook. Copies of the student handbook may be obtained online at elgin.edu/histotechnology.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN HISTOTECHNOLOGY

First Semester (Fall)			Sem. Hrs.
BIO	240	Human Anatomy and Physiology **or** BIO 245 Human Anatomy and Physiology I **and** BIO 246 Human Anatomy and Physiology II	5/8
HPE	112	Introduction to Healthcare Vocabulary	3
MTH	112	College Algebra	4
ENG	101	English Composition I	3
		Total: 15/18	
Second Semester (Spring)			
BIO	265	General Microbiology	4
CHM	112	Elements of Chemistry: General	5
ENG	102	English Composition II	3
Social/Behavioral Science Elective*			3
		Total: 15	
Third Semester (Fall)			
CHM	170	Elementary Organic Chemistry	5
Liberal Education Elective*			3
HST	111	Histotechnology Topics I	3
HST	121	Embedding and Cutting I	4
		Total: 15	
Fourth Semester (Spring)			
CMS	210	Interpersonal Communication	3
HST	113	Histotechnology Topics II	1
HST	123	Embedding and Cutting II	4
HST	125	Special Stains	3
HST	131	Histotechnology Practicum I	2
HST	133	Histotechnology Practicum II	2
		Total: 15	
		Program Total: 60/63	

*See page 33

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN HISTOTECHNOLOGY

First Semester (Fall)			Sem. Hrs.
BIO	240	Human Anatomy and Physiology **or** BIO 245 Human Anatomy and Physiology I **and** BIO 246 Human Anatomy and Physiology II	5/8
HPE	112	Introduction to Healthcare Vocabulary	3
HST	111	Histotechnology Topics I	3
HST	121	Embedding and Cutting I	4
		Total:15/18	
Second Semester (Spring)			
ENG	101	English Composition I	3
HST	113	Histotechnology Topics II	1
HST	123	Embedding and Cutting II	4
HST	125	Special Stains	3
HST	131	Histotechnology Practicum I	2
HST	133	Histotechnology Practicum II	2
		Total:15	
		Program Total: 30/33	

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HUMAN SERVICES–EARLY CHILDHOOD EDUCATION

ECC's early childhood education programs prepare students to work as child care workers or as child care directors. The Associate of Applied Science degree in human services/early childhood education is approved for the Gateways for Illinois Director Credential Level 1 and the ECE Credential Levels 2-4. This means the college is authorized to offer the courses approved by the IDC Commission within the human services/early childhood education degree and to certify students who have met all requirements of the IDC Level 1 and ECE Levels 2-4. The credential recognizes colleges that are operating at a high level of quality in all areas of knowledge and experience, while establishing a high standard of professionalism in the child care field.

Accreditation

The Human Services-Early Childhood Education Program has the Illinois Director's Credential Level I and the ECE Credentials Level 2-4 through Gateways for Illinois.

Entrance Requirements

There are no entrance requirements for the AAS in Human Services-Early Childhood Education or the Vocational Specialist in Human Services-Early Childhood Education.

Program Requirements

Students must provide their own transportation to and from all field experience sites. Early childhood students must pass the Illinois Department of Children and Family Services fingerprinting and background check prior to taking ECE 201.

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES EARLY CHILDHOOD EDUCATION OPTION

First Semester			Sem. Hrs.
Required Communications Course*			3
ECE	100	Health,Safety,Nutrition/Young Child	3
ECE	102	Introduction to Early Childhood Ed.	3
ECE	220	Child, Family and Community	3
HUS	110	Issues in Human Services	3
		Total:	15

Second Semester			
Required Communications Course*			3
CMS	101	Fundamentals of Speech	3
ECE	174	Child Growth and Development	3
HUS	205	Introduction to Group Processes	3
HUS	200	Pre-Field Experience	3
		Total:	15

Third Semester			
ECE	124	Curriculum Planning/Young Child	3
ECE	150	Child Guidance Practices I	3
ECE	201	Field Experience I & Seminar	3
ECE	204	Exceptional Individual	3
Social/Behavioral Science Elective			3
Required Liberal Education Course			3
		Total:	18

Fourth Semester			
ECE	202	Field Experience II & Seminar	3
Math/Science Requirement			3
HUS	102	Principles & Prac. of Human Services	3
Early Childhood Education Electives			3
ECE	203	Child Care Rules and Regulations	3
		Total:	15
		Program Total:	**63**

Early Childhood Education Electives

ECE	106	Experiential Learning in Human Svcs	1–3
ECE	114	Infant-Toddler Care	3
ECE	120	Music & Movement for the Young Child	3
ECE	121	Math & Science for the Young Child	3
ECE	122	Creative Art Activities/Young Child	3
ECE	123	Language Development for Young Child	3
HSG	223	Behavior Management	3
ECE	215	Child Care Administration	3
HSG	253	Topics in Human Services	1–3

*See page 33

Social/Behavioral Science Elective			Sem. Hrs.
PSY	100	Intro to Psychology	3
SOC	100	Principles of Sociology	3
SOC	210	Marriage and Family	3

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN HUMAN SERVICES EARLY CHILDHOOD EDUCATION

			Sem. Hrs.
HUS	102	Principles & Prac. of Human Services	3
HUS	110	Issues in Human Services	3
HUS	200	Pre-Field Experience	3
HUS	205	Introduction to Group Processes	3
ECE	100	Health,Safety,Nutrition/Young Child	3
ECE	102	Introduction to Early Childhood Ed.	3
ECE	150	Child Guidance Practices I	3
ECE	174	Child Growth and Development	3
ECE	201	Field Experience I & Seminar	3
ECE	220	Child, Family and Community	3
Required Communications Course*			3
Social/Behavioral Science Elective			3
		Total:	36
		Program Total:	**36**

Social/Behavioral Sciences Elective

PSY	100	Intro to Psychology	3
SOC	100	Principles of Sociology	3
SOC	210	Marriage and Family	3

The information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

HUMAN SERVICES–FAMILY VIOLENCE COUNSELING

Instruction in family violence counseling at ECC educates and trains students for work in this sensitive and crucial area. Though job duties, job titles, and responsibilities vary greatly in this field, prevention and working toward promoting optimum conditions are emphasized. Graduates are prepared for work in the fields of domestic violence, sexual assault, child abuse and advocacy, and elder abuse and advocacy.

Accreditation

The Human Services-Family Violence Program is accredited by the Council for Standards in Human Services Education (CSHSE).

Entrance Requirements

None

Program Requirements

Students must provide their own transportation to and from field experience sites.

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES FAMILY VIOLENCE COUNSELING OPTION

First Semester			Sem. Hrs.
Required Communications Course*			3
FMV	101	Introduction to Family Violence	3
HUS	102	Principles & Prac. of Human Services	3
PSY	100	Intro to Psychology	3
HSG	213	Crisis Intervention	3
			Total: 15

Second Semester			
Required Communications Course*			3
Social/Behavioral Science Elective			3
HSG	223	Behavior Management	3
HUS	200	Pre-Field Experience	3
FMV	151	Rules and Regulations	3
			Total: 15

Third Semester			
FMV	201	Field Experience I & Seminar	3
Required Liberal Education Course*			3
HSG	211	Behavior Problems	3
FMV	150	Violence Against Women	3
HUS	205	Introduction to Group Processes	3
			Total: 15

Fourth Semester			
FMV	202	Field Experience II & Seminar	3
HUS	110	Issues in Human Services	3
HSG	125	Special Populations	3
CMS	101	Fundamentals of Speech	3
Required Math/Science Course*			3
			Total: 15
			Program Total: 60

Social/Behavioral Sciences Electives

Any 200 Level PSY Course 3
Any SOC Course 3

*See page 33

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN FAMILY VIOLENCE COUNSELING

Courses			Sem. Hrs.
HUS	102	Principles & Prac. of Human Services	3
HUS	110	Issues in Human Services	3
HUS	200	Pre-Field Experience	3
HUS	205	Introduction to Group Processes	3
FMV	101	Introduction to Family Violence	3
FMV	151	Rules and Regulations	3
FMV	150	Violence Against Women	3
FMV	201	Field Experience I & Seminar	3
FMV	202	Field Experience II & Seminar	3
HSG	213	Crisis Intervention	3
PSY	100	Intro to Psychology	3
			Total: 33
			Program Total: 33

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

HUMAN SERVICES – GENERALIST

Human services professionals seek to meet the needs of people through valuing the capacity for human growth and change; advocating for social justice; designing interdisciplinary approaches to human needs; and recognizing people's strengths and abilities. Students are exposed to both educational and experiential learning methods in assessment, social policy, individual and group treatment, rules and regulations pertaining to the profession, and personal and professional self-awareness. Graduates are prepared for potential employment in non-profit organizations, government agencies, hospitals and health-care facilities, community social service agencies, and advocacy groups.

Accreditation

The Human Services-Generalist Program is accredited by the Council for Standards in Human Services Education (CSHSE).

Entrance Requirements

None

Program Requirements

Students must provide their own transportation to and from field experience sites.

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES
HUMAN SERVICES GENERALIST OPTION

First Semester			Sem. Hrs.
Required Communications Course*			3
PSY	100	Intro to Psychology	3
HUS	110	Issues in Human Services	3
HSG	151	Rules and Regulations	3
HSG	210	Working with Families	3
		Total:	15

Second Semester			
Required Communications Course*			3
CMS	101	Fundamentals of Speech	3
HUS	200	Pre-Field Experience	3
HUS	102	Principles & Prac. of Human Services	3
HUS	205	Introduction to Group Processes	3
Social/Behavioral Sciences Elective			3
		Total:	18

Third Semester			.
HSG	201	Field Experience I & Seminar	3
HSG	211	Behavior Problems	3
HSG	223	Behavior Management	3
Required Liberal Education Course*			3
HSG	213	Crisis Intervention	3
		Total:	15

Fourth Semester			
HSG	202	Field Experience II & Seminar	3
Required Math/Science Course*			3
Human Services Electives			6
		Total:	12
		Program Total:	**60**

Human Services Electives

FMV	101	Introduction to Family Violence	3
HSG	106	Experiential Learning in Human Svcs	1–3
HSG	125	Special Populations	3
HSG	253	Topics in Human Services	1–3
HSG	215	Basic Substance Abuse & Treatment	3
SOC	211	Prin. Social Work & Social Welfare	3
CRJ	202	Corrections Operations	2
SOC	215	Social Psychology	3
SOC	225	Human Sexuality	3
ACC	100	Introductory Accounting	3

Social/Behavioral Sciences Electives

Any 200 Level PSY Course			3
Any SOC Course			3

*See page 33

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN HUMAN SERVICES
HUMAN SERVICES GENERALIST

Courses			Sem. Hrs.
HUS	102	Principles & Prac. of Human Services	3
HUS	110	Issues in Human Services	3
HUS	200	Pre-Field Experience	3
HUS	205	Introduction to Group Processes	3
HSG	151	Rules and Regulations	3
HSG	201	Field Experience I & Seminar	3
HSG	210	Working with Families	3
HSG	211	Behavior Problems	3
HSG	213	Crisis Intervention	3
HSG	223	Behavior Management	3
PSY	100	Intro to Psychology	3
		Total:	33
		Program Total:	**33**

*See page 33

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

HUMAN SERVICES–SUBSTANCE ABUSE

ECC's program in substance abuse counseling prepares students to help chemically dependent people manage their addictions and choose pathways to recovery. It leads to employment in social service, education, and healthcare fields.

Accreditation

The Human Services-Substance Abuse program is accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc. (IAODAPCA), the Council for Standards in Human Services Education (CSHSE), and by the National Addiction Studies Accreditation Commission (NASAC).

Entrance Requirements

None

Program Requirements

Students must provide their own transportation to and from field experience sites.

Persons recovering from drug and/or alcohol dependency and considering substance abuse counseling as a program of study are strongly encouraged to have two consecutive years of abstinence before enrolling in SUB 201 Field Experience I and before seeking employment.

Certification Information

To earn the advanced certification from Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc. (IAODAPCA), ECC students must:

1. Successfully complete the Associate of Applied Science Degree in Human Services, Substance Abuse Counseling Option; or
2. Have an associate's degree or higher in a related field and complete the Vocational Specialist Certificate in Substance Abuse Counseling, and
3. Successfully pass a certification exam administered by IAODAPCA.

To earn preparatory certification as a substance abuse counselor through IAODAPCA, ECC students must:

1. Successfully complete a minimum of the Vocational Specialist Certificate in Substance Abuse Counseling,
2. Successfully pass a certification exam administered by IAODAPCA, and
3. Complete 4,000 hours of related, supervised work experience. (The number of hours required will be decreased with advanced degrees.)

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES SUBSTANCE ABUSE COUNSELING OPTION

First Semester			Sem. Hrs.
Required Communications Course*			3
HUS	102	Principles & Prac. of Human Services	3
SUB	122	Basic Substance Abuse Pharmacology	3
SUB	213	Crisis Intervention	3
PSY	100	Intro to Psychology	3
		Total:	15

Second Semester			
Social/Behavioral Science Elective			3
Required Communications Course*			3
SUB	151	Rules and Regulations	3
HSG	223	Behavior Management	3
HUS	200	Pre-Field Experience	3
		Total:	15

Third Semester			
SUB	201	Field Experience I and Seminar	4
CMS	101	Fundamentals of Speech	3
HUS	205	Introduction to Group Processes	3
HSG	211	Behavior Problems	3
SUB	215	Basic Substance Abuse & Treatment	3
		Total:	16

Fourth Semester			
HUS	110	Issues in Human Services	3
SUB	125	Special Populations	3
SUB	202	Field Experience II and Seminar	4
Required Math/Science Course*			3
Required Liberal Education Course*			3
		Total:	16
		Program Total:	**62**

Social/Behavioral Science Electives

Any 200 Level PSY Course 3
Any SOC Course 3

*See page 33

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN HUMAN SERVICES SUBSTANCE ABUSE COUNSELING

Courses			Sem. Hrs.
HUS	102	Principles & Prac. of Human Services	3
HUS	110	Issues in Human Services	3
HUS	200	Pre-Field Experience	3
HUS	205	Introduction to Group Processes	3
SUB	122	Basic Substance Abuse Pharmacology	3
SUB	125	Special Populations	3
SUB	151	Rules and Regulations	3
SUB	201	Field Experience I and Seminar	4
SUB	202	Field Experience II and Seminar	4
SUB	213	Crisis Intervention	3
SUB	215	Basic Substance Abuse & Treatment	3
PSY	100	Intro to Psychology	3
		Total:	8
		Program Total:	**38**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

INDUSTRIAL MANUFACTURING TECHNOLOGY

ECC prepares students for entry-level employment in jobs such as general machinist, tool and die maker, mold maker, special machine builder, maintenance machinist, computer-aided manufacturing technician, computer numerical control (CNC) operator or programmer, set-up specialist, industrial sales, and supervision.

In the industrial manufacturing degree, students learn about computer-controlled production machines which include a variety of machine tools running on CNC programmed instructions. Students master programming skills using CNC equipment. Plus, electives in computer-aided manufacturing or traditional machine tool processes allow students to specialize or pursue concentrated study.

ECC's machine tool degree is ideal for the student interested in a career as a tool and die maker. In addition to the technical background needed for this highly skilled and well paid trade, students take additional courses in liberal arts and sciences to broaden their academic background and prepare them for supervisory positions. Upon graduation, most students are prepared to enter the third year of a four-year tool and die apprenticeship.

Accreditation

IMT course work is approved by the U.S. Department of Labor Bureau of Apprenticeship Training for the supplemental instruction portion of local industry apprenticeship programs in tool and die maker, mold maker, and machinist, including CNC programming, CNC operations/setup and MasterCam software training.

Entrance Requirements

None

Program Requirements

Students must purchase their own safety glasses and locks, and are expected to wear sturdy leather shoes to all IMT classes. Lists of recommended supplies and tools are available from ECC industrial manufacturing technology instructors.

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INTEGRATED MANUFACTURING OPTION

First Semester			Sem. Hrs.
IMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
CAD	101	Introduction to Engineering Design	4
IMT	107	Technical Math I **or** MTH 107 Technical Math I	4
CAD	120	Introduction to SolidWorks	3
		Total:	17

Second Semester			
IMT	220	Introduction to CNC Programming	4
IST	120	Hydraulics	3
CAD	121	Advanced Concepts in SolidWorks	3
IST	140	Programmable Controllers I	3
IMT	112	Metrology–The Study of Measurement	3
Required Liberal Education Course*			3
		Total:	19

Third Semester			
IMT	221	Introduction to CNC Toolpathing	4
IMT	111	Technical Mathematics II **or** MTH 109 Technical Mathematics II	4
CAD	208	Applied Desc Geometry & Statics	4
IMT	110	Intro to Computer-Integrated Mfg.	2
Required Communications Course*			3
		Total:	17

Fourth Semester			
IMT	203	Manufacturing Process & Design Tech.	3
CAD	205	Geometric Dimensioning & Tolerancing	3
IST	105	Electrical Control Circuits	3
Required Communications Course*			3
Social or Behavioral Science Elective*			3
		Total:	15
		Program Total:	**68**

*See page 33

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN COMPUTER INTEGRATED MANUFACTURING

First Semester			Sem. Hrs.
IMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
CAD	101	Introduction to Engineering Design	4
IMT	107	Technical Math I	4
CAD	120	Introduction to SolidWorks	3
		Total:	17

Second Semester			
IMT	220	Introduction to CNC Programming	4
IST	120	Hydraulics **or** IST 125 Pneumatics	3
CAD	121	Advanced Concepts in SolidWorks	3
IST	140	Programmable Controllers I	3
		Total:	13

Third Semester			
IMT	221	Introduction to CNC Toolpathing	4
CAD	208	Applied Desc Geometry & Statics	4
IMT	110	Intro to Computer Integrated Mfg.	2
		Total:	10
		Program Total:	**40**

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL MANUFACTURING TECHNOLOGY

First Semester			Sem. Hrs.
IMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
CAD	101	Introduction to Engineering Design	4
IMT	107	Technical Math I **or** MTH 107 Technical Math I	4
CAD	120	Introduction to SolidWorks	3
		Total: 17	
Second Semester			
IMT	108	Industrial Manufacturing Tech. III	3
IMT	109	Industrial Manufacturing Tech. IV	3
IMT	112	Metrology-The Study of Measurement	3
IMT	111	Technical Mathematics II **or** MTH 109 Technical Mathematics II	4
Required Communications Course*			3
Industrial Electives			3-4
		Total: 19/20	
Third Semester			
IMT	220	Introduction to CNC Programming	4
Required Liberal Education Course*			3
Required Communications Course*			3
Industrial Electives			8-9
		Total: 18/19	
Fourth Semester			
Industrial Electives			10-11
Social or Behavioral Science Elective*			3
		Total: 13/14	
		Program Total: 67/70	

*See page 33

Industrial Electives

IMT	110	Intro to Computer Aided Mfg.	2
IMT	221	Introduction to CNC Toolpathing	4
IMT	222	Advanced CNC Programming	4
IMT	223	Special Problems in CNC Programming	2
IMT	119	Fabrication of Machine Parts	3
IMT	212	Metallurgy–The Study of Steel	2
IMT	214	Jig and Fixture Theory	2
IMT	204	Industrial Manufacturing Tech. V	5
IMT	208	Basic Die Theory	4
IMT	209	Basic Mold Theory	4
IMT	203	Manufacturing Process & Design Tech.	3
IST	120	Hydraulics	3
IST	125	Pneumatics	3
CAD	105	Pro/ENGINEER Basic Design Training	3
CAD	121	Advanced Concepts in SolidWorks	3
CAD	205	Geometric Dimensioning & Tolerancing	3
CAD	208	Applied Desc Geometry & Statics	4

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN MACHINE TOOL TECHNOLOGY

First Semester			Sem. Hrs.
IIMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
CAD	101	Introduction To Engineering Design	4
IMT	107	Technical Math I **or** MTH 107 Technical Math I	4
CAD	120	Introduction to SolidWorks	3
		Total: 17	
Second Semester			
IMT	108	Industrial Manufacturing Tech. III	3
IMT	109	Industrial Manufacturing Tech. IV	3
IMT	112	Metrology-The Study of Measurement	3
IMT	119	Fabrication of Machine Parts	3
IMT	111	Technical Mathematics II **or** MTH 109 Technical Mathematics II	4
IMT	110	Intro to Computer Integrated Mfg.	2
		Total: 18	
Third Semester			
IMT	203	Manufacturing Process Technology	3
IMT	204	Industrial Manufacturing Tech. V	5
IST	120	Hydraulics	3
Social or Behavioral Science Course*			3
Required Communications Course*			3
		Total: 17	
Fourth Semester			
IMT	208	Basic Die Theory	4
IMT	209	Basic Mold Theory	4
IMT	214	Jig And Fixture Theory	2
WEL	101	Welding I	2
Required Liberal Education Course*			3
Required Communications Course*			3
		Total: 18	
		Program Total: 70	

*See page 33

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN MACHINE TOOL OPERATIONS

First Semester			Sem. Hrs.
IIMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
IMT	107	Technical Math I **or** MTH 107 Technical Math I	4
CAD	101	Introduction to Engineering Design	4
IMT	110	Intro to Computer Integrated Mfg.	2
		Total: 16	
Second Semester			
IMT	108	Industrial Manufacturing Tech. III	3
IMT	109	Industrial Manufacturing Tech. IV	3
IMT	220	Introduction to CNC Programming	4
IMT	112	Metrology-The Study of Measurement	3
IMT	119	Fabrication of Machine Parts	3
IMT	212	Metallurgy-The Study of Steel	2
		Total: 16	
		Program Total: 32	

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN MOLD MAKING

First Semester			Sem. Hrs.
IIMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
CAD	101	Introduction to Engineering Design	4
IST	120	Hydraulics	3
IST	125	Pneumatics	3
		Total: 16	
Second Semester			
IMT	108	Industrial Manufacturing Tech. III	3
IMT	212	Metallurgy-The Study of Steel	2
IMT	119	Fabrication of Machine Parts	3
IMT	107	Technical Math I **or** MTH 107 Technical Math I	4
IMT	209	Basic Mold Theory	4
		Total: 16	
		Program Total: 32	

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN CNC OPERATOR

First Semester			Sem. Hrs.
IMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
IMT	107	Technical Math I **or** MTH 107 Technical Math I	4
		Total: 10	
Second Semester			
CAD	101	Introduction To Engineering Design	4
IMT	110	Intro to Computer Integrated Mfg.	2
IMT	220	Introduction To CNC Programming	4
		Total: 10	
		Program Total: 20	

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN TOOL AND DIE MAKING

First Semester			Sem. Hrs.
IMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
CAD	101	Introduction to Engineering Design	4
		Total: 10	
Second Semester			
IMT	107	Technical Math I **or** MTH 107 Technical Math I	4
IMT	108	Industrial Manufacturing Tech. III	3
IMT	208	Basic Die Theory	4
		Total: 11	
		Program Total: 21	

The information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
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IST/MAINTENANCE TECHNOLOGY

Well-trained maintenance workers are crucial in helping any organization maintain production schedules and save time and money. ECC's integrated systems/maintenance technology training and instruction is suitable for those with no previous experience, for those who seek specialization or skills upgrade and/or for those who seek quick entry into the workforce.

The curriculum is performance-based and provides the information and knowledge for employment in jobs requiring multiple maintenance competencies. Hands-on training to maintain, calibrate, and repair equipment covers basic knowledge in the areas of electricity, mechanical drives and programmable logic controllers.

Entrance Requirements

None

Program Requirements

None

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN IST/MAINTENANCE TECHNOLOGY

First Semester			Sem. Hrs.
IST	105	Electrical Control Circuits	3
IST	120	Hydraulics	3
IMT	107	Technical Mathematics I **or** MTH 107 Technical Mathematics I	4
Industrial Electives			5/6
		Total:	15/16

Second Semester			
IST	110	Electrical Motor Control	3
IST	122	Hydraulics Troubleshooting	3
IST	140	Programmable Controllers I	3
Industrial Electives			6/8
		Total:	15/17

Third Semester			
IST	125	Pneumatics	3
IST	142	Programmable Controllers II	3
IST	130	Basic Mechanical Drives	3
Social or Behavioral Science Course*			3
Required Communications Course*			3
Industrial Electives			3/5
		Total:	18/20

Fourth Semester			
IST	115	Industrial Power Distribution	2
IST	235	AC Drives	3
IST	245	Advanced Programmable Controllers	3
Required Liberal Education Course*			3
Required Communications Course*			3
		Total:	14
		Program Total:	**62/67**

*See page 33

Industrial Electives

HAC	101	Air Conditioning and Refrigeration I	3
HAC	114	Basic Electricity and HVACR Controls	3
IMT	103	Industrial Manufacturing Tech. I	3
IMT	104	Industrial Manufacturing Tech. II	3
IST	136	Piping Systems	2
WEL	101	Welding I	2
WEL	102	Welding II	4
GET	107	Technical Graphics	3

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN AUTOMATED ELECTRONIC SYSTEMS

			Sem. Hrs.
IST	140	Programmable Controllers I	3
IST	142	Programmable Controllers II	3
IST	245	Advanced Programmable Controllers	3
		Total:	9
		Program Total:	**9**

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN ELECTRICAL SYSTEMS

			Sem. Hrs.
IST	105	Electrical Control Circuits	3
IST	110	Electrical Motor Control	3
IST	115	Industrial Power Distribution	2
IST	235	AC Drives	3
		Total:	11
		Program Total:	**11**

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN MECHANICAL SYSTEMS

			Sem. Hrs.
IST	120	Hydraulics	3
IST	122	Hydraulics Troubleshooting	3
IST	125	Pneumatics	3
IST	130	Basic Mechanical Drives	3
IST	136	Piping Systems	2
		Total:	14
		Program Total:	**14**

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- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

MANAGEMENT

The success of any business depends on a manager's or supervisor's ability to plan, organize, staff, lead, and control integrated business systems. To be effective, managers and supervisors must be well-versed in the principles, practices, and concepts of business and management to ensure that investments in equipment and materials are used properly and efficiently. Because they direct the activities of others, managers and supervisors must also be adept in human relations.

Entrance Requirements

None

Program Requirements

Students who complete a certificate in management or marketing prior to enrolling in the two-year program may take a recommended elective instead of Introduction to Business (BUS 100) in the first semester.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT

First Semester			Sem. Hrs.
BUS	120	Business Mathematics	3
BUS	101	Business Communications **or** ENG 101 English Composition I	3
BUS	100	Introduction to Business	3
MMT	101	Principles of Management	3
CMS	101	Fundamentals of Speech	3
		Total: 15	

Second Semester			
CIS	110	Introduction to Computers **or** OAT 130 Software Applications for the Office	3
PSY	100	Intro to Psychology **or** SOC 100 Principles of Sociology	3
MKT	103	Marketing	3
BUS	254	Business Ethics	3
MMT	107	Human Resource Management	3
		Total: 15	

Third Semester			
BUS	112	Legal Environment of Business	3
MMT	102	Organizational Behavior	3
ECN	101	Fundamentals of Economics **or** ECN 201 Principles of Microeconomics **or** ECN 202 Principles of Macroeconomics	3
ACC	200	Financial Accounting	4
OAT	141	Spreadsheet I	1
OAT	142	Presentations I	1
OAT	140	Word Processing I	1
		Total: 16	

Fourth Semester			
BUS	142	Report Writing	3
MMT	265	Problems and Projects in Management	4
MMT	125	Leadership Development	3
BUS	260	Global Business	3
Management Electives			3–4
Required Liberal Education Course*			3
		Total: 19/20	
		Program Total: 65/66	

Management Electives

ACC	240	Managerial Accounting	4
ENT	275	Entrepreneurship Capstone	3
MMR	101	Principles of Retailing	3
MMT	100	Fundamentals of Supervision	3
MKT	105	Sales	3
ENT	111	Small Business Management	3
MKT	145	E-Commerce	3
ENT	210	Small Business Finance	3
MMT	258	Independent Study in Management	1–4
MMT	234	Special Topics in Management	1
MMT	235	Special Topics In Management	2
MMT	236	Special Topics in Management	3

*See page 33

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN SUPERVISORY & ADMINISTRATIVE MANAGEMENT

			Sem. Hrs.
MMT	101	Principles of Management	3
MMT	102	Organizational Behavior	3
MMT	107	Human Resource Management	3
OAT	140	Word Processing I	1
OAT	141	Spreadsheet I	1
OAT	142	Presentations I	1
BUS	100	Introduction to Business	3
BUS	254	Business Ethics	3
BUS	260	Global Business	3
Management Electives			9
		Total: 30	
		Program Total: 30	

Management Electives*

ACC	200	Financial Accounting	4
ECN	101	Fundamentals of Economics **or** ECN 201 Principles of Microeconomics **or** ECN 202 Principles of Macroeconomics	3
MKT	103	Marketing	3
MKT	105	Sales	3
ENT	111	Small Business Management	3
MMT	210	Small Business Finance	3
MKT	145	E-Commerce	3
MMT	125	Leadership Development	3
ENT	210	Small Business Finance	3
MMT	258	Independent Study in Management	1–4

*Please note you may only take 3 credits of ECN toward the 9 credits of Electives for this certificate.

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN MANAGEMENT–SUPERVISORY & ADMINISTRATIVE MANAGEMENT

			Sem. Hrs.
BUS	100	Introduction to Business	3
MMT	101	Principles of Management	3
MMT	102	Organizational Behavior	3
MMT	107	Human Resource Management	3
BUS	254	Business Ethics **or** BUS 260 Global Business	3
		Total: 15	
		Program Total: 15	

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

MARKETING/RETAIL MANAGEMENT

Find a rewarding and interesting career in the world of marketing and retail management at ECC. The college offers instruction leading to a degree and a short-term certificate in retail management and a degree and a short-term certificate in marketing.

Marketing study at ECC covers key areas such as market analysis, production planning and development, consumer buying patterns, channels of distribution, pricing, advertising, promotion, and sales techniques.

The degree in retail management provides in-depth study of business, marketing, management, retailing, and human relations with related courses in accounting, computer applications, and communications.

Both the marketing and retail management programs explore merchandise planning, pricing, display, store location, and layout, advertising and promotion, financial planning and control, and customer relations and buying.

Entrance Requirements

None

Program Requirements

Students who complete a certificate in management or marketing prior to enrolling in the two-year program may take a recommended elective instead of Introduction to Business (BUS 100) in the first semester.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN MARKETING

First Semester			Sem. Hrs.
BUS	100	Introduction to Business	3
MKT	103	Marketing	3
BUS	101	Business Communications **or** ENG 101 English Composition I	3
BUS	120	Business Mathematics	3
MKT	105	Sales	3
		Total: 15	
Second Semester			
MKT	115	Advertising and Promotion	3
CIS	110	Introduction to Computers **or** OAT 130 Software Applications for the Office	3
CMS	101	Fundamentals of Speech	3
MMT	101	Principles of Management	3
MMR	101	Principles of Retailing	3
		Total: 15	
Third Semester			
BUS	254	Business Ethics	3
ECN	101	Fundamentals of Economics **or** ECN 201 Principles of Microeconomics **or** ECN 202 Principles of Macroeconomics	2
BUS	260	Global Business	3
ACC	200	Financial Accounting	4
MKT	145	E-Commerce	3
		Total: 16	
Fourth Semester			
BUS	142	Report Writing	3
BUS	112	Legal Environment of Business	3
PSY	100	Intro to Psychology **or** SOC 100 Principles of Sociology	3
MKT	250	Independent Study in Marketing	4
Marketing Elective			3
Required Liberal Education Course			3
		Total: 19	
		Program Total: 65	

Marketing Electives

MKT	240	Business to Business Marketing	3
ENT	101	Entrepreneurship	3
MKT	230	Direct Marketing	3
MKT	260	Public Relations	3
MKT	290	Marketing Internship	3
MMT	102	Organizational Behavior	3
MMT	107	Human Resource Management	3
MMT	125	Leadership Development	3
ENT	111	Small Business Management	3
OAT	142	Presentations I	1
BUS	231	Customer Relationship Management	3
BUS	238	Effective Listening	3

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN MARKETING

			Sem. Hrs.
MKT	103	Marketing	3
MKT	105	Sales	3
MKT	115	Advertising and Promotion	3
MKT	250	Independent Study in Marketing	4
		Total: 13	
		Program Total: 13	

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN RETAIL MANAGEMENT

First Semester			Sem. Hrs.
BUS	120	Business Mathematics	3
BUS	101	Business Communications **or** ENG 101 English Composition I	3
BUS	100	Introduction to Business	3
MKT	105	Sales	3
MMR	101	Principles of Retailing	3
		Total: 15	
Second Semester			
CIS	110	Introduction to Computers **or** OAT 130 Software Applications for the Office	3
PSY	100	Intro to Psychology **or** SOC 100 Principles of Sociology	3
MKT	103	Marketing	3
MMT	101	Principles of Management	3
Required Liberal Education Course			3
		Total: 15	
Third Semester			
CMS	101	Fundamentals of Speech **or** CMS 215 Intercultural Communication	3
MMR	206	Retail Management	3
MMT	107	Human Resource Management	3
ACC	200	Financial Accounting	4
ECN	101	Fundamentals of Economics **or** ECN 201 Principles of Microeconomics **or** ECN 202 Principles of Macroeconomics	3
		Total: 16	
Fourth Semester			
BUS	142	Report Writing	3
BUS	112	Legal Environment of Business	3
MMR	260	Independent Study in Retail Manage.	4
MMT	102	Organizational Behavior	3
Retail Management Elective			3
		Total: 16	
		Program Total: 62	

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

Retail Management Electives

ENT 101	Entrepreneurship	3
ENT 111	Small Business Management	3
ENT 220	Business Plan Writing	3
MKT 145	E-Commerce	3
ENT 275	Entrepreneurship Capstone	3
ENT 210	Small Business Finance	3
MKT 115	Advertising and Promotion	3
MMT 125	Leadership Development	3
BUS 254	Business Ethics	3
BUS 260	Global Business	3

CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN RETAIL MANAGEMENT

			Sem. Hrs.
MMR	101	Principles of Retailing	3
MKT	103	Marketing	3
MMR	206	Retail Management	3
MKT	105	Sales	3
MMR	260	Independent Study in Retail Management	4

Total: 16

Program Total: 16

CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN CUSTOMER RELATIONSHIP MANAGEMENT

First Semester

			Sem. Hrs.
BUS	101	Business Communications	3
CIS	110	Introduction to Computers **or** OAT 130 Software Applications for the Office	3
MKT	103	Marketing	3
MMT	102	Organizational Behavior	3

Total: 12

Second Semester

MKT	105	Sales	3
BUS	231	Customer Relationship Management	3
BUS	238	Effective Listening	3
CMS	215	Intercultural Communication	3
Customer Relationship Management Elective			3

Total: 15

Program Total: 27

Customer Relationship Management Electives

ACC	100	Introductory Accounting I	3
BUS	100	Introduction to Business	3
CRJ	101	Introduction to Criminal Justice	3
ENT	101	Entrepreneurship	3
HOS	101	Intro to the Hospitality Industry	3
HUS	101	Introduction to Human Services	3
MMR	101	Principles of Retailing	3
OAT	122	Medical Terminology I	3
PAR	101	Introduction to Legal Technology	3
ECS	117	Intro to Sustainable Heating Systems	3
HAC	101	Air Conditioning and Refrigeration I	3

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

MASSAGE THERAPY

Massage therapy is an accepted, effective, versatile, and noninvasive treatment option for pain management and stress relief. More recently, research has shown that it is also a beneficial aid in the treatment of anxiety, depression, sleep disorders, immune disorders, and so much more. With the Western medical community focusing more on prevention of disease, massage therapy can play a vital role in supporting overall health and wellness.

Elgin Community College provides students with a multidimensional education that prepares them for state licensure and a holistic career that addresses body, mind, and spirit. Massage therapy is projected to have faster than average growth over the next several years. A career in massage therapy can be flexible and is well-suited for self-directed individuals. Full- and part-time opportunities exist in clinics, day spas, physicians' offices, fitness centers, cruise ships, hotels, resorts, or self-employment.

Accreditation

ECC's Massage Therapy Program is accredited by the Commission on Massage Therapy Accreditation (COMTA) 5335 Wisconsin Avenue NW, Suite 440, Washington, DC 20015, 202-895-1518, comta.org. The program also holds school memberships in the American Massage Therapy Association (AMTA) and Associated Bodyworkers and Massage Professionals (ABMP).

Entrance Requirements

- Complete MAS 100, Introduction to Massage Therapy, with a 75% or better and score a 68% or better on the written final exam.
- Score in the 25th percentile or better in each section of the PSB-HOA exam (Note: students who achieve an 85% or better on the MAS 100 written final exam are exempt from taking the PSB-HOA exam; students who score in the 12th to 24th percentile of the PSB after the second attempt may be granted conditional part-time admission to the massage therapy program).
- High school diploma, high school equivalency, or 60+ college level credits.

Students must also submit the following documents to the massage therapy program director:

- Completed application packet.
- One receipt from a professional massage received within the last nine months.
- Written critique of the professional massage.

Preference is given to candidates who are legal residents of Community College District 509, Elgin Community College. Working in district does not meet this requirement. Qualified applicants from other districts may be considered if space is available. Go to elgin.edu/jointagreements to learn more.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application.
- Health Professions application.
- Official high school transcript or equivalent certificate.

Admission to the program is selective. Students may obtain an application for admission online at elgin.edu/massage. PSB HOA testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken. The deadline for applying to the massage therapy program is July 1 for fall admission and December 1 for spring admission. After this date, applications will only be considered if space is available. Applicants will be notified of their status in July (fall admission) and December (spring admission). New massage therapy classes begin in August (fall) and January (spring).

Program Requirements

Students must complete all required courses with grades of C or better and pass a state-approved licensing exam to be eligible to apply for an Illinois state massage license. Students must provide their own uniform and transportation to and from all clinical sites.

Policies and Procedures

All students applying to the massage therapy program must successfully complete MAS 100. Application packets will be distributed in MAS 100. Students admitted to the program will also be required to attend an orientation before massage therapy classes begin.

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division.

The standards, policies, and procedures of the massage therapy program are published in the massage therapy student handbook. Copies of the student handbook may be obtained online at elgin.edu/massage.

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN MASSAGE THERAPY

First Semester		**Sem. Hrs.**
MAS 110	Theory & Fundamentals of Massage	3
MAS 115	Wellness Concepts	1.5
MAS 120	A & P for Massage Therapists I	3
MAS 125	Musculoskeletal Palpation I	2
MAS 130	Basic Massage and Bodywork	5
MAS 141	Massage Practice Clinic I	1
		Total: 15.5
Second Semester		
MAS 210	Pathology & Pharmaceuticals	2.5
MAS 215	Applied Therapies	4
MAS 220	A & P for Massage Therapists II	3
MAS 225	Musculoskeletal Palpation II	1.5
MAS 142	Massage Practice Clinic II	1
MAS 230	Supplemental Massage Techniques	3.5
		Total: 15.5
Third Semester		
MAS 235	Eastern/Energetic Theory & Technique	2.5
MAS 250	Business for Massage Therapists	2.5
MAS 243	Massage Therapy Practice Clinic III	1
MAS 140	Community Outreach	0.5
MAS 240	Clinical Case Report	1
		Total: 7.5
		Program Total: 38.5

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- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

MEDICAL IMAGING–RADIOGRAPHY

Radiographers or Radiologic technologists are hands-on members of the health care team. Radiologic procedures are vital to the diagnosis of many injuries and medical conditions, and the responsibility for quality imaging lies greatly with the radiologic technologist. When a patient is having an x-ray or other diagnostic imaging procedure, the radiographer positions the patient, operates the equipment to record the image, and then provides the image to a radiologist for diagnosis.

The radiography program prepares students to produce quality diagnostic images that will assist the physician in the diagnosis and treatment of injuries and diseases.

The radiography program is a 6-semester, limited-enrollment, full-time day program which includes classroom, on-campus laboratory, and 1530 hours clinical experience at a variety of approved clinical sites. The curriculum includes all didactic and clinical competencies required for eligibility for the American Registry of Radiologic Technologists (ARRT) national certification examination in Radiography.

Upon completion of the associate of applied science degree, graduates are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists (ARRT) and licensure by the Illinois Emergency Management Agency-Division of Nuclear Safety (IEMA DNS).

Accreditation

The radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300. jrcert.org.

Entrance Requirements

All requirements below (except BIO 245) must be completed prior to December 15th application deadline.

- Score in the 25th percentile or better in each section of the PSB-HOA exam.

Successful completion with a grade of C or better in 5 prerequisite courses:

- BIO 110 or equivalent.
- HPE 112 or equivalent.
- College-level math (MTH 102 preferred) or equivalent.
- PSY 100 or equivalent.
- BIO 245 or equivalent (must be completed prior to summer enrollment in the program).

All applicants will be ranked based on these requirements and the top 16 qualified applicants will be selected for admission to the radiography program. Refer to elgin.edu/radiography for a description of the applicant screening process. Students from districts outside of District 509 may apply. Go to elgin.edu/jointagreements to learn more.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application.
- Health professions application.
- Official college transcripts for any courses being transferred from other schools. (Note: To request a transcript evaluation, go to elgin.edu/evaluation.)

Admission to the program is selective. Students may obtain an application for admission online at elgin.edu/radiography. PSB-HOA testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken. The deadline for applying to the radiography program is December 15. After this date, applications will only be considered if space is available. Applicants will be notified of their status by mid February. New radiography classes begin in May.

Program Requirements

Students must complete all required courses with grades of C or better and meet graduation requirements in order to be eligible to sit for the ARRT national certification exam in radiography offered by the American Registry of Radiologic Technologists and to be eligible for IEMA-DNS state licensure. Prior credits in biology must have been earned within the last 10 years. Students must provide their own uniforms and transportation to and from all clinical sites.

Policies and Procedures for the Radiography Program

All students applying to the radiography program attend a face-to-face information session prior to applying to the program. To register for an information session go to elgin.edu/visitecc. Students admitted to the program will be required to attend an orientation meeting in March before radiography classes begin.

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunizations/titer results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division.

The standards, policies, and procedures of the radiography program are published in the radiography student handbook. Copies of the student handbook may be obtained online at elgin.edu/radiography.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN RADIOGRAPHY

First Semester			**Sem. Hrs.**
RAD	101	Introduction to Radiography	1
RAD	102	Methods of Patient Care	2
PSY	218	Human Growth and Development	3
ENG	101	English Composition I	3
			Total: 9
Second Semester			
RAD	103	Radiographic Imaging I	3
RAD	104	Radiographic Procedures I	4
RAD	124	Radiography Clinical Practicum I	3
BIO	246	Human Anatomy and Physiology II	4
			Total: 14
Third Semester			
RAD	105	Radiographic Imaging II	3
RAD	106	Radiographic Procedures II	4
RAD	107	Radiologic Physics	2
RAD	134	Radiography Clinical Practicum II	3
			Total: 12
Fourth Semester			
RAD	208	Radiography Procedures III	2
RAD	209	Radiobiology & Radiation Protection	2
RAD	210	Radiographic & Sectional Anatomy	2
RAD	242	Radiography Clinical Practicum III	3
Required Liberal Education Course (Recommended HUM 216 Ethics)*			3
			Total: 12
Fifth Semester			
RAD	211	Radiographic Imaging III	2
RAD	212	Radiographic Pathology	2
RAD	256	Radiography Clinical Practicum IV	5
CMS	101	Fundamentals of Speech **or** CMS 215 Intercultural Communication	3
			Total: 12
Sixth Semester			
RAD	220	Pharmacology	2
RAD	230	Medical Ethics and Law	2
RAD	240	Career Development	1
RAD	266	Radiography Clinical Practicum V	5
ENG	102	English Composition II	3
			Total: 13
			Program Total: 72

*See page 33

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ADVANCED MEDICAL IMAGING–COMPUTED TOMOGRAPHY (CT)

Computed tomography technologists use a rotating x-ray unit to obtain "slices" of anatomy at different levels within the body. A computer then stacks and assembles the individual slices, creating a diagnostic image. With computed tomography (CT) technology, physicians can view the inside of organs – a feat not possible with general radiography.

The Computed Tomography Advanced Certificate Program at ECC is a two-semester, limited- enrollment program which includes online didactic instruction and 560 contact hours of clinical experience scheduled at a variety of approved clinical sites. The curriculum is based on the national CT curriculum established by the American Society of Radiologic Technologists (ASRT). The curriculum includes all didactic and clinical competencies required for eligibility for the American Registry of Radiologic Technologists (ARRT) advanced national certification examination in CT.

Upon completion of the advanced certificate, participants are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists (ARRT) in computed tomography.

Accreditation

There is no mechanism for accreditation of CT programs at this time.

Entrance Requirements

Each applicant must be a graduate of a JRCERT-accredited radiography or radiation therapy program who has passed the ARRT certification examination; or ARRT or NMTCB registered in nuclear medicine technology and a graduate of a JRCNMT-accredited nuclear medicine technology program.

Approximately ten applicants will be accepted on a first-come, first-served basis. Full-time students will be given priority for clinical placement.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application.
- Health professions application.
- Documentation of graduation from a JRCERT or JRCNMT-accredited program.
- Documentation of ARRT certification.

Program Requirements

Students must complete all required courses with grades of C or better and meet graduation requirements in order to be eligible to sit for the national certification exam in computed tomography offered by the American Registry of Radiologic Technologists.

Policies and Procedures for Medical Imaging Certificate Programs

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunizations/titer results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the Health Professions Division.

The standards, policies, and procedures of the medical imaging programs are published in the advanced medical imaging student handbook. Copies of the student handbook may be obtained online at elgin.edu/medicalimaging.

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN COMPUTED TOMOGRAPHY

First Semester			**Sem. Hrs.**
CTI	100	CT Physical Principles I	3
CTI	101	CT Procedures I	3
AMI	110	Advanced Sectional Anatomy I	2
AMI	102	Patient Care and Safety	2
CTI	103	CT Clinical Practicum I	3
			Total: 13
Second Semester			
CTI	200	CT Physical Principles II	3
CTI	201	CT Procedures II	3
AMI	210	Advanced Sectional Anatomy II	2
CTI	204	CT Clinical Practicum II	4
			Total: 12
			Program Total: 25

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

ADVANCED MEDICAL IMAGING–MAGNETIC RESONANCE IMAGING (MRI)

Magnetic resonance technologists are specially trained to operate magnetic resonance (MR) equipment. During an MR scan, atoms in the patient's body are exposed to a strong magnetic field. The technologist applies a radiofrequency pulse to the field which knocks the atoms out of alignment. When the technologist turns the pulse off, the atoms return to their original position; in the process, they give off signals that are measured by a computer and processed to create detailed images of the patient's anatomy.

The Magnetic Resonance Advanced-level Certificate Program at ECC is a three-semester, limited- enrollment program which includes online didactic instruction, and 720 contact hours of clinical experience scheduled at a variety of approved clinical sites. The curriculum is based on the national MR curriculum established by the American Society of Radiologic Technologists (ASRT). The curriculum includes all didactic and clinical competencies required for eligibility for the American Registry of Radiologic Technologists (ARRT) advanced national certification examination in MR.

Upon completion of the advanced certificate, participants are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists (ARRT) in magnetic resonance.

Accreditation

ECC's Magnetic Resonance Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300. jrcert.org.

Entrance Requirements

Each applicant must be a graduate of a JRCERT-accredited radiography or radiation therapy program who has passed the ARRT certification examination; or ARRT or NMTCB registered in nuclear medicine technology and a graduate of a JRCNMT accredited nuclear medicine technology program; or a graduate of an JRCDMS accredited sonography program who has passed the ARRT or ARDMS certification examination.

Approximately ten applicants will be accepted on a first-come, first-served basis. Full-time students will be given priority for clinical placement.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application.
- Health professions application.
- Documentation of graduation from a JRCERT, JRCNM, or JRCDMS-accredited program.
- Documentation of ARRT or ARDMS certification.

Program Requirements

Students must complete all required courses with grades of C or better and meet graduation requirements in order to be eligible to sit for the national certification exam in magnetic resonance offered by the American Registry of Radiologic Technologists.

Policies and Procedures for Medical Imaging Certificate Programs

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunizations/titer results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division.

The standards, policies, and procedures of the medical imaging programs are published in the advanced medical imaging student handbook. Copies of the student handbook may be obtained online at elgin.edu/medicalimaging.

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN MAGNETIC RESONANCE IMAGING

First Semester			Sem. Hrs.
MRI	100	MR Physical Principles	3
MRI	101	MR Procedures I	3
AMI	110	Advanced Sectional Anatomy I	2
AMI	102	Patient Care and Safety	2
MRI	103	MR Clinical Practicum I	2
		Total:	12
Second Semester			
MRI	200	Clinical Aspects in MR	3
MRI	201	MR Procedures II	3
AMI	210	Advanced Sectional Anatomy II	2
MRI	204	MR Clinical Practicum II	4
		Total:	12
Third Semester			
MRI	205	MR Clinical Practicum III	3
		Total:	3
		Program Total:	**27**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

ADVANCED MEDICAL IMAGING–MAMMOGRAPHY

Mammographers are highly-trained professionals (registered radiologic technologists with advanced training) who work with sophisticated, low-dose X-ray equipment to produce both screening and diagnostic images of the breast. Professional duties include performing breast imaging procedures, recording a patient's clinical history, preparing patients for procedures, evaluating breast images for technical quality, and assisting with interventional procedures and quality control tests.

ECC's Mammography Advanced Certificate Program is a one-didactic semester and one-clinical semester, limited-enrollment program which includes online didactic instruction and 240 contact hours of clinical experience scheduled at a variety of approved clinical sites. The curriculum is based on the national mammography curriculum established by the American Society of Radiologic Technologists (ASRT) and the guidelines set by the Mammography Quality Standards Act (MQSA). The curriculum includes all didactic and clinical competencies required for eligibility for the American Registry of Radiologic Technologists (ARRT) advanced national certification examination in mammography.

Upon completion of the advanced certificate, participants are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists (ARRT) in mammography.

Accreditation

There is no mechanism for accreditation of mammography programs at this time.

Entrance Requirements

Each applicant must be a graduate of a JRCERT- accredited radiography program who has passed the ARRT certification examination.

Approximately ten applicants will be accepted on a first-come, first-served basis. Full-time students will be given priority for clinical placement.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application.
- Health professions application.
- Documentation of graduation from a JRCERT-accredited program.
- Documentation of ARRT certification.

Program Requirements

Students must complete all required courses with grades of C or better and meet graduation requirements in order to be eligible to sit for the national certification exam in mammography offered by the American Registry of Radiologic Technologists.

Policies and Procedures for Medical Imaging Certificate Programs

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunization/titer results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the Health Professions Division.

The standards, policies, and procedures of the medical imaging programs are published in the advanced medical imaging student handbook. Copies of the student handbook may be obtained online at elgin.edu/medicalimaging.

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN MAMMOGRAPHY

Courses		Sem. Hrs.
MAM 101	Fundamentals of Breast Imaging	1
MAM 102	Instrumentation and QA	2
MAM 103	Breast Anatomy and Pathology	2
MAM 104	Breast Imaging Techniques	2
MAM 105	Breast Imaging Procedures	3
MAM 106	Mammography Clinical Practicum	3
	Total:	13
	Program Total:	**13**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

MUSIC PRODUCTION

The music production certificate prepares students for entry-level recording studio work and provides the skills to record and produce their own music. Throughout the program, students will gain knowledge and experience in industry-standard recording software and practices. They will learn how to identify and apply common audio effects through their use of Protools, Logic, and other common audio software programs. Whether the goal is to gain employment or the skills to create high quality music, this certificate will get you started!

It is recommended to begin with MUS 150 and MUS 170 in the first semester, as they are prerequisites for the advanced recording classes.

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN MUSIC PRODUCTION

			Sem. Hrs.
MUS	150	Intro Mus Prod: Listening & FX	3
MUS	155	Seminar in Music Business	3
MUS	160	Fundamentals of Music Technology	3
MUS	170	Recording Techniques 1: Rec./Acous.	3
MUS	171	Recording Tech 2: Adv Rec and Mixing	3
MUS	172	Rec. Tech 3: Mastering and Distrib.	3

Total: 18
Program Total: 18

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

NURSING – REGISTERED NURSE

Upon completion of the associate degree, students are eligible to take the NCLEX-RN licensure exam to become a registered professional nurse (RN).

Study in nursing emphasizes individualized instruction and goes beyond the traditional classroom by utilizing a combination of learning experiences such as distance learning, simulations, multimedia, small group discussions, and laboratory practice. This approach places greater responsibility on individual students for their education and encourages each to develop the necessary skills for lifelong learning.

Note: The Vocational Specialist certificate in practical nursing (LPN) will no longer be offered in the nursing program for new/incoming students who start the program in the fall of 2016 or after.

Accreditation

ECC's Nursing Program is approved by the Illinois Department of Financial and Professional Regulation and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000, acenursing.org.

Entrance Requirements

Starting fall 2016, the Elgin Community College Nursing Program will implement a new curriculum, including revised entrance requirements. The following changes will apply for all applicants seeking entry into the nursing program beginning fall 2016:

- Score in the 25th percentile or better in each section of the PSB-HOA exam.
- Grade of C or better in BIO 245 or equivalent within the last 10 years.
- Grade of C or better in PSY 100 or equivalent.
- Grade of C or better in PSY 218 or equivalent.
- BIO 246 or equivalent must be completed with a C or better within the last 10 years prior to entering the nursing program, or must be taken concurrently with first semester nursing courses. **Completion of BIO 246 is strongly recommended prior to submitting application.**
- BIO 265 or equivalent must be completed with a C or better within the last 10 years prior to entering the second semester of the nursing program. **Completion of BIO 265 is strongly recommended prior to submitting application.**

All applicants will be ranked based on these requirements and the most qualified individuals will be selected for admission to the nursing program. Refer to elgin.edu/nursing for a description of the applicant screening process.

Preference is given to candidates who are legal residents of Community College District 509, Elgin Community College. Working in district does not meet this requirement. Qualified applicants from other districts may be considered if space is available. Go to elgin.edu/jointagreements to learn more.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application.
- Health professions application.
- Official high school or college transcripts or a copy of an ECC transcript evaluation.

(Note: To request a transcript evaluation, go to elgin.edu/evaluation.)

Admission to the program is selective. Students may obtain an application for admission online at elgin.edu/nursing. Psychological Services Bureau-Health Occupations Aptitude Exam (PSB-HOA) testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken. The deadline for applying to the nursing program is January 15 for fall admission and August 15 for spring admission. After this date, applications will only be considered if space is available. Applicants will be notified of their status in March (fall admission) and October (spring admission). New nursing classes begin in August and January.

Program Requirements

Students must complete all required courses with grades of C or better to be eligible to sit for the NCLEX-RN exam offered by the National Council of State Boards of Nursing. Prior credits in anatomy and physiology and microbiology must have been earned within the last 10 years. Students must provide their own uniform and transportation to and from all clinical sites.

Policies and Procedures

All students applying to the nursing program are strongly encouraged to attend an information session prior to submitting an application. Students admitted to the program will be required to attend an orientation before nursing classes begin. Students who do not attend the mandatory orientation after being admitted, will automatically lose their spot in the program.

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the health professions division office: negative drug test results, completed medical form which includes proof of immunizations/titer results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the Health Professions Division.

The standards, policies, and procedures of the nursing program are published in the nursing student handbook. Copies of the student handbook may be obtained online at elgin.edu/nursing.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN NURSING

Entrance Requirements			**Sem. Hrs.**
BIO	110	Principles of Biology	4
BIO	245	Human Anatomy and Physiology I	4
PSY	100	Intro to Psychology	3
PSY	218	Human Growth and Development	3
			Total: 14
First Semester			
BIO	246	Human Anatomy and Physiology II	4
BIO	265	Microbiology	4
HPE	101	Socialization into Nursing Program	1
NUR	142	Concepts of Nursing Practice I	8.5
NUR	144	Concepts of Pharmacology	1.5
			Total: 19
Second Semester			
NUR	152	Concepts of Nursing Practice II	9.5
ENG	101	English Composition I	3
			Total: 12.5
Third Semester			
NUR	242	Concepts of Nursing Practice III	9.5
ENG	102	English Composition II	3
			Total: 12.5
Fourth Semester			
NUR	252	Concepts of Nursing Practice IV	9
Liberal Studies Elective (Recommended HUM 216 Ethics)*			3
			Total: 12
			Program Total: 70

*See page 33

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

BASIC NURSE ASSISTANT TRAINING PROGRAM–NURSING

Upon completion of the Basic Vocational Specialist certificate, students are eligible to take the state competency written evaluation for certification. Students must have a valid social security number in order to take this exam and be listed on the Nurse Aide Registry in Illinois. Certification is required for employment.

Accreditation

ECC's Basic Nurse Assistant Training Program is approved by the Illinois Department of Public Health.

Entrance Requirements

To be considered for admission to the basic nurse assistant training program students must:

- Be at least 16 years of age.
- Score in the 12th percentile or better in each section of the PSB-HOA exam.

Admission Procedures

PSB-HOA testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken. New basic nurse assistant training classes begin in January, May, and August.

Program Requirements

Students must complete the required course with a minimum grade of C. Students must provide their own uniform, a gait belt, and transportation to and from all clinical sites. All students in the program are required to attend the BNA orientation day, which will take place prior to the start of the actual ECC semester. In addition, students must attend the first class day of the semester and the last class day of the semester for the BNA course. Failure to do so will result in automatic withdrawal and/or failure from the program.

Policies and Procedures

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the Health Professions Division Office: negative drug test results, completed medical form which includes proof of immunizations/titer results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the Health Professions Division.

The standards, policies, and procedures of the basic nurse assistant program are published in the basic nurse assistant student handbook. Copies of the student handbook may be obtained at elgin.edu/nursing.

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN BASIC NURSE ASSISTANT TRAINING PROGRAM

			Sem. Hrs.
NUR	105	Basic Nurse Assistant Training Program	7
		Total:	7
		Program Total:	**7**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

OFFICE ADMINISTRATION TECHNOLOGY – ADMINISTRATIVE OFFICE AND INFORMATION PROCESSING PROFESSIONAL

ECC offers several options of training and education for persons interested in office careers. Degrees are for persons with little or no training or office experience. By completing a degree, graduates are prepared for positions at a higher skill level than a person with less training and can generally expect to earn higher starting salaries. Certificates are designed for persons who wish to gain quick skills for immediate employment or for persons who are already employed and wish to combine their work experience with formal training for job advancement or a change in jobs.

The administrative office programs offer a wide base of knowledge in business grammar and communication skills, as well as a wide base knowledge of office procedures including keyboarding skills (65 plus words per minute), document formatting, and essential computer skills. The office assistant basic vocational certificate offers a short-term credential that develops basic office skills. The certificate in accounting/office technology emphasizes basic manual and computerized financial concepts and procedures to meet the demand of today's businesses which require individuals to possess office skills and accounting skills.

Entrance Requirements

None

Program Requirements

None

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION TECHNOLOGY AND INFORMATION–PROCESSING PROFESSIONAL OPTION

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	130	Software Applications for the Office	3
OAT	132	Applied Business Language Skills	3
OAT	144	Operating Systems I	1
OTS	101	Keyboarding–Speed & Accuracy	2
BUS	100	Introduction to Business	3
		Total:	13

Second Semester			
OAT	101	Document Production I	3
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
BUS	101	Business Communications	3
CMS	101	Fundamentals of Speech	3
Recommended Elective**			3
		Total:	15

Summer Semester			
OAT	141	Spreadsheet I	1
OAT	142	Presentations I	1
OAT	143	Database I	1
OAT	146	Personal Information Management I	1
		Total:	4

Third Semester			
OAT	102	Document Production II	3
OAT	135	Executive Machine Transcription	3
BUS	120	Business Mathematics	3
Social or Behavioral Science Elective***			3
BUS	142	Report Writing	3
		Total:	15

Fourth Semester			
OAT	103	Document Production III	3
OAT	145	Desktop Publishing I	1
OAT	260	Administration Office Procedures	3
ACC	100	Introductory Accounting I	3
ACC	202	QuickBooks I	1
BUS	131	Customer Service Solutions	1
Required Liberal Education Course*			3
		Total:	15
		Program Total:	**62**

*See page 33

****Recommended Electives**

OAT	119	Office Skills Enhancer	1-3
OAT	147	Special Topics: Applications/Ofc I	1
OAT	241	Spreadsheet II	1
OAT	242	Presentations II	1
OAT	243	Database II	1
OAT	245	Desktop Publishing II	1
OAT	246	Personal Information Management II	1
OAT	247	Special Topics: Applications/Ofc II	1

*****Social or Behavioral Science Electives**

INS	208	Life & Work in the 21st Century	3
PSY	100	Intro to Psychology	3
SOC	100	Principles of Sociology	3
SOC	209	Racial and Ethnic Relations	3

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN ADMINISTRATIVE OFFICE ASSISTANT

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	130	Software Applications for the Office	3
OAT	132	Applied Business Language Skills	3
OAT	144	Operating Systems I	1
OTS	101	Keyboarding–Speed & Accuracy	2
		Total:	10

Second Semester			
OAT	101	Document Production I	3
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
OAT	141	Spreadsheet I	1
OAT	142	Presentations I	1
BUS	100	Introduction To Business	3
		Total:	11

Third Semester			
OAT	102	Document Production II	3
OAT	135	Executive Machine Transcription	3
OAT	143	Database I	1
OAT	145	Desktop Publishing I	1
BUS	101	Business Communications	3
		Total:	11

Fourth Semester			
OAT	103	Document Production III	3
OAT	146	Personal Information Management I	1
OAT	260	Administration Office Procedures	3
BUS	131	Customer Service Solutions	1
BUS	142	Report Writing	3
		Total:	11
		Program Total:	**43**

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN OFFICE ASSISTANT

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	101	Document Production I	3
OAT	130	Software Applications for the Office	3
OAT	132	Applied Business Language Skills	3
OAT	144	Operating Systems I	1
OTS	101	Keyboarding–Speed and Accuracy	2
		Total:	13

Second Semester			
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
OAT	141	Spreadsheet I	1
OAT	146	Personal Information Management I	1
BUS	101	Business Communications	3
BUS	131	Customer Service Solutions	1
		Total:	9

Summer Session			
OAT	102	Document Production II	3
		Program Total:	**25**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

OFFICE ADMINISTRATION TECHNOLOGY – INFORMATION PROCESSING PROGRAMS

Skills in information processing have become even more essential with the widespread use of computers in businesses. Students in the information processing programs emphasize current word/information processing software with an introduction to operating systems, database, spreadsheet, and desktop publishing.

Entrance Requirements

None

Program Requirements

None

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN INFORMATION PROCESSING ASSISTANT

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	130	Software Applications For The Office	3
OAT	132	Applied Business Language Skills	3
OAT	144	Operating Systems I	1
OTS	101	Keyboarding–Speed & Accuracy	2
			Total: 10
Second Semester			
OAT	101	Document Production I	3
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
BUS	101	Business Communications	3
			Total: 9
Third Semester			
OAT	102	Document Production II	3
OAT	141	Spreadsheet I	1
OAT	142	Presentations I	1
OAT	143	Database I	1
OAT	145	Desktop Publishing I	1
BUS	142	Report Writing	3
			Total: 10
Fourth Semester			
OAT	103	Document Production III	3
OAT	135	Executive Machine Transcription	3
OAT	146	Personal Information Management I	1
OAT	260	Administration Office Procedures	3
BUS	131	Customer Service Solutions	1
			Total: 11
			Program Total: 40

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN INFORMATION PROCESSING ASSISTANT

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	132	Applied Business Language Skills	3
OAT	144	Operating Systems I	1
OAT	130	Software Applications for the Office	3
OTS	101	Keyboarding–Speed & Accuracy	2
			Total: 10
Second Semester			
OAT	101	Document Production I	3
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
OAT	145	Desktop Publishing I	1
BUS	131	Customer Service Solutions	1
BUS	101	Business Communications	3
			Total: 11
			Program Total: 21

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

OFFICE ADMINISTRATION TECHNOLOGY – LEGAL

The legal profession in the Fox Valley and surrounding area is very strong with many opportunities for well-trained legal office professionals. Emphasis in both options of the legal program is placed on developing transcription skill, mastering necessary legal terminology, and mastering a high level of skill with computer applications software. Advanced courses in document production and transcription are designed to further develop legal office skills.

Entrance Requirements

None

Special Admissions Requirements

None

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION TECHNOLOGY – LEGAL OFFICE PROFESSIONAL OPTION

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	130	Software Applications for the Office	3
OAT	132	Applied Business Language Skills	3
OAT	141	Spreadsheet I	1
OAT	144	Operating Systems I	1
OTS	101	Keyboarding – Speed & Accuracy	2
PAR	101	Introduction to Legal Technology	3
			Total: 14

Second Semester			
OAT	101	Document Production I	3
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
OAT	142	Presentations I	1
BUS	101	Business Communications	3
CMS	101	Fundamentals of Speech	3
Recommended Elective**			1
			Total: 14

Summer Semester			
OAT	143	Database I	1
BUS	120	Business Mathematics	3
			Total: 4

Third Semester			
OAT	102	Document Production II	3
OAT	149	Legal Machine Transcription	3
BUS	112	Legal Environment of Business **or** BUS 113 Business Law	3
BUS	142	Report Writing	3
Social or Behavioral Science Elective***			3
			Total: 15

Fourth Semester			
OAT	103	Document Production III	3
OAT	260	Administration Office Procedures	3
ACC	100	Introductory Accounting I	3
BUS	131	Customer Service Solutions	1
Required Liberal Education Course*			3
			Total: 13
			Program Total: 60

*See page 33

****Recommended Electives**

OAT	119	Office Skills Enhancer	1-3
OAT	145	Desktop Publishing I	1
OAT	146	Personal Information Management I	1
OAT	147	Special Topics: Applications/Ofc I	1
OAT	241	Spreadsheet II	1
OAT	242	Presentations II	1
OAT	243	Database II	1
OAT	245	Desktop Publishing II	1
OAT	246	Personal Information Management II	1
OAT	247	Special Topics: Applications/Ofc II	1

*****Social or Behavioral Science Electives**

INS	208	Life & Work in the 21st Century	3
PSY	100	Intro to Psychology	3
SOC	100	Principles of Sociology	3
SOC	209	Racial and Ethnic Relations	3

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN LEGAL OFFICE ASSISTANT

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	130	Software Applications for the Office	3
OAT	132	Applied Business Language Skills	3
OAT	144	Operating Systems I	1
OTS	101	Keyboarding – Speed & Accuracy	2
PAR	101	Introduction to Legal Technology	3
			Total: 13

Second Semester			
OAT	101	Document Production I	3
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
OAT	141	Spreadsheet I	1
OAT	143	Database I	1
BUS	101	Business Communications	3
			Total: 11

Third Semester			
OAT	102	Document Production II	3
OAT	142	Presentations I	1
OAT	149	Legal Machine Transcription	3
BUS	112	Legal Environment of Business **or** BUS 113 Business Law	3
BUS	142	Report Writing	3
			Total: 13

Fourth Semester			
OAT	103	Document Production III	3
OAT	260	Administration Office Procedures	3
ACC	100	Introductory Accounting I	3
BUS	131	Customer Service Solutions	1
			Total: 10
			Program Total: 47

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

OFFICE ADMINISTRATION TECHNOLOGY – MEDICAL OFFICE PROGRAMS

Medical transcriptionists will find outstanding job opportunities in the Fox Valley and surrounding area where the medical community is very strong. Major employers include doctor offices, hospitals, clinics, and medical centers.

Emphasis in both the two-semester and four-semester programs is placed on developing exceptional typing skills (65 plus words per minute); mastering necessary medical terminology, and developing a high level of skill with transcription equipment. Advanced courses in document production and transcription are designed to further develop specific medical office skills.

Entrance Requirements

None

Special Admissions Requirements

None

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION TECHNOLOGY-MEDICAL OFFICE PROFESSIONAL OPTION

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	122	Medical Terminology I	3
OAT	130	Software Applications for the Office	3
OAT	132	Applied Business Language Skills	3
OAT	144	Operating Systems I	1
OTS	101	Keyboarding – Speed & Accuracy	2
		Total:	13
Second Semester			
OAT	101	Document Production I	3
OAT	123	Medical Terminology II	3
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
BUS	101	Business Communications	3
		Total:	12
Summer Semester			
BUS	120	Business Mathematics	3
OAT	141	Spreadsheet I	1
		Total:	4
Third Semester			
OAT	102	Document Production II	3
OAT	142	Presentations I	1
OAT	143	Database I	1
BUS	142	Report Writing	3
Social or Behavioral Science Elective**			**3**
BIO	108	Biology for Contemporary Society **or** BIO 110 Principles of Biology	4
		Total:	15
Fourth Semester			
OAT	103	Document Production III	3
OAT	260	Administration Office Procedures	3
OAT	148	Medical Machine Transcription	3
ACC	100	Introductory Accounting I	3
BUS	131	Customer Service Solutions	1
Required Liberal Education Course*			3
		Total:	16
		Program Total:	**60**

Social or Behavioral Science Electives

INS	160	Survey of International Business	3
INS	208	Life & Work in the 21st Century	3
PSY	100	Intro to Psychology	3
SOC	100	Principles of Sociology	3
SOC	209	Racial and Ethnic Relations	3

*See page 33

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN MEDICAL OFFICE ASSISTANT

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	122	Medical Terminology I	3
OAT	130	Software Applications for the Office	3
OAT	132	Applied Business Language Skills	3
OAT	144	Operating Systems I	1
OTS	101	Keyboarding – Speed & Accuracy	2
		Total:	13
Second Semester			
OAT	101	Document Production I	3
OAT	123	Medical Terminology II	3
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
OAT	141	Spreadsheet I	1
		Total:	10
Third Semester			
OAT	102	Document Production II	3
OAT	142	Presentations I	1
OAT	143	Database I	1
OAT	148	Medical Machine Transcription	3
BUS	101	Business Communications	3
		Total:	11
Fourth Semester			
OAT	103	Document Production III	3
OAT	260	Administration Office Procedures	3
BUS	131	Customer Service Solutions	1
BIO	108	Biology for Contemporary Society **or** BIO 110 Principles of Biology	4
		Total:	11
		Program Total:	**45**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

OFFICE ADMINISTRATION TECHNOLOGY – MICROSOFT APPLICATIONS AND SPECIALIZED OPTIONS

The computer office assistant certificate offers a short-term credential for individuals interested in developing a wide range of introductory computer software skills.

This program offers intensive hands-on study of the keyboarding touch system, including speed and dexterity drills for quick and accurate data entry and an introduction to spreadsheets and databases.

Microsoft business certification is an internationally recognized credential which demonstrates a high degree of proficiency in desktop computer skills using the Microsoft Office suite of business applications. Coursework meets Microsoft guidelines, uses Microsoft-approved courseware, and prepares learners to take Microsoft business certification exams administered at ECC. To learn more about Microsoft business certification, visit microsoft.com/learning.

Entrance Requirements

None

Program Requirements

None

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN COMPUTER OFFICE ASSISTANT

First Semester			Sem. Hrs.
OAT	100	Professional Development Skills **or** COL 101 College 101: Student Success	1
OAT	132	Applied Business Language Skills	3
OAT	130	Software Applications for the Office	3
OAT	144	Operating Systems I	1
OTS	101	Keyboarding–Speed & Accuracy	2
OAT	119	Office Skills Enhancer	1–3
OAT	101	Document Production I	3
		Total:	14/16
Second Semester			
OAT	126	Word Processing Applications I	1.5
OAT	127	Word Processing Applications II	1.5
OAT	141	Spreadsheet I	1
OAT	145	Desktop Publishing I	1
BUS	131	Customer Service Solutions	1
OAT	102	Document Production II	3
		Total:	9
		Program Total:	**23/25**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN DATA ENTRY OFFICE ASSISTANT

This program offers intensive hands-on study of the keyboarding touch system, including speed and dexterity drills for quick and accurate data entry and an introduction to spreadsheets and databases.

			Sem. Hrs.
OTS	100	Keyboarding (or placement test)	0/1
OTS	101	Keyboarding-Speed & Accuracy	2
OTS	105	Office Data Entry Skills	3
OAT	141	Spreadsheet I	1
OAT	143	Database I	1
		Total:	7/8
		Program Total:	**7/8**

Microsoft Certification Preparation

Microsoft business certification is an internationally recognized credential which demonstrates a high degree of proficiency in desktop computer skills using the Microsoft Office suite of business applications. Coursework meets Microsoft guidelines, uses Microsoft-approved courseware, and prepares learners to take Microsoft business certification exams administered at ECC. To learn more about Microsoft business certification, visit microsoft.com/learning.

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN MICROSOFT ACCESS CERTIFICATION PREPARATION

			Sem. Hrs.
OAT	143	Database I	1
OAT	243	Database II	1
OAT	253	Microsoft Access Certification	1.5
		Total:	3.5
		Program Total:	**3.5**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN MICROSOFT EXCEL CERTIFICATION PREPARATION

			Sem. Hrs.
OAT	141	Spreadsheet I	1
OAT	241	Spreadsheet II	1
OAT	251	Microsoft Excel Certification	1.5
		Total:	3.5
		Program Total:	**3.5**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN MICROSOFT POWERPOINT CERTIFICATION PREPARATION

			Sem. Hrs.
OAT	142	Presentations I	1
OAT	242	Presentations II	1
OAT	252	Microsoft PowerPoint Certification	1.5
		Total:	3.5
		Program Total:	**3.5**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN MICROSOFT WORD CERTIFICATION PREPARATION

			Sem. Hr s.
OAT	140	Word Processing I	1
OAT	240	Word Processing II	1
OAT	250	Microsoft Word Certification	1.5
		Total:	3.5
		Program Total:	**3.5**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

OFFICE ADMINISTRATION TECHNOLOGY – VIRTUAL OFFICE PROGRAMS

The office administration technology virtual assistant option is designed for individuals to become professional virtual assistants who assist clients in his/her area of expertise (generally administrative services) from his/ her own office (usually a home office) on a contractual basis. ECC's target market for this certificate is people who have had some work experience and who have a need or desire to have a flexible work environment such as working from home due to family demands.

Entrance Requirements

None

Program Requirements

None

DEGREE CONFERRED:

ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION TECHNOLOGY-VIRTUAL ASSISTANT OPTION

First Semester			Sem. Hrs.
BUS	100	Introduction to Business	3
OAT	110	Introduction to Virtual Assistance	1
OAT	132	Applied Business Language Skills	3
OAT	140	Word Processing I **or** OAT 126 Word Processing Applications I	1/1.5
OAT	141	Spreadsheet I	1
OAT	142	Presentations I	1
OAT	143	Database I	1
OAT	146	Personal Information Management I	1
OTS	100	Keyboarding	1
		Total: 13/13.5	
Second Semester			
ENT	101	Entrepreneurship Seminar I	3
MKT	105	Sales	3
OAT	101	Document Production I	3
OAT	240	Word Processing II **or** OAT 127 Word Processing Applications II	1/1.5
OAT	241	Spreadsheet II	1
OAT	242	Presentations II	1
OAT	243	Database II	1
		Total: 13/13.5	
Summer Session			
CMS	101	Fundamentals of Speech **or** CMS 215 Intercultural Communication	3
Required Liberal Education Course*			3
		Total: 6	
Third Semester			
BUS	120	Business Mathematics	3
BUS	101	Business Communications	3
BUS	131	Customer Service Solutions	1
ENT	120	Business Plan Writing I	3
OAT	102	Document Production II	3
OAT	145	Desktop Publishing I	1
		Total: 14	
Fourth Semester			
ACC	100	Introductory Accounting I	3
BUS	142	Report Writing	3
OAT	103	Document Production III	3
OAT	210	Virtual Assistant Procedures	4
Social or Behavioral Science Electives			3
		Total: 16	
		Program Total: 62/63	

*See page 33

Social or Behavioral Science Electives

INS	208	Life & Work in the 21st Century	3
PSY	100	Intro to Psychology	3
SOC	100	Principles of Sociology	3
SOC	209	Racial and Ethnic Relations	3

CERTIFICATE CONFERRED:

VOCATIONAL SPECIALIST IN VIRTUAL ASSISTANT

First Semester			Sem. Hrs.
BUS	100	Introduction to Business	3
OAT	132	Applied Business Language Skills	3
OAT	110	Introduction to Virtual Assistance	1
OAT	140	Word Processing I **or** OAT 126 Word Processing Applications I	1/1.5
OAT	141	Spreadsheet I	1
OAT	142	Presentations I	1
OAT	143	Database I	1
OAT	146	Personal Information Management I	1
OTS	100	Keyboarding	1
		Total: 13/13.5	
Second Semester			
ENT	101	Entrepreneurship Seminar I	3
OAT	101	Document Production I	3
OAT	240	Word Processing II **or** OAT 127 Word Processing Applications II	1/1.5
OAT	241	Spreadsheet II	1
OAT	242	Presentations II	1
OAT	243	Database II	1
		Total: 10/10.5	
Third Semester			
BUS	101	Business Communications	3
BUS	131	Customer Service Solutions	1
OAT	145	Desktop Publishing I	1
OAT	210	Virtual Assistant Procedures	4
Recommended Electives			1-3
		Total: 10/12	
		Program Total: 33/36	
Recommended Electives			
BUS	142	Report Writing	3
ENT	120	Business Plan Writing I	3
MKT	105	Sales	3
OAT	245	Desktop Publishing II	1
OAT	250	Microsoft Word Certification	1.5
OAT	251	Microsoft Excel Certification	1.5
OAT	252	Microsoft PowerPoint Certification	1.5

CERTIFICATE CONFERRED:

BASIC VOCATIONAL SPECIALIST IN VIRTUAL ASSISTANT

First Semester			Sem. Hrs.
BUS	100	Introduction to Business	3
OAT	132	Applied Business Language Skills	3
OAT	110	Introduction to Virtual Assistance	1
OAT	146	Personal Information Management I	1
OAT	140	Word Processing I **or** OAT 126 Word Processing Applications I	1/1.5
OAT	141	Spreadsheet I	1
OAT	142	Presentations I	1
OAT	143	Database I	1
OTS	100	Keyboarding	1
		Total: 13/13.5	
Second Semester			
BUS	101	Business Communications	3
BUS	131	Customer Service Solutions	1
ENT	101	Entrepreneurship Seminar I	3
OAT	101	Document Production I	3
		Total: 10	
		Program Total: 23/23.5	

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PARALEGAL

A paralegal is a person qualified by education, training, or work experience who performs substantive legal work under the supervision of a lawyer. Paralegals may not provide legal services directly to the public, except as permitted by law.

Paralegal education at ECC includes the study of major areas of law. Courses emphasize hands-on, practical applications that will prepare students to enter law-related occupations. Online legal research tools and a well-stocked law library are frequently used by students to prepare documents suitable for court and business transactions. If you love to research, read, and write and have an eye for details, a paralegal career may be the right fit for you. Strong social and communication skills are also necessary as paralegals frequently communicate with a supervising attorney, office staff, court personnel, and clients.

Associate of Applied Science in Paralegal (AAS)

The AAS degree in paralegal is designed for students who do not have a prior degree and are interested in pursuing a career as a paralegal. Students in this program complete the same paralegal courses as the BVS students, but they must also complete the required general education courses. General education courses are required by the American Bar Association (ABA) and are an important component of paralegal training. Students who plan to transfer to a four-year institution to pursue a bachelor's degree after completing the AAS should choose general education courses that fulfill this program's curriculum requirements and will transfer to the student's school of choice. Students should meet with an academic advisor to make these selections and review the transfer information available in this catalog.

Basic Vocational Specialist (BVS) in Paralegal

The BVS certificate in paralegal is designed for students who already have a bachelor's degree or an associate of arts or an associate of science degree. Full-time BVS students may be able to complete the program in one year.

Official transcripts of the student's completed bachelor's degree, associate of arts, or associate of science degree must be provided to the college before the paralegal BVS certificate will be awarded.

Approval

ECC's Paralegal Program is approved by the American Bar Association.

Program Requirements

All students will be required to complete an internship experience. ECC continues to develop resources to assist students with internship placement; however, opportunities are not automatic or guaranteed. Students are responsible for taking the necessary steps to ensure an internship placement. Students who are already employed in the legal field as legal assistants or paralegals and who meet the employment verification, recency, relevancy, and duration requirements, may be eligible for internship proficiency credit. Interested students should contact the paralegal instructional coordinator.

All students must complete at least ten semester credits of paralegal courses (PAR) through traditional classroom instruction.

Portfolio Requirement

Students must collect and maintain samples of the work they complete during their paralegal studies. Each student will present a final portfolio in the PAR 239 Capstone class.

Transfer Restriction on Paralegal Courses

A maximum of nine semester credits of paralegal coursework from an ABA-approved paralegal program will be eligible for transfer to ECC. All requests for transfer credit of paralegal courses will be evaluated by the instructional coordinator for paralegal and are subject to denial for the following reasons: (1) no comparable paralegal course offered at ECC; or (2) failure to demonstrate development of practical paralegal skills in the course as required by ABA Guidelines.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL

First Semester			Sem. Hrs.
ENG	101	English Composition I	3
BUS	112	Legal Environment of Business **or** BUS 113 Business Law	3
OAT	130	Software Applications for the Office **or** CIS 110 Introduction to Computers	3
PAR	101	Introduction to Law	3
Required Math or Science Course*			3
		Total:	15

Second Semester			
ENG	102	English Composition II	3
POS	150	Amer Government – National **or** POS 151 Amer Govt State Local	3
CMS	101	Fundamentals of Speech	3
PAR	201	Litigation	3
Required Liberal Education Course**			3
		Total:	15

Third Semester			
PAR	204	Legal Research	3
Paralegal Elective			3
Required Social/Behavioral Science Course***			3
Required Liberal Education Course**			6
		Total:	15

Fourth Semester			
PAR	206	Legal Writing	3
PAR	235	Internship	2
PAR	239	Paralegal Capstone	1
Paralegal Elective			6
Required Social/Behavioral Science Course***			3
		Total:	15
		Program Total:	**60**

Paralegal Electives

PAR	108	Family Law	3
PAR	111	Contract Law	3
PAR	115	Elder Law	3
PAR	136	Law Office Practice	3
PAR	203	Real Property Law	3
PAR	205	Wills, Trusts, and Probate	3
PAR	207	Criminal Law Procedure	3
PAR	221	Tort and Insurance Law	3
PAR	223	Business Organizations	3
PAR	211	Bankruptcy and Debtor-Creditor Relat.	3
PAR	215	Environmental Law	3
PAR	237	Special Topics in Legal Assisting	1–3

*Math or Science requirement as described on catalog pg. 33, category C, not to include MTH 107, MTH 109, BUS 120, BIO 101, ATY 100, or APS 211.
**Liberal Education as described on catalog pg. 33, category D, not to include ART 155, or INS 160.
***Social/Behavioral Science as described on catalog pg. 33, category B, not to include ATR 230 or ATR 231; INS 160; or SOC 211.

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN PARALEGAL

First Semester			Sem. Hrs.
PAR	101	Introduction to Law	3
PAR	201	Litigation	3
PAR	204	Legal Research	3
Paralegal Electives			3
		Total:	12

Second Semester			
PAR	206	Litigation	3
PAR	235	Internship	2
PAR	239	Paralegal Capstone	1
Paralegal Electives			6
		Total:	12
		Program Total:	**24**

The information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

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PHYSICAL THERAPIST ASSISTANT

Physical therapist assistants (PTAs) are licensed healthcare providers who assist in delivering high quality physical therapy services under the supervision of a licensed physical therapist (PT). A combination of clinical practicum rotations and other learning experiences including use of technology and online instructional enhancements, lectures, discussions, small group activities and guided laboratory practice prepares graduates for employment in a variety of clinical settings. This multidimensional educational approach fosters development of individual responsibility and professional behaviors leading to successful lifelong learning.

Accreditation

The Physical Therapist Assistant Program at Elgin Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, telephone: 703-706-3245; email: accreditation@apta.org; website: capteonline.org.

Entrance Requirements

- Score in the 25th percentile or better in each section of the PSB-HOA exam.
- Grade of C or better in MTH 098 or equivalent or appropriate placement score.
- Official high school transcript or high school equivalency certificate.
- Attendance at current year PTA Information Session.
- Observation hours (see below for more information).

Students must also submit:

Evidence of 10 hours of observation in a physical therapy setting in Illinois or verification of previous physical therapy tech or aide experience in Illinois with documented responses. The observation hours/experience forms with questions can be found at elgin.edu/physicaltherapy.

Applicants who are legal residents of Community College District 509 or a legal resident from another district in Illinois which has no comparable program will be ranked and the twenty most qualified individuals will be selected for admission to the physical therapist assistant program. Refer to elgin.edu/physicaltherapy for a description of the applicant screening process. Other applicants may be considered if space is available. Go to elgin.edu/jointagreements to learn more.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application.
- Health professions application.
- Official college transcripts. (Note: To request a transcript evaluation go to elgin.edu/evaluation.)
- Official high school transcript or high school equivalency certificate.
- Observation/experience documentation.

Admission to the program is selective. Students may obtain an application for admission online at elgin.edu/physicaltherapy. PSB-HOA testing information may be found at elgin.edu/testing. PSB-HOA scores are valid for two years from the date the test is taken. The deadline for applying to the physical therapist assistant program is February 15. After this date, applications will only be considered if space is available. Applicants will be notified of their status in April. New physical therapist assistant classes begin in August.

Program Requirements

Students must complete all required courses with grades of C or better and meet graduation requirements to be eligible to sit for the National Physical Therapy Examination (NPTE) offered by the Federation of State Boards of Physical Therapy (FSBPT). Prior credits in anatomy and physiology courses must have been earned within the last 10 years. Students must provide their own uniform and transportation to and from all clinical sites.

Policies and Procedures

All students applying to the physical therapist assistant program must attend an information session within the application year. To register for an information session go to elgin.edu/visitecc. Application packets will be distributed at the information session. Students admitted to the program will be required to attend two orientation sessions before physical therapist assistant classes begin (May and August).

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the Health Professions Division Office: negative drug test results, completed medical form which includes proof of immunizations/titer results, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the Health Professions Division.

The standards, policies, and procedures of the physical therapist assistant program are published in the PTA student handbook. Copies of the student handbook may be obtained online at elgin.edu/physicaltherapy.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT

First Semester			**Sem. Hrs.**
BIO	110	Principles of Biology **or** BIO 113 Molecular & Cellular Biology	4
PTA	112	Documentation Communication	3
ENG	101	English Composition I	3
PSY	100	Intro To Psychology	3
PTA	120	Physical Therapist Assisting I	4
PTA	110	Therapeutic Exercise	.0.5
PHC	109	Physical Fitness I	.0.5
		Total: 18	
Second Semester			
BIO	240	Human Anatomy and Physiology **or** BIO 245 Human Anatomy and Physiology I **and** BIO 246 Human Anatomy and Physiology II	5/8
PTA	114	Pathology	3
PTA	122	Physical Therapist Assisting II	4
PTA	123	Clinical Practicum I	3
		Total: 15/18	
Summer Semester			
PTA	125	Kinesiology	4
HUM	216	Ethics	3
ENG	102	English Composition II	3
		Total: 10	
Third Semester			
PSY	218	Human Growth and Development	3
CMS	215	Intercultural Communication	3
PTA	231	Physical Therapist Assisting III	5
PTA	232	Clinical Practicum II	5
		Total: 16	
Fourth Semester			
PTA	241	Physical Therapist Assisting IV	5
PTA	242	Clinical Practicum III	5
PTA	250	Physical Therapist Assistant Seminar	2
		Total: 12	
		Program Total: 71/74	

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PUBLIC SAFETY COMMUNICATIONS

In an emergency, the first people to answer a 911 call for help are public safety communications specialists and police, fire, and emergency medical dispatchers. These well-trained, highly professional individuals send the appropriate type and number of emergency services units in response to calls for assistance and monitor the activity of emergency services personnel at the scene. They work in a variety of settings, ranging from police and fire stations to hospitals or centralized city communications centers. ECC offers students a pleasant learning environment, experienced practitioner instructors, and a unique CAD simulator that recreates a real world work environment for hands on training that prepares the student for employment in the emergency communications field.

Entrance Requirements

None

Program Requirements

None

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN PUBLIC SAFETY COMMUNICATIONS

Summer Session			**Sem. Hrs.**
PSC	105	Public Safety Telecommunicator	6
			Total: 6
First Semester			
CRJ	198	The Police Service	3
ENG	101	English Composition I **or** BUS 101 Business Communications	3
PSC	206	Public Safety Answering Point (PSAP)	3
PSC	207	Pub Saf Answering Point Application	2
CMS	101	Fundamentals of Speech	3
			Total: 14
Second Semester			
CRJ	101	Introduction to Criminal Justice	3
CRJ	111	Stress Management in Law Enforcement	3
PSC	208	Emergency Medical Dispatch	3
PSC	209	Pub Saf Answering Point Practicum	3
Choose one of the following:			
PSC	211	Career Management **or** PSC 212 Legal Aspects/Pub Saf Communications	2
			Total: 14
			Program Total: 34

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN PUBLIC SAFETY COMMUNICATIONS

To complete the Illinois Law Enforcement Training and Standards Board recommendations for public safety telecommunication (9-1-1) basic training, students take the following:

			Sem. Hrs.
PSC	105	Public Safety Telecommunicator	6
			Total: 6
			Program Total: 6

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- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

SURGICAL TECHNOLOGY

Surgical technologists are allied health professionals who are an important part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient well-being. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of surgeries.

Graduates of Elgin Community College's Surgical Technology Program are eligible for certification by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), an administratively independent body from the Association of Surgical Technologists. Students who pass the NBSTSA exam earn the title of certified surgical technologist (CST).

Elgin Community College's pass rate on the NBSTSA surgical technology certification exam during the latest reporting period was 100 percent.

Accreditation

ECC's Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 727-210-2350, caahep.org, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite 110, Littleton, CO 80120, 303-741-3655, ARCSTSA.org. Accreditation through ARC/STSA ensures students receive an education in surgical technology adhering to strict standards established by the profession. In addition, Elgin Community College is regionally accredited through the Higher Learning Commission.

Entrance Requirements

- Score in the 25th percentile or better in each section of the PSB-HOA exam.
- Grade of C or better in BIO 110 or equivalent (Note: Students who have earned a grade of C or better in BIO 240 or BIO 245 and BIO 246 or equivalent are not required to complete BIO 110 and will be ranked first in the screening process).

All applicants will be ranked based on these requirements and the most qualified individuals will be selected for admission to the surgical technology program. Refer to elgin.edu/surgicaltech for a description of the applicant screening process.

Admission Procedures

Applicants must submit the following items to the ECC Records Office:

- ECC application
- Health professions application
- Official college transcripts. (Note: To request a transcript evaluation go to elgin.edu/evaluation.)

Admission to the program is selective. Students may obtain an application for admission online at elgin.edu/surgicaltech. PSB-HOA testing information may be found at psbtests.com. PSB-HOA scores are valid for two years from the date the test is taken. The deadline for applying to the surgical technology program is October 1. After this date, applications will only be considered if space is available. Applicants will be notified of their status in October. New surgical technology classes begin in January.

Program Requirements

Students must complete all required courses with grades of C or better to be eligible for graduation and to sit for the National Surgical Technologist Certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), 6 W. Dry Creek Circle, Suite 100, Littleton, CO 80120, 800-707-0057. nbstsa.org.

Students must apply for and complete this exam during the final semester of the program. Students must provide their own uniform and transportation to and from all clinical sites.

Policies and Procedures

Students applying to health professions programs must provide a valid social security number in order to be screened for placement on the Illinois Health Care Worker Background Check Registry. Students must be listed on this registry in order to be eligible to complete required clinical training. Students demonstrating a positive background check will be denied admission to any health professions program. A valid social security number is also needed to apply for licensing/certification exams.

Before attending clinical training, students must have the following documentation on file in the Health Professions Division Office: negative drug test results, completed medical form which includes proof of immunizations/titer results, completed baseline eye exam form, proof of health insurance coverage, and proof of healthcare provider CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and flu vaccine on an annual basis. Students demonstrating a positive drug test will be dismissed from the health professions division.

The standards, policies, and procedures of the surgical technology program are published in the surgical technology student handbook. Copies of the student handbook may be obtained online at elgin.edu/surgicaltech.

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN SURGICAL TECHNOLOGY

First Semester			**Sem. Hrs.**
HPE	112	Intro to Healthcare Vocabulary	3
SGT	102	Intro to Surgical Technology	5
BIO	240	Human Anatomy and Physiology **or**	
BIO	245	Human Anatomy and Physiology I **and** BIO 246 Human Anatomy and Physiology II	5/8
SGT	105	Concepts of Pharmacology & Anesthesia	3
		Total:	16/18
Second Semester			
SGT	111	Surgical Technology II	12
PSY	100	Intro to Psychology	3
		Total:	15
Third Semester			
SGT	120	Surgical Technology III	14
		Total:	14
		Program Total:	**45/47**

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- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

TRUCK DRIVING

The truck driving program includes 320 hours of education consisting of classroom and hands-on yard and road training. In addition to driving skills, students learn map reading, trip planning, log keeping, vehicle systems, cargo handling, driving under adverse conditions, defensive driving, and transporting hazardous materials. The mandatory written examination and the driving test must be taken at a designated commercial driver's license testing center for licensure or permit. Equipment for the driving test will be provided to ECC students. To be commercially licensed intrastate, students must be at least age 18; age 21 for interstate and/or to transport placarded hazardous materials.

Entrance Requirements

Must pass federal D.O.T. "qualifications and disqualifications," and interview of potential students with program director.

Program Requirements

Students must obtain required forms from the Truck Driving Department that need to be completed and returned prior to starting the program.

Special Admission Requirement

The DOT has regulations which govern the use of drugs and alcohol by commercial motor vehicle drivers, and which require Elgin Community College to conduct mandatory drug and alcohol testing of students in the truck driving program at specific times and under specific conditions. These regulations are available in the Advising Center, the Office of Student Life and the Truck Driving Department.

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN TRUCK DRIVING OWNER/OPERATOR

			Sem. Hrs.
BRG	101	Truck Driving I	6
BRG	201	Truck Driving II	6
BRG	202	Truck Driving III	4
BRG	203	Defensive Driving Techniques	2
CIS	110	Introduction to Computers	3
BUS	100	Introduction to Business	3
BUS	101	Business Communications	3
ACC	100	Introductory Accounting I	3
		Total: 30	
		Program Total: 30	

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN TRUCK DRIVING

			Sem. Hrs.
BRG	101	Truck Driving I	6
BRG	201	Truck Driving II	6
BRG	202	Truck Driving III	4
		Total: 16	
		Program Total: 16	

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

WELDING

The welding program has a four semester degree program in advanced metal fabrication processes plus four, short-term certificates. Certificate options are designed so that coursework may be applied to the degree, should the student pursue additional study, and they allow for maximum flexibility which makes them ideal for those currently working in the field and for those who need to obtain greater specialization or more credentials.

Entrance Requirements

None

Program Requirements

Students are required to purchase all safety equipment and shop supplies outlined by the instructor. A complete list of supplies will be provided on first day of class.

DEGREE CONFERRED:
ASSOCIATE OF APPLIED SCIENCE IN WELDING FABRICATION TECHNOLOGY

First Semester			Sem. Hrs.
WEL	101	Welding I	2
WEL	120	Blueprint Reading for Welders	2
IMT	112	Metrology-The Study of Measurement **or** HAC 109 Basic Sheet Metal	3
Required Mathematics Course*			3
Required Communications Course*			3
		Total:	13
Second Semester			
WEL	102	Welding II	4
WEL	112	Applied Welding Theory	3
WEL	113	Welding Power Sources and Setup	3
Industrial Technology Electives			3
Required Communications Course*			3
		Total:	16
Third Semester			
WEL	208	Welding III	4
WEL	221	Adv. Blueprint Reading for Welders	2
IMT	103	Industrial Manufacturing Tech. I	3
WEL	215	Advanced Welding Techniques	4
Required Social or Behavioral Science Course*			3
		Total:	16
Fourth Semester			
WEL	210	Welding IV	4
WEL	211	TIG Welding Techniques **or** WEL 212 MIG Welding Techniques	4
WEL	214	Cutting Processes	2
IMT	212	Metallurgy-The Study of Steel	2
Required Liberal Education Course*			3
		Total:	15
		Program Total:	**60**

Industrial Technology Electives

ART	103	Sculpture I	3
ART	104	Sculpture II	3
AUT	151	Automotive Engine Service & Repair	7
AUT	152	Intro to Auto Operation and Maint.	3
BUS	100	Introduction to Business	3
CAD	101	Introduction to Engineering Design	4
CAD	105	Pro/ENGINEER Basic Design Training	3
CAD	108	Intro to Micro-CAD AutoCAD	3
FSS	101	Introduction to Fire Science	3
HAC	101	Air Conditioning and Refrigeration I	3
HAC	109	Basic Sheet Metal	3
HAC	114	Basic Electricity & HVACR Controls	3
IMT	106	Mathematics for Machinists	5
IMT	111	Technical Mathematics II	4
MMT	101	Principles of Management	3
MTH	109	Technical Mathematics II	4
MTH	112	College Algebra	4
WEL	211	TIG Welding Techniques	4
WEL	212	MIG Welding Techniques	4
WEL	218	ARC Welder Qualification	3
WEL	220	MIG Welder Qualification	3
WEL	234	Special Topics in Welding	1–3

*See page 33

CERTIFICATE CONFERRED:
VOCATIONAL SPECIALIST IN WELDING

First Semester			Sem. Hrs.
WEL	101	Welding I	2
IMT	103	Industrial Manufacturing Tech. I	3
Required Mathematics Course*			3
		Total:	8
Second Semester			
WEL	102	Welding II	4
Industrial Technology Elective			3
IMT	212	Metallurgy-The Study of Steel	2
		Total:	9
Third Semester			
WEL	208	Welding III	4
WEL	120	Blueprint Reading for Welders	2
Required Communications Course*			3
		Total:	9
Fourth Semester			
WEL	210	Welding IV	4
Industrial Technology Elective			3
		Total:	7
		Program Total:	**33**

Industrial Technology Electives

The student may choose an elective from any of the areas below as long as certificate requirements are met.

ART	103	Sculpture I	3
ART	104	Sculpture II	3
AUT	151	Automotive Engine Service & Repair	7
AUT	152	Intro to Auto Operation and Maint.	3
BUS	100	Introduction to Business	3
CAD	101	Introduction to Engineering Design	4
CAD	105	Pro/ENGINEER Basic Design Training	3
CAD	108	Intro to Micro-CAD AutoCAD	3
FSS	101	Introduction to Fire Science	3
HAC	101	Air Conditioning and Refrigeration I	3
HAC	109	Basic Sheet Metal	3
HAC	114	Basic Electricity & HVACR Controls	3
IMT	106	Mathematics for Machinists	5
IMT	111	Technical Mathematics II	4
MMT	101	Principles of Management	3
MTH	109	Technical Mathematics II	4
MTH	112	College Algebra	4
WEL	211	TIG Welding Techniques	4
WEL	212	MIG Welding Techniques	4
WEL	218	ARC Welder Qualification	3
WEL	220	MIG Welder Qualification	3
WEL	234	Special Topics in Welding	1–3

*See page 33

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN WELDING

Courses			Sem. Hrs.
WEL	101	Welding I	2
WEL	102	Welding II	4
IMT	212	Metallurgy-The Study of Steel	2
WEL	208	Welding III	4
WEL	120	Blueprint Reading For Welders	2
WEL	218	ARC Welder Qualification **or** WEL 220 MIG Welder Qualification	3
		Total:	17
		Program Total:	**17**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN ARC WELDING

Courses			Sem. Hrs.
WEL	101	Welding I	2
WEL	102	Welding II	4
WEL	208	Welding III	4
WEL	218	ARC Welder Qualification	3
WEL	120	Blueprint Reading For Welders	2
		Total:	15
		Program Total:	**15**

CERTIFICATE CONFERRED:
BASIC VOCATIONAL SPECIALIST IN MIG WELDING

Courses			Sem. Hrs.
WEL	101	Welding I	2
WEL	102	Welding II	4
WEL	208	Welding III	4
WEL	220	MIG Welder Qualification	3
WEL	120	Blueprint Reading For Welders	2
		Total:	15
		Program Total:	**15**

- Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.
- The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See an advisor for information.
- Degrees and certificates are subject to change without notice. For the most current curricula, go to elgin.edu/academics.

Course Descriptions

Glossary of Terms

Academic Planning, Registration and Payment Tool
This tool is available through the accessECC student portal and enables students to view their progress towards completing their degree or certificate, plan their coursework, register for classes and make a payment.

Chargeback See pg. 35.

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

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

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

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

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

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

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

Course Outlines
These are available for classes in this catalog upon request of the Advising Center. A specific plan/syllabus for each course in this section is also available upon request from the office of the appropriate instructional dean.

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

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

Course Title
The official name of a course.

Course Waiver
See Consent of Instructor.

Credit Hour
A standardized unit of academic measurement assigned to every course offered by the college. Credit hours are shown immediately after the course title in both this catalog and class schedules. ECC credit hours are semester hours. Other colleges may use quarter hours or units. Contact the ECC Records Office for credit hour conversion. For the number of credit hours required for degrees and certificates, see pp. 25–30 and 32–33.

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

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

Laboratory Section
Courses which include time in the laboratory sometimes have separate sections for lecture and lab.

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

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

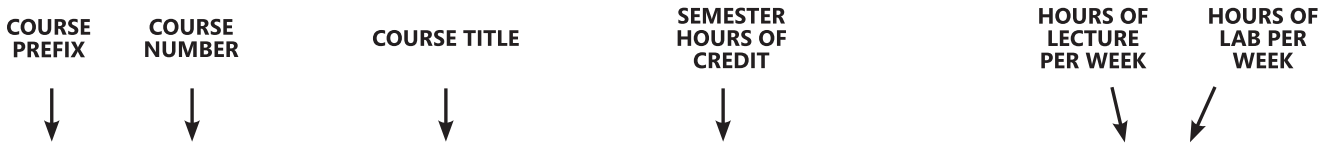
Proficiency Credit
Academic credit that is awarded to a student after that student has demonstrated, through pre-determined methods by the department, that they have attained specific skills comparable to those being achieved through formal instruction provided by the college for that course.

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

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

Varies
Courses which may be offered on an as needed basis determined by dean.

Explanation of Course Description



ACC 200 Financial Accounting (4) .....(4, 0)

Prerequisite: Grade of C or better in BUS 120 or MTH 125 or MTH 126 or consent of instructor.

Recommended: ACC 100 or previous course in bookkeeping strongly recommended.

Foundation course required for further study of accounting. Principles and concepts of financial accounting are emphasized and advanced concepts are introduced. Topics include transaction analysis, development of financial reports, the accounting cycle, promissory notes, inventory costing, depreciation methods, and corporation equity concepts, bonds payable, and present value. (1.1) **A**

B IAI Major: BUS 903

C Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

A The number codes that appear at the end of each course description have the following meaning (consult an ECC advisor for more information):

1.1–Transfer course

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

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

Schedule of course offerings

Course	Fall	Spr	Sum	Varies
ACC-100	X	X	X	
ACC-101	X	X	X	

The semester(s) in which a course is generally offered are designated at the beginning of each subject to help students plan their schedule of classes.

Course Enrollment

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

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

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

Examples:

ACC 200: IAI Major: BUS 903; Recommended as a foundation course for a business major.

ART 115: IAI General Education: F2 900; fulfills the ECC/IAI General Education/Fine Arts requirement. IAI Course Number F2 900.

C **Proficiency Credit**–To inquire about receiving proficiency credit please visit the ECC Advising Center.

Eligibility:

Not Available–No one is eligible (proficiency credit is not acceptable for the course).

2–Some are eligible depending on qualifications.

3–All are eligible to sit for the exam.

Criteria:

C standardized test (e.g., CLEP, AP)

E evaluation of documented work experience, training, life experience

F portfolio review

H successful completion of a higher level course

I faculty interview

L successful completion of a lower level course or prerequisites where they apply

M must be accepted into the program (e.g., nursing), or a declared major (e.g., human services)

R recommended by faculty or by others deemed appropriate by faculty

S skill test/performance review

T written test constructed by faculty

Z other - student should contact appropriate dean for details

ACCOUNTING

All ACC courses numbered 100 and above may be applied to the major field and electives requirement in the associate in arts and associate in science degrees.

Course	Fall	Spr	Sum	Varies
ACC-100	X	X	X	
ACC-200	X	X	X	
ACC-202	X			
ACC-203		X		
ACC-204	X			
ACC-205		X		
ACC-212		X		
ACC-221	X			
ACC-225	X			
ACC-235		X		
ACC-236				X
ACC-240	X	X	X	
ACC-245	X			
ACC-260				X
ACC-261				X

ACC 100 Introductory Accounting (3) .... (3, 0)

Prerequisite: None.

Recommended: BUS 120.

The first semester of fundamental financial accounting. Emphasis is on procedural aspects of financial accounting for the sole proprietorship. Accrual basis is utilized. Entire accounting cycle is covered for both service and merchandising businesses, including adjustments, preparation of financial statements and closing procedures. Also included are reconciliation of bank statements and petty cash. (1.2)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Available

ACC 200 Financial Accounting (4) ..... (4, 0)

Prerequisite: (1) Grade of C or better in BUS 120 or MTH 125 or MTH 112 OR MTH 126 or (2) consent of instructor.

Recommended: ACC 100 or previous course in bookkeeping or accounting.

Foundation course required for further study of accounting and business. Principles and concepts of financial accounting are emphasized and advanced concepts are introduced. Topics include transaction analysis, development of financial reports, the accounting cycle, promissory notes, inventory costing, depreciation methods, corporation equity concepts, bonds payable, statement of cash flows and present value. (1.1)

IAI Major: BUS 903
Proficiency Credit: Available (2 IET)
Pass/No Credit: Not Available

ACC 202 QuickBooks I (1) ..... (1, 0)

Prerequisite: (1) Grade of C or better in ACC 200 and CIS 110; or (2) Grade C or better in ACC 100 and CIS 110; or (3) consent of instructor.

Students apply principles of financial accounting to a service business using a computerized accounting system. QuickBooks, accounting software commonly used by small businesses, is used to process business transactions and generate financial statements. (1.2)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Available

ACC 203 Excel for Financial Accounting (1) ..... (1, 0)

Prerequisite: (1) Grade of C or better in ACC 200 and CIS 110; or (2) Grade C or better in ACC 200 and OAT 141; or (3) consent of instructor.

Use Excel to analyze accounting situations and perform financial accounting activities. Excel is applied to appropriate topics included in the Financial Accounting course. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ACC 204 QuickBooks II (1) ..... (1, 0)

Prerequisite: Grade of C or better in ACC 202 or consent of instructor.

This course builds upon QuickBooks I, covering the entire accounting cycle, including new company setup as well as QuickBooks advanced features for accountants. A sample company case that runs throughout the course starts out as a sole proprietor service business, then expands to become a merchandising corporation. (1.2)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Available

ACC 205 Excel for Managerial Accounting (1) ..... (1, 0)

Prerequisite: (1) ACC 240; or (2) concurrent enrollment in ACC 240; or (3) consent of instructor.

Use Excel to analyze accounting situations and perform managerial accounting activities. Excel is applied to selected topics included in the Managerial Accounting course. (1.2)

Proficiency Credit: Available (2 TIE)
Pass/No Credit: Available

ACC 212 Turbotax for Individual Taxation (1) ..... (1, 0)

Prerequisite: ACC 225 or concurrent enrollment in ACC 225 or consent of instructor.

Recommended: CIS 100.

Designed to meet today's business needs for computer applications in tax accounting. PC applications of selected topics included in ACC 112. Turbotax software will be used. (1.2)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

ACC 221 Payroll Accounting (2) ..... (2, 0)

Prerequisite: Grade of C or better in ACC 100 or Grade of C or better in ACC 200.

Introduces the processing of payroll. Emphasis is placed on legal requirements of withholding, employer's taxes, and preparation of tax forms and reports. (1.2)

Proficiency Credit: Available (2 IET)
Pass/No Credit: Available

ACC 225 Income Tax Accounting (3) ..... (3, 0)

Prerequisite: Grade of C or better in ACC 200.

Emphasis is on federal income taxes of all types. Topics covered include filing status, taxable income, employee business expenses, itemized deductions, profit from business or profession, capital gains and losses, tax credits, corporations, and state of Illinois income tax. (1.2)

Proficiency Credit: Available (2 TIE)
Pass/No Credit: Not Available

ACC 235 Intermediate Accounting I (3) .. (3, 0)

Prerequisite: Grade of C or better in ACC 240

Provides review of the accounting cycle and discussion of the environment and conceptual framework underlying financial accounting. Deals in depth with income statement, balance sheet, and cash flow statement, account classification, disclosures and interpretation. Time value of money concepts are discussed and applied. Accounting for cash and receivables is covered. (1.1)

Proficiency Credit: Available (2 TEI)
Pass/No Credit: Not Available

ACC 236 Intermediate Accounting II (3) .. (3, 0)

Prerequisite: Grade of C or better in ACC 235.

Continuation of intermediate financial accounting. Includes in-depth study of leases, plant and equipment, depreciation, intangible assets, current liabilities, pensions, bases of revenue recognition, and accounting for income taxes. Stresses authoritative pronouncements of APB and FASB. (1.1)

Proficiency Credit: Available (2 TIE)
Pass/No Credit: Not Available

ACC 240 Managerial Accounting (4) ..... (4, 0)

Prerequisite: Grade of C or better in ACC 200 or consent of instructor.

Recommended: ECN 201 or concurrent enrollment.

The second semester foundation course required for further study in accounting. Managerial accounting topics include ABC cost behavior analysis and use, job-order costing, process costing, cost-volume profit relationships, contribution approach to costing, budgeting, standard costs, JIT/FMS performance measures, relevant costs for decision making, balanced scorecard and capital budgeting. (1.1)

IAI Major: BUS 904
Proficiency Credit: Available (2 TEI)
Pass/No Credit: Not Available

ACC 245 Cost Accounting (3) ..... (3, 0)

Prerequisite: Grade of C or better in ACC 240

Fundamentals of cost accounting, ABC, performance measurements, job order, process and estimated cost development and procedures. Emphasizes current practices in cost control through reports to management, applied to business establishments of relatively small and intermediate size. (1.1)

Proficiency Credit: Available (2 IET)
Pass/No Credit: Not Available

ACC 260 Internship in Accounting (3) ... (1, 10)

Prerequisite: (1) Grade of C or better in ACC 200 and (2) ACC 203 or concurrent enrollment ACC 203 or (3) consent of instructor.

Students work for a business, government agency, or other organization for approximately 10 hours per week for one semester performing accounting tasks. Students will keep a journal detailing work performed, write a short paper and make a presentation to a current accounting class summarizing their on-the-job experience. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ACC 261 Auditing (3) ..... (3, 0)

Prerequisite: Grade of C or better in ACC 236

An introductory course that directs students in the design and establishment of accounting systems and in the examination of financial statements. Learn documentation techniques used in expressing audit opinions through tests of controls and substantive tests that relate to selected transaction cycles. A variety of methods of sampling will be discussed as well as the legal liability of the auditor. (1.2)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

ADMINISTRATIVE OFFICE ASSISTANT

(See Office Administration Technology)

ADMINISTRATIVE OFFICE AND INFORMATION PROCESSING PROFESSIONAL

(See Office Administration Technology)

ADOBE® CREATIVE SUITE®

(See Communication Design)

ADULT BASIC EDUCATION

(See pages 211–213)

ADULT SECONDARY EDUCATION –GED®

(See pages 213–216)

ANTHROPOLOGY/ ARCHEOLOGY

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

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

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

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

Course	Fall	Spr	Sum	Varies
ATR-120	X	X	X	
ATR-170				X
ATR-180			X	
ATR-210	X	X	X	
ATR-220	X	X	X	
ATR-230			X	
ATR-231			X	
ATR-240				X
ATR-250	X	X		

ATR 120 Introduction to Anthropology (3).....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course introduces the student to the four subfields of anthropology: biological (physical) anthropology, cultural anthropology, archeology and anthropological linguistics. The fundamental theme uniting the subfields is the search for understanding human diversity and the central role that culture plays in human society. The relationship between human biology and human culture is explored, as well as the variation that exists in human societies of all types. Major topics are: evolution of modern humans, our ecological adaptations, social organization and global relationships. (1.1)

IAI General Education: S1 900N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

ATR 170 Archeology of the Midwest (3) .....(3, 0)

Prerequisite: None

This course will examine the development of human culture in the Midwest U.S., primarily Illinois. There is strong evidence that people have lived in this area for at least the last 10,000 years. During this period, man's culture has changed greatly in terms of subsistence activity, social organization, and settlement pattern and population size. This course will examine in detail the major archeological periods of Midwest pre-history and will discuss a wealth of archeological information about man's past and why this understanding is important to us today. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ATR 180 Laboratory Methods in Archeology (3) .....(3, 0)

Prerequisite: Concurrent enrollment in ATR 231 required.

In this class, students will be introduced to the post-excavation phases of archeological research. Classes of artifacts and debris will be discussed. Methods and theories concerning their analysis will be examined in a historical perspective. In addition, students will be given the opportunity to work with actual material from archeological sites and to take it through all stages of laboratory examination from curation to description. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ATR 210 General Prehistoric Archeology (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An in-depth exposure to the concepts, principles, and methods employed by archeologists and cultural anthropologists in the reconstruction of culture history and prehistory. Illustrations from world prehistory will be used to establish familiarity with sequences of cultural development that have been learned through archaeological analysis. (1.1)

IAI General Education: S1 903
Proficiency Credit: Not Available
Pass/No Credit: Not Available

ATR 220 Cultural Anthropology (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course introduces students to the diversity of human culture and presents a framework for understanding its differences. Culture, as the adaptive mechanism which provides for survival of the human species, is presented as an ever-changing expression of human values, behavior, and social organization. (1.1)

IAI General Education: S1 901N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

ATR 230 Field Archeology – Prehistoric (3) .....(3, 0)

Prerequisite: None

Recommended: ATR 120

The course will introduce students to methods of archeological excavation and survey of prehistoric sites, through lecture and actual field participation. In the early part of the course, lecture will predominate while during the balance of the course, most time will be spent on learning techniques of site survey and excavation procedures. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ATR 231 Field Archeology – Historic (3) ...(3, 0)

Prerequisite: Concurrent enrollment in ATR 180 required.

Recommended: ATR 120

The course will introduce students to methods of archeological excavation and survey of historic sites, through lecture and actual field participation. In the early part of the course, lecture will predominate while during the balance of the course, most time will be spent on learning techniques of site survey and excavation procedures. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ATR 240 Topics In Anthropology (3) .....(3, 0)

Prerequisite: ATR 120 or consent of instructor.

The course is designed to accommodate a wide range of special topics in anthropology. Course topics will focus on specific geographical areas, theoretical scopes, thematic concentrations, and/or specific problems in archeology, cultural anthropology or biological anthropology and develop them in greater detail than would be possible as part of other courses. Repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ATR 250 Human Evolution (3).....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score

Human Evolution introduces students to the basics of evolutionary theory in both its historical and contemporary contexts as well as the role of genetics in increasing variation in nature including how closely related humans are to other primates. Several topics will be examined including evidence illustrating how the environment and technology have interacted with biological makeup to change the course of human history and changes and adaptations in modern human populations. (1.1)

IAI General Education: S1 902
Proficiency Credit: Not Available
Pass/No Credit: Not Available

APPLIED PHYSICAL SCIENCE

APS 101 and APS 111 fulfill both the physical sciences requirement and the lab science requirement for the Associate in Arts, Associate in Science, and Associate in Fine Arts degrees.

APS 101 and 111 may be used to fulfill the lab science requirement for the Associate in Liberal Studies degree.

All APS courses may be used to fulfill the math/science requirement for the Associate of Applied Science degree.

All APS courses may also be applied to the major field and elective requirement in the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
APS-101	X	X		
APS-111	X	X	X	
SCI-290				X

APS 101 Earth Science (4) ..... (3, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

A holistic physical science approach to the study of earth science using basic chemical and physical science principles. The course will be a nonquantitative survey of astronomy, oceanography, meteorology, and geology. (1.1)

IAI General Education: P1 905L
Proficiency Credit: Not Available
Pass/No Credit: Not Available

APS 111 Applied Physical Science(4) ..... (3, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 095 or MTH 096 or higher, an ACT math score of 23 or above, or an appropriate placement score.

General course dealing with fundamentals of physical science using lectures, demonstrations and laboratory exercises. Emphasis is on physics, chemistry, and earth science topics that relate to everyday life and current events/ issues. This is a survey course and it is not intended for science majors. (1.1)

IAI General Education: P9 900L
Proficiency Credit: Available (3 T)
Pass/No Credit: Available

SCI 290 Physical Science: Special Topics (Variable Credit 1-3) . . . . . (0-3, 0-5)

Prerequisite: None.

Designed to satisfy specific needs of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available materials on special topics, and 2) course will increase skills and knowledge of physical science (chemistry, physics, geology, and physical geography). (1.1)

Proficiency Credit: Available (2 T)
Pass/No Credit: Available

ARC WELDING

(See Welding)

ART

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

ART 152 and 153 may be used to fulfill the fine arts requirement in the AA, AS, and AES degrees; however, only one of these courses can count as general education.

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

All ART courses numbered 100 and above may also be applied to the major field and elective requirement in the AA and the AS degrees.

It is highly recommended that any student pursuing an AA degree or an Associate in Fine Arts degree with a major in art take ART 101, 102, 109, and 110 during the first year of study.

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

Course	Fall	Spr	Sum	Varies
ART-101	X	X	X	
ART-102	X	X	X	
ART-103	X			
ART-104	X			
ART-105	X	X	X	
ART-106	X	X	X	
ART-107	X	X	X	
ART-108	X	X	X	
ART-109	X			
ART-110		X		
ART-111	X	X		
ART-112	X	X		
ART-113	X	X	X	
ART-114	X	X	X	
ART-115	X	X	X	
ART-117	X	X	X	
ART-120	X	X	X	
ART-121				X
ART-122	X	X	X	
ART-124	X	X		
ART-151	X	X		
ART-152	X	X		
ART-153	X	X		
ART-154				X
ART-155	X	X		
ART-200				X
ART-201	X	X		
ART-216				X
ART-217				X
ART-220	X	X	X	
ART-221				X
ART-290				X
ART-297	X	X	X	

ART 101 Drawing I (3). . . . . (0, 6)

Prerequisite: None

An introduction to the fundamentals, concepts, and techniques of drawing using a variety of black and white media. Includes drawing from observation and invention leading to an interpretation and evaluative approach to drawing. Emphasis on descriptive drawing techniques from geometric and organic objects. Course includes vocabulary development, critical analysis activities, and reference to historic models of drawing. (1.1)

Proficiency Credit: Available (2 EFISC)
Pass/No Credit: Not Available

ART 102 Drawing II (3) . . . . . (0, 6)

Prerequisite: Grade of C or better in ART 101 or consent of instructor.

This course builds on and refines the experiences of Drawing I focusing on a variety of color media. Emphasis is on invention and formal concerns. Exploration into abstraction, non-objection, and fabricated image making are covered in this class. Course includes vocabulary development, critical analysis activities, and reference to historic models of drawing. (1.1)

Proficiency Credit: Available (2 F)
Pass/No Credit: Not Available

ART 103 Sculpture I (3) . . . . . (0, 6)

Prerequisite: None

Simple sculpture construction with a major emphasis in design, contour, and mass. The materials to be incorporated into visual ideas are plastic, wood, metal, clay, and found objects. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 104 Sculpture II (3) . . . . . (0, 6)

Prerequisite: ART 103 or consent of instructor.

Continuation of 103 Sculpture I with greater emphasis upon complex sculptural forms such as contour and mass. You will also work with different materials such as wood and bronze. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 105 Ceramics I (3) ..... (0, 6)

Prerequisite: None

Studio work in the exploration of the uses of clay in pottery making. Techniques used in forming, decoration, glazing, and firing of ceramics. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 106 Ceramics II (3) ..... (0, 6)

Prerequisite: ART 105 or consent of instructor.

A continuation of Ceramics I with a more in-depth study of the uses of clay as an art form by producing pottery or ceramic sculpture. Illustration of techniques used in forming, decorating, glazing, and firing of ceramics. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Available

ART 107 Painting I (3) ..... (0, 6)

Prerequisite: None

This course is an introduction to the basic painting techniques and color principles applied to the exploration of oil and/or acrylic painting media. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 108 Painting II (3) ..... (0, 6)

Prerequisite: Grade of C or better in ART 107.

This course involves intermediate problems in painting with an emphasis on individual expression based on historical as well as contemporary concerns and approaches in art. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 109 Design I (3)..... (0, 6)

Prerequisite: None

This course is a studio class exploring the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. (1.1)

Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

ART 110 Design II (3)..... (0, 6)

Prerequisite: ART 109 or consent of instructor.

Emphasis is on the structure of three-dimensional form and space. An introduction of basic three-dimensional design processes and how these relate to artist's concepts. Three-dimensional design ideas will be formulated and visualized through practice and utilization of various media and techniques. Slide presentations, lecture demonstrations, discussions and critiques are included. A continuation of basic design elements and principles as they apply to three-dimensional form is stressed. (1.1)

Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

ART 111 Jewelry I (3) ..... (0, 6)

Prerequisite: None

Varied use of materials in making of jewelry, casting, building, and soldering. Emphasis on design. Laboratory fee does not include cost of metal. (1.1)

Proficiency Credit: Available (2 EF)
Pass/No Credit: Not Available

ART 112 Jewelry II (3) ..... (0, 6)

Prerequisite: ART 111 or consent of instructor.

Continuation of 111 Jewelry I with greater exploration of conceptual and technical problems. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 113 Printmaking I (3) ..... (0, 6)

Prerequisite: None

This studio course introduces basic printmaking processes and equipment with equal emphasis on concept and technique. Students are introduced to a variety of print media and methods, such as intaglio, relief, and monotype. Students develop an understanding of the medium and learn good studio habits; the safe and responsive handling of tools and materials; and the knowledge required for basic manipulation of the processes used in the production of a printed image. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 114 Printmaking II (3) ..... (0, 6)

Prerequisite: Grade of C or better in ART 113.

This course further explores intaglio and relief printmaking with an emphasis on color work and strengthening printing skills. Students learn techniques for producing color prints using single and multiple plate processes. A balanced outcome between technical and conceptual development is stressed in discussion and critiques. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 115 Art Appreciation (3..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Introduction to the visual arts. Designed to instill in the student an understanding of art as an influential force in present day living. Emphasis on contemporary painting, sculpture, and architecture as well as environmental art. (1.1)

IAI General Education: F2 900
Proficiency Credit: Available (2 EITC)
Pass/No Credit: Not Available

ART 117 Screen Printing (3) ..... (0, 6)

Prerequisite: None

This course covers the fundamental techniques required to produce hand-pulled screen prints and the principles behind them. Students will learn a wide variety screen print methods with an emphasis on photographic emulsion techniques.

Class will consist of lectures, demonstrations, critiques, and studio time. The course incorporates the history of screen print and its role as fine art, mass media, and commercial tool. Projects are designed to challenge students to consider their ideas within this specific medium and its context within printmaking and contemporary art. (1.1)

Proficiency Credit: Available (3 F)
Pass/No Credit: Not Available

ART 120 Darkroom Photography I (3) ....(0, 6)

Prerequisite: None

This course is an introduction to the art and mechanics of traditional black & white photography. Topics will include the use of a 35mm film SLR camera, the processing and printing of black & film, aesthetics, constructive critical discussion, and the exploration of visual literacy. Over the course of the semester, the student will explore aesthetic and conceptual issues in the use of photography as a means of artistic production from both historical and contemporary models of thinking about the medium. Emphasis will be placed on using the photographic tools for personal expression, cultural observation, and developing the student's individual artistic voice. (1.1)

Proficiency Credit: Available (2 FE)
Pass/No Credit: Available

NOTE: The manual film SLR cameras required in this course are provided for checkout.

ART 121 Color Photography (3) ..... (0, 6)

Prerequisite: ART 120 or consent of instructor.

This course is an intermediate-level photography course and is designed to increase the range and complexity of the student's photographic vision. The course includes an introduction to traditional color photographic processes, experimental darkroom techniques, further aesthetic and conceptual considerations, as well as the continued development of visual literacy. Emphasis will be placed on using the photographic tools for personal expression, cultural observation, and developing the student's artistic voice. (1.1)

Proficiency Credit: Available (2 FE)
Pass/No Credit: Available

ART 122 Digital Photography (3) ..... (0, 6)

Prerequisite: Grade of C or better ART 120 or consent of instructor.

This course will serve as an introduction to digital image capture and editing. Students will learn the major functions of the digital camera, the flatbed scanner, and the Macintosh computer. The course will cover basic workflow management strategies with professional image management software. An emphasis is placed on the creative application of the tools and techniques covered. A digital SLR is preferred but not required. (1.1)

Proficiency Credit: Available (2 F)
Pass/No Credit: Not Available

ART 124 Darkroom Photography II (3) . . (0, 6)

Prerequisite: Grade of C or better in ART 120 or consent of instructor.

This course concentrates on the further development of skills and techniques established in ART 120. Students will continue to work with film and wet chemistry while exploring larger film formats and pursuing more conceptual uses of the medium as it relates to contemporary practice in art photography. Topics will include the use of medium and large format cameras, advanced printing techniques, digital/analog integration, exposure control, and analog manipulations. Emphasis will be placed on using the photographic tools for personal expression, cultural observation and developing the student's individual artistic voice. (1.1)

Proficiency Credit: Available (2 IF)
Pass/No Credit: Available

ART 151 History of Art I (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Historical analysis of painting, architecture, sculpture and other forms of the visual arts from pre-history to the Renaissance. (1.1)

IAI General Education: F2 901
Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

ART 152 History of Art II (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Historical analysis of art from the Renaissance to 1800 with major emphasis on architecture, painting and sculpture. (1.1)

IAI General Education: F2 902
Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

ART 153 History of Art III (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Historical survey of art of the 19th and 20th centuries with emphasis on painting, sculpture and architecture. (1.1)

IAI General Education: F2 902
Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

ART 154 Survey of Non-Western Art (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Survey of non-Western art with emphasis on the historical cultures of Asia, Africa, Latin America, and North America. (1.1)

IAI General Education: F2 903N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

ART 155 History of Photography (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Historical survey of Photography from 1839 to present, with major emphasis on the use of the medium as an art form. Examines the technical and aesthetic movement in the evolution of photography, while examining the impact of photography on culture and society. (1.1)

IAI General Education: F2 904
Proficiency Credit: Available (3 T)
Pass/No Credit: Not Available

ART 200 Topics in Art (Variable Credit 1-3) ..... . (0-3, 0-7.5)

Prerequisite: Consent of instructor.

This course offers an in-depth exploration and analysis of a specific artistic area. Selected area may be one of the studio arts or from the history of art. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

ART 201 Life Drawing (3) ..... (0, 6)

Prerequisite: Grade of C or better in ART 101.

This course is an introduction to drawing the human figure using a variety of media. Drawings are derived from direct observation emphasizing descriptive drawing techniques of the human figure. Drawing activities should include full figure, features, and anatomical differentiation encompassing individual physiognomy. (1.1)

Proficiency Credit: Available (2 EFIS)
Pass/No Credit: Not Available

ART 216 Glass Fusing I (3) .....(0, 6)

Prerequisite: None.

Studio work in the exploration of 3-dimensional art forms through kiln-formed glass. Techniques can vary depending upon the individuals interests. This course will explore the processes of fused glass or kiln worked glass. Working with the processes of slumping, fusing, casting, sand blasting, and lampworking. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ART 217 Glass Fusing II (3) ..... (0, 6)

Prerequisite: ART 216.

A continuation of studio work in the exploration of 3-dimentional art forms though kiln-formed glass. Techniques can vary depending upon the individuals interests. This course will continue to explore the processes of fused glass or kiln worked glass. Further exploration into the processes of slumping, fusing, casting, sand blasting, and lampworking with an emphasis on conceptual ideas. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ART 220 Digital Manipulation (3) .....(0, 6)

Prerequisite: ART 120 or consent of instructor.

This course is an introduction to the use of digital manipulation in the medium of photography and will consider the impact of technology on traditional methods of making photographic images as well as the effects on contemporary culture. Topics will include scanning of photographic film, digital capture, digital image management, and digital collage techniques as well as aesthetic and conceptual issues within this evolving medium. Emphasis will be placed on using the tools for personal expression, cultural observation, and developing the student's individual artistic voice. Digital cameras are available for use by the course and students may additionally elect to purchase their own digital camera. (1.1)

Proficiency Credit: Available (2 FE)
Pass/No Credit: Not Available

ART 221 Studio & Location Lighting (3). . (0, 6)

Prerequisite: ART 122 or consent of instructor.

This course is an intermediate level college photography course designed to instruct the student in the fundamentals of controlling and modifying light. The student will explore artificial lighting in a controlled studio environment as well as out on location in the world. Over the course of the semester, the student will explore aesthetic and conceptual issues in the use of artificial lighting in photography from both historical and contemporary models of thinking about the medium. Emphasis will be placed on using the photographic tools for personal expression, cultural observation, and developing the student's individual artistic voice. Students must provide their own cameras. (1.1)

Proficiency Credit: Available (2 FE)
Pass/No Credit: Not Available

ART 290 Professional Practices (2) ……..(1, 2)

Prerequisite: None

Recommended: Student shall have completed a significant number of courses in the Art Department and is ready to build a portfolio packet for transfer, exhibition, or employment opportunities.

This course will examine the preparation of a portfolio and supplementary material for the visual artist in preparation for transfer, gallery exhibitions, and employment opportunities. Topics will include editing a portfolio, building a slide portfolio, creating a digital CD portfolio, résumé preparation, writing an artist statement, self-promotion techniques, and applying for exhibition or employment opportunities. The course will help the student best present themselves professionally, but students must come to class prepared with a significant body of coursework or visual art. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ART 297 Independent Study in Art (Variable Credit 1-3) …… . (1-3, 0)

Prerequisite: Consent of instructor.

The student is to identify a special project and request advice and direction from the art faculty. The program will be carried out under the direction of one or more faculty members who will modify the proposal in accordance with departmental requirements for the credit involved. Repeatable to 12 credits. (1.1)

Proficiency Credit: Available (2 LFI)
Pass/No Credit: Not Available

ASTRONOMY

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

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

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

All ATY courses numbered 100 and above may also be applied to the major field and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
ATY-100	X	X		
ATY-101	X	X	X	

ATY 100 Astronomy (3) …… . (3, 1)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 095 or MTH 096, an ACT Math score of 23, or an appropriate placement score.

Non-math, introductory survey course related to the fundamentals of astronomy and space science. Emphasis is placed on star constellation identification, astronomical instruments and their use (practical astronomy), descriptive astronomy, elementary celestial mechanics, and theoretical astronomy. (1.1)

IAI General Education: P1 906
Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

ATY 101 Elementary Astronomy (3) …… (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 095 or MTH 096, an ACT Math score of 23, or an appropriate placement score.

A non-mathematical survey of astronomical science, including extensive historical analysis, a descriptive treatment of the most recent discoveries involving planets, black holes, pulsars, and quasars. Includes discussion of recent hypotheses and evidence concerning the scientifically explained origin and evolution of stars and the universe itself. (1.1)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

AUTOMOTIVE

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

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

Course	Fall	Spr	Sum	Varies
AUT-100				X
AUT-151	X	X		
AUT-152	X	X		
AUT-153	X			
AUT-160	X	X	X	
AUT-163		X		
AUT-171	X	X		
AUT-172	X	X		
AUT-180	X	X		
AUT-253	X	X		
AUT-271		X		
AUT-290		X	X	
AUT-296				X

AUT 100 Small Engine Tune-Up, Overhaul & Diagnosis (4) …… .(2, 4)

Prerequisite: None

Live overhaul and tune-ups on major manufacturers' engine types, both two- and four-cycle engines. Fuel systems, carburetion, governors, and preventive maintenance procedures on small engines. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

AUT 151 Automotive Engine Service & Repair (7) …… .(5, 4)

Prerequisite: None

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

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 152 Intro to Auto Operation and Maint. (3) .....(2, 2)

Prerequisite: None

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

Systems included are the engine, cooling, lubrication, steering, suspension, brake, electrical, ignition, fuel and basic computer control. Preventative maintenance is stressed in each unit of instruction. Students desiring to perform inspection and maintenance on the vehicle of their choice are encouraged to have a basic set of tools available to them. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Available

AUT 153 Manual Transmissions & Drivetrains (7) .....(5, 4)

Prerequisite: None

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

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 160 Automotive Electricity I (6) .....(4, 4)

Prerequisite: None

A course that will help unravel the mysteries that seem to surround electricity. Hands-on experiences, demonstrations, and lecture are utilized to explore and understand electricity and electronics as they apply to the automobile. A working knowledge of basic electrical theory, electrical circuitry, wiring diagrams, electronics, and an understanding of automotive computer operation can be gained through this course. Use of test equipment, automobile body circuit, and accessory diagnosis are stressed. Repeatable to 12 credits; only six credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 163 Automotive Electricity II (4) .....(2, 4)

Prerequisite: AUT 160 or consent of instructor.

An operation, diagnosis, and service approach is taken to provide knowledge of automotive batteries, starting, and charging systems. In-depth understanding of these systems can be gained from exposure to a wide variety of current test equipment and service techniques. Hands-on testing and repair is emphasized in the service of charging and starting systems. Repeatable to 8 credits; only four may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 171 Auto Suspensions & Wheel Alignment (5) .....(3, 4)

Prerequisite: None

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

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 172 Automotive Brake Systems (5) .....(3, 4)

Prerequisite: None

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

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 180 Fuel & Ignition System Fundamentals (7) .....(5, 4)

Prerequisite: AUT 160 or consent of instructor.

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

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 253 Automatic Transmissions (5) .....(3, 4)

Prerequisite: None

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

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 271 Diagnostics & Engine Performance (7) .....(5, 4)

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

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

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 290 Auto Heating & Air Conditioning (5) .....(3, 4)

Prerequisite: None

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

Proficiency Credit: Available (2 TFSEI)
Pass/No Credit: Not Available

AUT 296 Introduction to Automotive Certification (2) .....(2, 0)

Prerequisite: Two years experience or consent of instructor.

A special course designed to assist the experienced automotive technician who is preparing to take the Automotive Service Excellence (ASE) certification tests. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BANKING-GENERAL STUDIES

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

Course	Fall	Spr	Sum	Varies
MMB-170				X

MMB 170 Principles of Bank Operations (3) ..... (3, 0)

Prerequisite: None

An explanation of the fundamentals of banking giving an overview of the underlying reason for the existence of banking as an industry. The emphasis of the course is placed on the what and the why of the fundamentals; the how is only used as exemplification. (1.6)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BASIC NURSE ASSISTANT

(See Nursing)

BEHAVIORAL SCIENCES

(See Anthropology/Archeology, Psychology or Sociology)

BIOLOGY

BIO 115 fulfills both the life sciences requirement and the lab science requirement for the Associate in Arts, Associate in Science and Associate in Fine Arts degrees.

BIO 108, 110 and 113 fulfill the life sciences requirement and the lab science requirement for the AA, AS, and the AFA degrees; however, only one of these courses can count as general education.

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

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

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

All BIO courses may also be applied to the major field and elective requirement in the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
BIO-101	X	X	X	
BIO-105				X
BIO-108	X	X	X	
BIO-110	X	X	X	
BIO-113	X	X	X	
BIO-114		X		
BIO-115	X		X	
BIO-150	X	X		
BIO-234				X
BIO-235				X
BIO-236				X
BIO-240	X	X		
BIO-245	X	X	X	
BIO-246	X	X	X	
BIO-265	X	X	X	

BIO 101 Nutrition for Today (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 090, an ACT Math score of 23 or above, or an appropriate placement score.

Emphasis is placed on the fundamental concepts of nutrition and their relationship to current nutritional concerns, inclusive of chronic diseases. Nutrients are studied, including: how they function, molecular structure, metabolism, sources, human requirements, and effects of excesses and deficiencies. Topics also include U.S. and global guidelines, nutrition research, food labeling, digestion, energy metabolism and balance, life cycle nutrition, and food safety. The course includes a computerized nutrient analysis of the students' diet and may include other appropriate assignments, instructor-specific, to capstone their nutrition experience. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

BIO 105 Survey of Environmental Biology (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 095 or MTH 096, an ACT Math score of 23 or above, or an appropriate placement score.

Examines ecological principles in relation to environmental problems. Emphasizes current environmental issues, human impact on earth's resources, and possible solutions and courses of action. Students may not receive credit for both BIO 105 and BIO 115. (1.1)

IAI General Education: L1 905
Proficiency Credit: Available (2 C)
Pass/No Credit: Not Available

BIO 108 Biology for Contemporary Society (4) ..... (3, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 095 or MTH 096, an ACT math score of 23 or above, or an appropriate placement score.

This course is designed to give non-science majors, who are not entering the health career path, an introduction to core concepts in biology that are highly relevant in today's society. Students will be introduced to the following biological principles: process of science, cell structure, basic chemistry, molecules of life, genetics, evolution, energy flow within ecosystems, and ecology. (1.1)

IAI General Education: L1 900L
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

BIO 110 Principles of Biology (4) ..... (3, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098 or MTH 099, an ACT Math score of 23, or an appropriate placement score.

This introductory course is suggested for students who are pursuing a career in the health-care industry. As such, Principles of Biology (BIO 110) serves as the prerequisite for both Anatomy and Physiology, as well as Microbiology. This biological science class introduces the concepts of: scientific method, characteristics of life, taxonomy, general chemistry, biochemistry, cell structure and function, cellular metabolism and photosynthesis, genetics, evolution, plant and animal tissues, human systems, and ecological principles. (1.1)

IAI General Education: L1 900L
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

BIO 113 Molecular & Cellular Biology (4) ..... (3, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112, or an appropriate placement score.

This is the first part of a two-semester biology sequence and includes an introduction to: general chemistry; biochemistry; cellular structure, function, and processes; molecular genetics and biotechnology. (1.1)

IAI General Education: L1 910L
Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 114 Organismal Bio, Evolution, Ecology (4) ..... (3, 2)

Prerequisite: Grade of C or better in BIO 113.

This is the second part of a two-semester biology sequence and includes an introduction to: structure and function of major groups of microorganisms, fungi, animals, and plants with an emphasis placed on mammalian tissues and systems, ecological principles, and evolutionary processes and relationships. (1.1)

IAI General Education: L1 910L
IAI Major: BIO 910
Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 115 Environmental Biology (4) ..... (3, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 095 or MTH 096, an ACT Math score of 23, or an appropriate placement score.

Examines ecological principles in relation to environmental problems. Emphasizes current environmental issues, human impact on earth's resources and possible solutions and courses of action. Laboratory work includes indoor and outdoor activities and off-campus field trips. Students may not receive credit for both BIO 105 and BIO 115. (1.1)

IAI General Education: L1 905L
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

BIO 150 General Botany (4) ..... (3, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Study of plant anatomy, growth and development under hormonal and environmental conditions, sexual and asexual reproduction, soil, plant nutrition, and identification of the major families of flowering plants and their evolution. Laboratory sessions include: microscopic examinations, soil testing and modifications, as well as the greenhouse growing of plants and field work. This is a very practical class for everyone. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 234 Special Topics in Biology (1) ..... (1, 0)

Prerequisite: BIO 105 or BIO 110 or BIO 113 or BIO 115 or consent of instructor.

Designed to satisfy specific needs or interests of students and the community. The student should identify or obtain a special study topic and request approval/direction from one or more of the biological sciences' faculty. Student proposals should include a comprehensive outline of what will be done, along with a timeline for completion. Guidelines used in selecting topics include: relevancy to biological fields of study; adequate and available material on special topic; and how topic will increase student skills and knowledge of biological sciences or related careers. Course is repeatable two times for up to three credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 235 Special Topics in Biology (2) ..... (2, 0)

Prerequisite: BIO 105 or BIO 110 or BIO 113 or BIO 115 or BIO 150 or consent of instructor.

Designed to satisfy specific needs or interests of students and the community. The student should identify or obtain a special study topic and request approval/direction from one or more of the biological sciences' faculty. Student proposals should include a comprehensive outline of what will be done, along with a timeline for completion. Guidelines used in selecting topics include: relevancy to biological fields of study; adequate and available material on special topic; and how topic will increase student skills and knowledge of biological sciences or related careers. Course is repeatable two times for up to six credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 236 Special Topics in Biology (3) ..... (3, 0)

Prerequisite: BIO 105 or BIO 110 or BIO 113 or BIO 115 or BIO 150 or consent of instructor.

Designed to satisfy specific needs or interests of students and the community. The student should identify or obtain a special study topic and request approval/direction from one or more of the biological sciences' faculty. Student proposals should include a comprehensive outline of what will be done, along with a timeline for completion. Guidelines used in selecting topics include: relevancy to biological fields of study; adequate and available material on special topic; and how topic will increase student skills and knowledge of biological sciences or related careers. Course is repeatable two times for up to nine credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 240 Human Anatomy and Physiology (5) ..... (4, 2)

Prerequisite: Grade of C or better in BIO 110 or BIO 113.

Recommended: One year high school chemistry or CHM 101 or CHM 112.

Study of ten major organ systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Laboratory includes microscopic study of tissues, exploration of muscle physiology, determination of blood pressure and respiratory volumes, an exercise in blood typing, and dissection of sheep brain, sheep heart, and cow eye. Studies include work with anatomical models and cadavers. Attention students planning to transfer–many schools and programs require a two-semester anatomy and physiology sequence of at least eight hours. Please check with your transfer institution before enrolling in BIO 240. You may need to register for BIO 245/246 instead. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 245 Human Anatomy and Physiology I (4) ..... (3, 2)

Prerequisite: Grade of C or better in BIO 110 or BIO 113.

Recommended: One year of high school chemistry or CHM 101 or CHM 112.

First course in a two-semester sequence on human anatomy & physiology. Designed for pre-health profession majors, especially those planning to transfer to four-year programs. Study of cell membrane, passive and active transport mechanisms, histology, general anatomical terminology, and the following systems; integumentary, skeletal, muscular, and nervous. Laboratory topics include microscopy, passive and active transport, histology, bones, muscular anatomy, muscle physiology, reflexes, general senses, and neural anatomy. Laboratory exercises include working with tissue slides, skeletons (articulated and individual bones), sheep brain dissection, and use of various models. Cadaver demonstration and study is used for muscular anatomy, and both in-class and out-of-class cadaver time is required. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 246 Human Anatomy and Physiology II (4) ..... (3, 2)

Prerequisite: Grade of C or better in BIO 240 or BIO 245.

Recommended: One year high school chemistry or CHM 101 or CHM 112.

Second course in a two-semester sequence on human anatomy & physiology. Designed for pre-health profession majors, especially those planning to transfer to four-year programs. The study of metabolism, electrolytes, acid/base balance, and the following systems: endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive. Also included is the study of the special senses. Laboratory exercises include eye and heart dissections. Experiments include taking respiratory and cardiovascular data. Appropriate video demonstrations of cardiovascular disorders, immune system function, and reproductive topics are also included. Cadaver demonstration and study is used for cardiovascular system and major organ systems. Both in-class and out-of-class cadaver time is required. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BIO 265 Microbiology (4) ..... (3, 3)

Prerequisite: Grade of C or better in BIO 110 or BIO 113.

Recommended: One year high school Chemistry or CHM 101 or CHM 112.

This course provides students with a good understanding of microorganisms and an in-depth focus on bacteria and viruses. It is designed for students intending to transfer as science majors, entering health programs, or those exploring careers in microbiology. It includes a full laboratory experience to develop skills in laboratory techniques, cultivation and evaluation of living organisms. An important focus of this course is the broad impact and relevance of microorganisms in our world, including the environment, industry, food microbiology, sanitation, and health. Students learn properties and growth processes of microorganisms such as photosynthesis, fermentation, microbial genetics, and significance of genetic change, virulence, disease transmission, and immunology. Community health issues focus on specific pathogens, prevention and treatment of disease, antimicrobials, immunization, useful applications and procedures of recombinant biotechnology, ELISA, and use of antibody treatments. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BRAKE AND SUSPENSION SPECIALIST

(See Automotive)

BUSINESS, GENERAL

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

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

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

Course	Fall	Spr	Sum	Varies
BUS-100	X	X	X	
BUS-101	X	X	X	
BUS-105	X	X	X	
BUS-112	X	X		
BUS-113	X	X	X	
BUS-120	X	X	X	
BUS-131	X	X	X	
BUS-140	X	X		
BUS-142	X	X	X	
BUS-231		X		
BUS-238		X		
BUS-254	X	X		
BUS-260	X			

BUS 100 Introduction to Business (3) .....(3, 0)

Prerequisite: None

This basic business course introduces the types and kinds of business enterprises and ownership forms. Students examine the principles and practices of business operations; including management, human resources, marketing, operations, accounting, and finance. (1.1)

Proficiency Credit: Available (3 TI)
Pass/No Credit: Not Available

BUS 101 Business Communications (3) ...(3, 0)

Prerequisite: None

Recommended: Keyboarding skills

A comprehensive review of correct language usage and structure for business writing including: grammar, punctuation, business vocabulary, capitalization, number usage, and frequently misspelled words. Introduces correct structure and writing technique for a variety of business documents including electronic and oral communication in today's business world. Study of the workplace, communication including techniques in listening, speaking, writing, critical thinking, working in teams, understanding multicultural communication, and applying the job search process. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

BUS 105 Personal Finance (4) ..... (4, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, or ACT Reading score of 18 or above, or appropriate placement score. Math: Grade of C or better in MTH 095 or MTH 096, or ACT Math score of 23 or above, or appropriate placement score.

Provides students with the tools they need to achieve financial freedom. Students will learn how to plan and manage their personal finances; make wise purchasing decisions; properly insure resources; invest resources appropriately; and plan for their financial future. (1.2)

Proficiency Credit: Available (2 ETI)
Pass/No Credit: Available

BUS 112 Legal Environment of Business (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT score of 20, or an appropriate placement score.

This course deals with those aspects of law directly related to the business environment including: the court system, contracts, torts, choice of business entity, mergers, labor/management, employment, discrimination, consumer protection, and product liability. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BUS 113 Business Law (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT score of 18 or above, or an appropriate placement score or completed associate's degree or bachelor's degree. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT score of 20, or an appropriate placement score.

Study how law impacts business. Students will learn about contract law, agency, negotiable instruments, and related topics. (1.1)

Proficiency Credit: Available (3)
Pass/No Credit: Not Available

BUS 120 Business Mathematics (3) .....(3, 0)

Prerequisite: None

A review of basic arithmetic using whole numbers, common and decimal fractions, and percentages to develop a high level of skill. These skills are then applied in specific business applications including discounts, pricing interest, payroll, depreciation, insurance, taxes, stocks and bonds, annuities, and financial reports. (1.2)

Proficiency Credit: Available (2 ETI)
Pass/No Credit: Available

BUS 131 Customer Service Solutions (1) .....(1, 0)

Prerequisite: None

This course is designed to build and maintain the critical skills necessary to be a dynamic and successful service professional in a service-driven organization. Students will gain insight into customer behavior, attitudes, and perceptions and will develop strategies to create positive customer relationships. Customer Service Solutions will emphasize face-to-face encounters as well as telephone communication skills. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BUS 140 Business Statistics (3).....(3, 0)

Prerequisite: MTH 125 or MTH 112 or consent.

Introduces the student to basic statistical principles and the procedures for applying statistical tools and techniques. Students learn to use simple analysis including measures of central tendency, dispersion, and skewness. Through the study of probability, discrete probability distributions (Binomial, Hypergeometric, Poisson, Uniform) and the normal distribution, a background for statistical inference is developed. Basic statistical inference is studied by using estimation, hypothesis testing, chi square analysis, and linear regression and correlation. (1.1)

IAI Major: BUS 901
Proficiency Credit: Not Available
Pass/No Credit Not: Available

BUS 142 Report Writing (3) .....(3, 0)

Prerequisite: BUS 101 or ENG 101.

This course includes the practical essentials for preparing written communication of all types and lengths for business and technical uses. The goal is to study the types of writing you may encounter in your career—professional writing for a specific audience and a practical purpose. Emphasis is placed on business documents such as business letters, informal and formal reports, and instructions. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BUS 231 Customer Relationship Management (3) .....(3, 0)

Prerequisite: None

A study of the customer care process and how to strive for service excellence. Explores the impact of culture, technology, and globalization, and raises ethical questions to promote consideration of the responsibilities associated with excellence in customer relationship management. Students understand trends in customer service, understanding customers and their needs, customer loyalty, interpersonal communication skills needed for successful service, problem-solving, conflict management, and effective telephone skills. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BUS 238 Effective Listening (3) ……..(3, 0)

Prerequisite: None

A study of listening as an integral part of the communication process, development of listening/feedback skills, and an awareness of barriers to effective listening and feedback. Explores the impact of culture, technology, and globalization, and raises ethical questions to promote consideration of the responsibilities associated with listening behavior. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BUS 254 Business Ethics (3) ……..(3, 0)

Prerequisite: Grade of C or better in BUS 101 or ENG 101 and MMT 101.

Utilizes an applied managerial approach to business ethics and strategic business decisions. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BUS 260 Global Business (3) ……..(3, 0)

Prerequisite: Grade of C or better in BUS 100.

This course covers fundamental principles of global business. Topics covered include global business trends; forms and strategies of global business entry; an analysis of global economic, legal, political, and cultural business environments; and employment opportunities outside the U.S. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CHEMISTRY

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

CHM 101, 112, and 142 fulfill both the physical sciences requirement and the lab science requirement for the AA, AS, and AFA degrees; however, only one of these courses can count as general education.

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

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

All CHM courses numbered 100 and above may also be applied to the major field and elective requirement in the AA and AS degrees.

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

Course	Fall	Spr	Sum	Varies
CHM-101	X	X	X	
CHM-112	X	X	X	
CHM-115				X
CHM-142	X	X	X	
CHM-143	X	X		
CHM-170	X	X		
CHM-221				X
CHM-234	X			
CHM-235		X		
CHM-290				X

CHM 101 Preparatory Chemistry (5) ….. (4, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 095 or MTH 098 or MTH 099 or higher, an ACT Math score of 23, or appropriate placement test score.

This course introduces basic chemical knowledge to those with no chemical background or those who need a "refresher" course. It includes such topics as atomic structure, periodic table, formulae, chemical equations, stoichiometry, and gas laws. Class time includes lecture, laboratory, and question sessions. The course is primarily designed for general education requirements, as well as to prepare for higher level chemistry courses. (1.1)

IAI General Education: P1 902L
Proficiency Credit: Available (2 LT)
Pass/No Credit: Available

CHM 112 Elements of Chemistry: General (5) ……(4, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098, an ACT Math score of 23, or appropriate placement score.

This course is designed as an introductory chemistry course for students preparing for nursing and other health professions programs. Topics covered include: measurements; states, compositions, and properties of matter; atomic structure and chemical bonding; chemical reactions, chemical equations and calculations of formula mass and moles; solutions; acid-base equilibria; and nuclear chemistry. (1.1)

IAI General Education: P1 902L
Proficiency Credit: Available (2 LT)
Pass/No Credit: Available

CHM 115 Chemistry and Society (Variable Credit 3-4) …… . (3, 0-2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

Designed to give non-science majors an understanding and working knowledge of how chemical materials affect their lives. An application of basic chemical principles to the study of life processes, food additives, plastics, drugs, energy materials production and utilization, and pollution. (1.1)

IAI General Education: P1 903L
Proficiency Credit: Available (3 T)
Pass/No Credit: Available

CHM 142 General Chemistry I (5)…….. (4, 3)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112 or appropriate math placement. Other: Grade of C or better in CHM 101 or CHM 112, or grade of C or better in one year high school chemistry if graduated in the past five years.

The first course in a two-semester sequence in general chemistry. Topics covered include fundamentals of chemistry including the periodic table of elements, atomic and molecular structure; basic concept of quantum theory, the gaseous state, stoichiometry of chemical reactions and solutions; heat and enthalpy of reactions; and bonding. The course also emphasizes applications. Students will be exposed to the practical aspects of chemistry as they relate to the health sciences and the environment. The experiments of the companion lab are closely related to the course material and they will emphasize both qualitative and quantitative analysis. The course is intended for science majors, engineering, and pre-professional students. (1.1)

IAI General Education: P1 902L
IAI Major: CHM 911
Proficiency Credit: Available (2 C)
Pass/No Credit: Not Available

CHM 143 General Chemistry II (5) ..... (4, 4)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112 or appropriate math placement. Grade of C or better in CHM 142.

Second course in a two-semester sequence of general chemistry courses. The goal of this course is to provide the students with a broad overview of the principles of chemistry and to continue the introduction to many basic concepts of chemistry such as chemical kinetics; chemical equilibrium; entropy and free energy; electrochemistry and redox reactions; orbital and spectroscopy; order and symmetry in condensed phases; chemistry of the main group and transition elements; and nuclear chemistry. Students will be exposed to the practical aspects of chemistry as they relate to the health sciences, industry, and the environment. Computer software is available to students to help them learn molecular modeling and graphing. The experiments of the accompanying lab are closely related to the course material and they will emphasize both qualitative and quantitative analysis. (1.1)

IAI Major: CHM 912
Proficiency Credit: Available (2 C)
Pass/No Credit: Not Available

CHM 170 Elementary Organic Chemistry (5) .....(4, 2)

Prerequisite: CHM 112 or CHM 142 or consent of instructor.

Survey of organic chemistry covering nomenclature, structure, reactions, and synthesis of major classes of organic compounds including hydrocarbons, alcohols, aldehydes, ketones, carboxylic acid and amines, and covers how organic chemistry plays a key role in your life. (1.1)

Proficiency Credit: Available (3 T)
Pass/No Credit: Available

CHM 221 Quantitative Analysis (4) .....(2, 6)

Prerequisite: CHM 143

Theory and practice of volumetric, gravimetric and instrumental methods of analysis. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

CHM 234 Organic Chemistry I (5) .....(3, 6)

Prerequisite: Grade of C or better in CHM 143 or consent of instructor.

First semester of a two-semester organic chemistry sequence intended for chemistry majors and those enrolled in pre-professional training. Topics covered include the chemistry of alkanes, alkenes and alkynes, stereochemistry, alkyl halides, nucleophilic substitution and elimination, conjugation, and spectroscopy. (1.1)

IAI Major: CHM 913
Proficiency Credit: Not Available
Pass/No Credit: Not Available

CHM 235 Organic Chemistry II (5) .....(3, 6)

Prerequisite: Grade of C or better in CHM 234

Second semester of a two-semester organic chemistry sequence intended for chemistry majors and those enrolled in pre-professional training. Topics covered include aromatics, alcohols, ethers, thiols, sulfides, carbonyl compounds, amines, synthetic polymers, and biomolecules. (1.1)

IAI Major: CHM 914
Proficiency Credit: Not Available
Pass/No Credit: Not Available

CHM 290 Special Topics in Chemistry (Variable Credit 1-4) ..... .(0-2, 0-6)

Prerequisite: CHM 143 or equivalent and consent of instructor

Designed to satisfy specific needs of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on special topic, and 2) course will increase skills and knowledge of chemistry. Course is repeatable three (3) times. (1.1)

Proficiency Credit: Available (3 TS)
Pass/No Credit: Not Available

CHINESE

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

All CHN courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS degrees.

CHN 101, 102, 201, and 202 require that students contact the language coordinator in order to gain proficiency credits.

Course	Fall	Spr	Sum	Varies
CHN-101	X			
CHN-102		X		
CHN-201	X			
CHN-202		X		

CHN 101 Elementary Chinese I (4) .....(4, 0)

Prerequisite: None

Elementary Chinese is a beginning Chinese language course designed for students with no or minimal knowledge of Chinese. The course is built on a framework established by National Standards' 5C goal areas: Communication, Cultures, Connections, Comparisons, and Communities. The class uses a communicative approach to engage students in the learning process Students will engage in functional and communicative activities to practice listening, speaking, reading and writing skills. The focus is to improve students' overall ability to understand and use the language accurately and appropriately, and demonstrate understanding of contemporary Chinese life and culture. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

CHN 102 Elementary Chinese II (4) .....(4, 0)

Prerequisite: CHN 101

Elementary Chinese II is the second level of our sequence designed for students with no or minimal knowledge of Chinese. The course is built on a framework established by National Standards. The class uses a communicative approach to engage students in the learning process. The focus is to improve students' overall ability to understand and use the language accurately and appropriately, and demonstrate understanding of contemporary Chinese life and culture. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

CHN 201 Intermediate Chinese I (4) .....(4, 0)

Prerequisite: CHN 102

Intermediate Chinese I is the third level of our sequence designed for students with elementary knowledge of Chinese. The course is built on a framework established by National Standards. The class uses a communicative approach to engage students in the learning process. The focus is to keep improving students' overall ability to understand and use the language accurately and appropriately, and demonstrate understanding of contemporary Chinese life and culture. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

CHN 202 Intermediate Chinese II (4) .....(4, 0)

Prerequisite: CHN 201

Intermediate Chinese II is the fourth level of our sequence designed for students with elementary and some intermediate knowledge of Chinese. The course is built on a framework established by National Standards. The class uses a communicative approach to engage students in the learning process. The focus is to keep improving students' overall ability to understand and use the language accurately and appropriately, and demonstrate understanding of contemporary Chinese life and culture. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

CLINICAL LABORATORY TECHNOLOGY/ PHLEBOTOMY

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

SPECIAL NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the Clinical Laboratory Technology (CLT) program. For more information please refer to elgin.edu/clt

Course	Fall	Spr	Sum	Varies
CLT-100	X			
CLT-101	X	X	X	
CLT-105		X		
CLT-106		X		
CLT-110		X		
CLT-112		X		
CLT-114			X	
CLT-120	X	X	X	
CLT-210	X			
CLT-212	X			
CLT-214		X		
CLT-220	X	X	X	
CLT-222	X	X	X	
CLT-230		X		

CLT 100 Intro to Clinical Lab Technology (2.5) .....(2, 1)

Prerequisite: Acceptance into Clinical Laboratory Technology program or program director consent

This introductory course will familiarize the student with the professional responsibilities of the clinical laboratory technician. Units on medical terminology, laboratory safety, infection control, use of diagnostic equipment, and quality control will be covered. Students develop basic phlebotomy skills in preparation for CLT 120. (1.2)

Proficiency Credit: Available (2 ME)
Pass/No Credit: Not Available

CLT 101 Phlebotomy (3) ..... .(3, 0)

Prerequisite: Score in the 12th percentile or better in each section of the PSB-HOA exam

Students will learn basic techniques for blood specimen collection. Units on anatomy and physiology of the circulatory system, medical terminology, specimen processing, laboratory safety, and infection control, quality control, and professional skills will also be covered. Students who wish to sit for the phlebotomy technician certification exam must also complete 1.5 credits of CLT 120. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 105 Clinical Lab Assistant Skills I (2) .....(1, 2)

Prerequisite: Acceptance into Clinical Laboratory Assistant program or program director consent

The Clinical Laboratory Assistant is an important member of the clinical laboratory team. CLAs are responsible for specimen collection and processing, reagent preparation, instrument maintenance, and performance of basic laboratory tests. Units on medical terminology, laboratory safety, and infection control, use of diagnostic equipment, quality control, customer service skills, and laboratory information systems will be covered. (1.2)

Proficiency Credit: Available (2 ME)
Pass/No Credit: Not Available

CLT 106 Clinical Lab Assistant Skills II (3) .....(2, 2)

Prerequisite: Grade of C or better in CLT 105 or program director consent

This course builds on the skills learned in CLT 105. Students will perform basic laboratory procedures in urinalysis, hematology, chemistry, microbiology, and immunology. Students who successfully complete CLT 105 and CLT 106 will be granted credit for CLT 100 in the Clinical Laboratory Technician program. (1.2)

Proficiency Credit: Available (2 ME)
Pass/No Credit: Not Available

CLT 110 Clinical Microscopy (3) .....(2, 2)

Prerequisite: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent

Students will learn basic microscopy techniques used in performing body fluid analyses. Anatomy and physiology of the urinary system, renal disease states, diagnostic test principles and procedures, and clinical correlation of lab results will be covered. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 112 Clinical Hematology (3.5) .....(2, 3)

Prerequisite: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent

Students will learn basic lab techniques used in performing hematology/hemostasis analyses. Hematopoiesis, hematologic disorders, diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results will be covered. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 114 Clinical Immunology (2.5) .....(2, 1)

Prerequisite: Grade of C or better in BIO 240 or BIO 246; and CLT 100 or CLT 106; or program director consent.

Students will learn basic lab techniques used in performing serologic analyses. The immune system, the immune response in health and disease, diagnostic test principles and procedures, and clinical correlation of lab results will be covered. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 120 Clinical Lab Technology Practicum I (0.5–1.5) ..... .(1.5–4.5)

Prerequisite: Program director consent.

Practicum I will provide the student with supervised clinical experience in a phlebotomy setting. Students who have completed CLT 101 and earn 1.5 credits of CLT 120 are eligible to take a national certification exam for phlebotomy technicians. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 210 Clinical Chemistry (3.5) .....(2, 3)

Prerequisite: Grade of C or better in CHM 142 and CLT 100; or CLT 106 or program director consent.

Students will learn basic lab techniques used in performing biochemical analyses. Units on carbohydrates, proteins, lipids, enzymes, hormones, electrolytes, and toxicology will include diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 212 Clinical Microbiology (3.5) .....(2, 3)

Prerequisite: Grade of C or better in BIO 265 and CLT 100; or CLT 106 or program director consent.

Students will learn sterile techniques used to isolate and identify microorganisms. Antibiotic susceptibility testing and clinical correlation of lab results will be covered. Supplemental units on parasitology, mycology, and virology will be introduced. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 214 Clinical Immunohematology (3) ..(2, 2)

Prerequisite: Grade of C or better in CLT 114 or program director consent.

Students will learn basic lab techniques used in blood typing, compatibility testing, and antibody identification. Other functions of the blood bank including donor blood collection, screening, and component processing will be covered. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 220 Clinical Lab Technology Practicum II (5) .....(0, 15)

Prerequisite: Grade of C or better in CLT 110, CLT 112, and CLT 210 or program director consent.

Practicum II will provide the student with supervised experience in a clinical laboratory. Student rotations will be scheduled in hematology and chemistry departments. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 222 Clinical Lab Technology Pract III (5) .....(0, 15)

Prerequisite: Grade of C or better in CLT 114, CLT 212, and CLT 214 or program director consent.

Practicum III will provide the student with additional supervised experience in a clinical laboratory. Student rotations will be scheduled in immunology, microbiology, and blood bank departments. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CLT 230 Clinical Lab Technology Conference (1) .....(1, 0)

Prerequisite: Grade of C or better in CLT 120 and CLT 220 or program director consent.

This capstone course will cover management and education topics related to clinical laboratory science. Students will prepare resumes, design and operate a mock laboratory, and review for certification exams. (1.2)

Proficiency Credit: Available (2 EST)
Pass/No Credit: Not Available

CNC OPERATOR

(See Industrial Manufacturing Technology)

COLLEGE SUCCESS

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

COL 101 is required for all first-time, full-time students. Students are strongly encouraged to take this course during their first semester at ECC.

Course	Fall	Spr	Sum	Varies
COL-101	X	X	X	

COL 101 College 101: Student Success (1) ..... .(1, 0)

Prerequisite: None

This course will guide new students in learning effective strategies and identifying resources that will help them be successful in college. Key components of COL 101 include: responsibility for learning, self-awareness, success skills, and college resources. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: Students attending college for the first time and enrolled in a full load of classes (12 credit hours or more) are required to complete this course. ECC research shows students who complete COL 101 early in their college careers have higher GPAs and are more likely to complete their goals than students who do not complete this course.

COMMUNICATION DESIGN

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

Course	Fall	Spr	Sum	Varies
CDN-101	X	X		
CDN-103	X	X		
CDN-104	X	X		
CDN-105	X	X		
CDN-106		X	X	
CDN-107	X	X	X	
CDN-115	~~X~~	X		
CDN-203	X			
CDN-204	X	X		
CDN-207	X	X		
CDN-214	~~X~~	X		
CDN-217		X		
CDN-219		X		
CDN-221	X			
CDN-223		X		
CDN-230	X	X		
CDN-232		X		
CDN-233	X			
CDN-234	X			
CDN-235				X
CDN-236		X		
CDN-239			~~X~~	X

CDN 101 Introduction to 2D-Design (3) . .(1, 4)

Prerequisite: None

Recommended: CDN 107 or experience in image editing software such as Adobe® Photoshop®.

This studio course applies two-dimensional design to give form to ideas and order to information. Using design elements and principles, students will address issues of visual form, function, problem solving, and personal viewpoint. Course projects include traditional hands-on media as well as computer-generated solutions. (1.1)

Proficiency Credit: Available (2 FS)
Pass/No Credit: Not Available

CDN 103 Conceptual Visualization (3) . . .(1, 4)

Prerequisite: None

This course encourages students to think visually, to anticipate visual conflicts, and correct issues in the earliest stages of production. By sketching out what a finished project might look like, students will learn to originate ideas and develop efficient workflows. This approach helps students create logical and creative solutions to design problems and enhances their visual storytelling skills. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 104 Typography (3) ……..(1, 4)

Prerequisite: CDN 107 or consent of instructor.

This course is an introduction to the terms and characteristics of typography. Students will research classical and contemporary typographic forms; construct typographic compositions and systems; and use typography as an expressive medium to convey aesthetic, emotional, and intellectual meaning. The course utilizes Adobe InDesign® and Illustrator® applications to complete the projects. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 105 Color Theory (3) ……..(1, 4)

Prerequisite: None

This course examines theories of color and their application in art and design. Topics include: color physics and perception, color attributes, color harmony, color interaction, digital and traditional applications of color, psychology of color, and design factors with color. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 106 Layout Design (3) ……..(1, 4)

Prerequisite: Grade of C or better in CDN 107 or consent of instructor.

Recommended: CDN 101

This course presents foundation concepts in layout and publication design. Key topics include communication with image and type; creating order and interest; organizing content with grids; and the examination of both current and historic examples of layout design. Theory combines with practice using Adobe InDesign to execute layout assignments. Technical areas covered will include document creation, importing text and images, file formats, layout guides, and the preparation of files for printing. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 107 Introduction to Digital Design (3) ……..(1, 4)

Prerequisite: None

This course focuses on fundamental concepts and visual communication skills necessary for graphic design. It requires the creation of single and multiple page documents, both in B&W and color, covering document construction, integration of word processing programs, working with images and typography, custom colors, and standard output. Introduction to the production of printed materials using illustrations and image manipulation software via computers. Topics include principles of file management, scanning and creating documents in Adobe Photoshop, Illustrator, and InDesign. (1.1)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 115 History of Graphic Design (3) …(3, 0)

Prerequisite: None

This course surveys the history of graphic design from pictographs painted on cave walls to digitally created electronic designs. It will discuss visual communication as it relates to culture and society. It will examine the influences of technology on culture and how it affects the aesthetics of graphic design. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CDN 203 Designing with InDesign (3) ….(1, 4)

Prerequisite: Grade of C or better in CDN106 and CDN 107 or consent of instructor.

This course is a continuation of Layout Design with a concentration on areas applicable to the business world. The course examines advanced techniques in electronic page layout using Adobe InDesign to create documents, format text, and import graphics. Students will implement design solutions to solve problems for a print environment. Students will integrate Adobe Illustrator and Photoshop applications to complete projects. Topics include master pages, style sheets, tables, libraries, indexing, layers, color management, and output to print as it relates to single, multiple-page, and large documents. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 204 Design/Adobe Illustrator (3) … (1, 4)

Prerequisite: Grade of C or better in CDN 107 or consent of instructor.

In this course students will be introduced to advanced aspects of Adobe Illustrator to create (vector-based) computer illustrations at current industry standards. The class will begin with a review of the fundamentals and progress to the more challenging techniques and applications of the program. Assignments will address current trends in commercial and digital illustration and encourage growth and development of design, creativity, and technical skills. Course is repeatable two times. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

The information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

CDN 207 Image Design/Photoshop (3) . . (1, 4)

Prerequisite: Grade of C or better in CDN 107 or consent of instructor.

Adobe Photoshop® will be taught through lectures, demonstrations, experimentation, and project-based assignments. This course will familiarize you with the interface and various tools to apply your knowledge to any professional or personal project. Image editing, color modes, color correction, layers, masks, alpha channels, layer effects, and basic attributes will be covered. Assignments are tailored to build a portfolio and develop professional skills. Prepress techniques will be introduced. A strong emphasis on composition, color technical proficiency, and aesthetic judgment is stressed in this course. Course is repeatable two times. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 214 Portfolio Review (2) . . . . . (1, 2)

Prerequisite: Consent of instructor.

Students explore presentation and interviewing techniques used to find employment. Grooming of student portfolios, résumé, business card, cover letter, and other business correspondence are stressed. Oral skills are also reinforced. Effective presentation skills and project refinements are covered. (1.2)

Proficiency Credit: Available (2 EFI)
Pass/No Credit: Not Available

CDN 217 Freelance Principles and Practice (3) . . . . . (1, 4)

Prerequisite: (1) Grade of C or better in ENG 101 or BUS 101; (2) Grade of C or better CDN 107, CDN 104, CDN 207; (3) CDN 204 or concurrent enrollment in CDN 204; or (4) consent of instructor.

This course explores freelance design principles and real life application with clients. Students will learn how to establish a freelance design business, identify and cultivate prospective customers, develop design briefs, and negotiate and execute design contracts that encompass workflow from conceptualization to final design delivery. This course builds upon foundational concepts and skills to prepare the student for success as a freelance designer. (1.2)

Proficiency Credit: Available (2 LTFREIS)
Pass/No Credit: Not Available

CDN 219 Basic Web Design (3) . . . . . (1, 4)

Prerequisite: None

Basic Web Design will introduce concepts and techniques related to designing, creating, and deploying content for the internet. Students will learn how to use HTML to structure content and how to use CSS to style that content. The course will introduce information architecture, wire-framing, and semantic markup. Course work will include securing an ISP, creating and using a blog, organizing directories on a server, and creating Web pages with functional navigation and hyperlinks. The student will also be introduced to Web design topics such as accessibility, user experience, and responsive design. In lieu of a text book, student will be required to secure site hosting with an ISP. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 221 Advanced Web Design (3) . . . . . (1, 4)

Prerequisite: Grade of C or better in CDN 219 or consent of instructor.

This course examines advanced design considerations that facilitate effective communication over the World Wide Web. Topics include user experience, information architecture, HTML document construction and CSS styling, accessibility, responsive design, SEO, and template-based design. Students will use software such as Adobe Dreamweaver. (1.1)

Proficiency Credit: Available (2 FES)
Pass/No Credit: Not Available

CDN 223 Digital Publishing (3) . . . . . (1, 4)

Prerequisite: Grade of C or better in CDN 203 or consent of instructor.

This course covers interactive document creation. Publications created include interactive PDF's, ePublications, and ebooks. Introduction to app design. Learn how to design, build, and organize digital publications using media-rich content for multiple formats. The use of typography, color, and visual hierarchy will be emphasized to create well-designed, user-friendly digital formats. Workflow organization and a collaborative approach to digital design will be explored. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 230 Introduction to Videography (3) . . . . . (1, 4)

Prerequisite: None

An introduction to videography and motion graphics, students will use graphic abstractions, digital and/or traditional photography, and digital video to develop concepts of kinetic imagery. Aesthetic and practical considerations employed in effective multimedia design are presented. Possible projects include creating documentaries, reports on current events, or the integration of background music to accompany slideshows of poems or artwork. (1.1)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 232 Sound Design (3) . . . . . (1, 4)

Prerequisite: Grade of C or better in CDN 230 or concurrent enrollment in CDN 230 or consent of instructor.

This course introduces sound design principles as applied to moving pictures and interactive systems. Beginning with an introduction to acoustics, creative use of sound is explored through field recordings and the use of digital audio workstations. Students use original sound recordings as well as those sampled from sound libraries in order to create sound pieces to be used with or without images. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 233 Digital Video Editing (3) . . . . . (1, 4)

Prerequisite: Grade of C or better in CDN 230 or consent of instructor.

Recommended: Concurrent enrollment in CDN 234.

This course will explore digital video editing, montage, and compositing effects. Moving and still images will be edited using a non-linear editor such as Final Cut®. Output and compression for various media will be addressed. The student will learn the operation of two-dimensional video graphics systems as they are used in corporate settings, digital movies, and to generate movie clips for the Web as well as other distribution formats. (1.2)

Proficiency Credit: Available (2 FSE)
Pass/No Credit: Not Available

CDN 234 Video Production Techniques (3) . . . . . (1, 4)

Prerequisite: Grade of C or better in CDN 230 or consent of instructor.

Recommended: Concurrent enrollment in CDN 233.

Production issues relating to the use of digital video cameras, management of lighting, and the capturing of live audio will be covered in this course. Special emphasis will be placed on teamwork and project management methodologies. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CDN 235 Special Topics in Graphic Design (Variable Credit 1-3) ..... .(.5-1, 1-4)

Prerequisite: Consent of instructor.

Practical application and individual development in the field of graphic design. Directed, specialized study under instructor supervision. Students will develop a plan of study with the instructor or the instructor will propose a specialized area of study. This course is used to increase skills and knowledge in the graphic design field. Course is repeatable to 12 credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CDN 236 Motion Graphics and Special Effects (3) .....(1, 4)

Prerequisite: Grade of C or better in CDN 230 or concurrent enrollment in CDN 230 or consent of instructor.

Film and video use special motion graphics and special effects to transform the appearance of objects over time. Students will generate examples of the typography and graphic effects similar to those used in the opening sequences of a film or television show. Other outcomes include motion logos, banners, and lower third descriptors. Topics include keying, generators, layered objects, particles, and text effects. Course is repeatable to nine credits. (1.2)

Proficiency Credit: Available (2 FES)
Pass/No Credit: Not Available

CDN 239 Video Production Capstone (2) .(1, 2)

Prerequisite: Grade of C or better in CDN 233 and CDN 234 or consent of instructor.

A capstone course designed to build on the student's cumulative experiential work in the process and craft of producing video through application and practice. The student will generate a short movie, either a non-fiction documentary/event video or a fictional dramatic narrative. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

COMMUNICATION STUDIES

CMS 101 will fulfill part of the communications requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Liberal Studies degrees.

CMS 106 fulfills the fine arts requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

All CMS courses numbered 100 and above may also be applied to the major field and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
CMS-101	X	X	X	
CMS-102				X
CMS-103				X
CMS-106	X	X	X	
CMS-112	X	X		
CMS-120				X
CMS-130				X
CMS-210	X	X		
CMS-215	X	X		
CMS-216				X
CMS-230				X

CMS 101 Fundamentals of Speech (3) .... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Introductory public speaking course designed to develop research, delivery, and organization skills. Particular attention is focused on finding, structuring, and supporting ideas, as well as on increasing confidence and poise in a variety of speaking situations. (1.1)

IAI General Education: C2 900
Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

CMS 102 Public Speaking (3) ..... (3, 0)

Prerequisite: CMS 101.

Advanced public speaking course. Theory and practice focuses on possible approaches to the preparation and delivery of informative and persuasive speeches. Sources of material, organizational patterns, persuasive strategies related to audience analysis, and the various methods of presentation are examined. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

CMS 103 Group Discussion (3) ..... (3, 0)

Prerequisite: None

Problem-solving and information-finding group discussions, focusing on the diverse group leadership styles and member roles. Theory addresses group purposes, organization of materials, and the use of reasoning and evidence. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CMS 106 Introduction to Film Appreciation (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

History, methods, and social implications of film as an art form. Special emphasis on evaluation and criticism of films. (1.1)

IAI General Education: F2 908
Proficiency Credit: Not Available
Pass/No Credit: Available

CMS 112 Special Topics in Speech (Variable Credit 1-3) ..... . (1-3, 0)

Prerequisite: None

A course designed to meet varied needs expressed by students or community groups for developing knowledge and skills in methods, types, and practical applications of oral communication. Each increment is designed by faculty member and student(s) involved. Course is repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

CMS 120 Oral Interpretation of Literature (3) ..... (3, 0)

Prerequisite: None

Designed to improve the performance of oral reading for personal enjoyment and professional advancement. Special emphasis on the acquisition of skills aimed at increasing audience reaction and feedback. Focuses on the analysis and presentation of a variety of literature, essays, and speeches. (1.1)

IAI Major: TA 916
Proficiency Credit: Not Available
Pass/No Credit: Available

CMS 130 Business and Professional Speaking (3) ..... (3, 0)

Prerequisite: None

Course focuses on enhancing professional communication skills. Methods and aspects of effective communication will be identified and practiced. Areas of concentration examine interviewing, listening, giving feedback, small group communication, and public speaking. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CMS 210 Interpersonal Communication (3)..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Course addresses effective communication in personal relationships by examining principles and theories of communication, studying communication barriers and breakdowns, and focusing on theories about self-concept and conflict management. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

CMS 215 Intercultural Communication (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course presents principles and theories of intercultural communication and examines how culture influences the communication process. It reviews major theories of multi-intercultural communication, the universal human processes that contribute to cultural differences, and the practical approaches to communicating more effectively with persons from other cultures. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CMS 216 Argumentation (3) ..... (3, 0)

Prerequisite: CMS 101.

Introduces the student to theories of argumentation with emphasis on the nature of argument, proofs and evidence, constructing arguments, attack and defense of arguments, fallacies of arguments, and the use of logical and persuasive reasoning. Students are expected to design and orally defend and attack argumentative messages. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CMS 230 Interviewing (3) ..... (3, 0)

Prerequisite: CMS 101.

This course will supply students with practical and theoretical interviewing experience to be a successful interviewer and interviewee. This course will examine various types of interviews (informative, persuasive, employment related, etc.). Through this course, students will not only learn the skills of "how to" be an effective interviewer/ee, but also learn why these skills are important. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

COMMUNICATIONS AND BEHAVIORAL SCIENCES, GENERAL CORE

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

Course	Fall	Spr	Sum	Varies
CBS-199				X

CBS 199 Comm. & Behavioral Sci. Indpnt. Study (Variable Credit 1-4) ..... (1-4, 0)

Prerequisite: Consent of instructor

The use of credits in CBS 199 toward degree requirements is limited. Limitations include the number of hours as part of a degree and may include the content of the particular subject studied. A student may petition in the Advising Center for independent study in any curriculum area of Communications and Behavioral Sciences. This petition must be approved by the appropriate instructional dean. A faculty supervisor in that curriculum will be appointed to direct and evaluate the independent study. This course is repeatable up to a maximum of four credit hours. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

COMPUTED TOMOGRAPHY

(See Medical Imaging)

COMPUTER AIDED DESIGN

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

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

Course	Fall	Spr	Sum	Varies
CAD-101	X	X		
CAD-105	X	X		
CAD-108	X	X		
CAD-109	X			
CAD-111	X	X		
CAD-115	X	X		
CAD-118	X	X		
CAD-119		X		
CAD-120	X	X		
CAD-121	X	X		
CAD-130	X			
CAD-131		X		
CAD-205		X		
CAD-206		X		
CAD-208	X	X		
CAD-211	X	X		
CAD-215	X	X		
CAD-220	X	X		

CAD 101 Introduction to Engineering Design (4) .....(2, 4)

Prerequisite: None

This course is an introduction to engineering and design. Topics included are: sketching, orthographic projection, descriptive geometry, dimensioning, section views, auxiliary views, primary and secondary views, threads, fasteners, and production drawings. All problems will be solved using CAD software. Repeatable to 12 credit hours; only six credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Available

CAD 105 Pro/ENGINEER Basic Design Training (3) .....(2, 2)

Prerequisite: None

This course covers the basic functions needed to use Pro/ENGINEER to create parts, drawings, and assemblies. Emphasis is on the Pro/ENGINEER design philosophy used in creating parts and assemblies. Hands-on time with Pro/ENGINEER is maximized in this course. Labs are taught on the latest technology Windows 2000 work stations. Both part and assembly design, along with basic drawing creation, are presented. Students construct "real world" parts and assemblies using "Top-Down" Design, with the instructor acting as an expert consultant. Students must be prepared to put in at least two-four hours of extra lab time each week. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2)

IAI Major: IND 911
Proficiency Credit: Not Available
Pass/No Credit: Not Available

CAD 108 Intro to Micro-CAD AutoCAD (3) .....(2, 2)

Prerequisite: None

Recommended: Knowledge of drafting and microcomputers

This course will provide the opportunity for students to familiarize themselves with the most popular micro-base computer aided drafting software available today-AutoCAD. The class consists of lectures and labs. The student will become familiar with window hardware configuration and basic system commands. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Available

CAD 109 Foundations of Architectural Design (3) .....(2, 2)

Prerequisite: Grade of C or better in CAD 108 or consent of instructor.

This course covers the introductory concepts of residential and light commercial architectural design. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CAD 111 Pro/E Adv Part & Assembly Design (3) .....(2, 2)

Prerequisite: CAD 105 or consent of instructor

This course, covering advanced topics and techniques used during part and assembly design, is structured for the experienced Pro/ENGINEER user to become more productive. Functionality in the Pro/FEATURE module is also covered. Labs are taught on the latest technology Windows work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

CAD 115 Pro/E Production Drawing & Detailing (3) .....(2, 2)

Prerequisite: CAD 105 or consent of instructor

This course covers detailing and drafting capabilities utilized within Pro/ENGINEER to produce complete detailed drawings. Detailing and drafting functionality of Pro/ENGINEER and Pro/DETAIL is explained. Students use Pro/ENGINEER's markup capabilities to check a drawing and Pro/REPORT to help document drawings. Labs are taught on the latest technology Windows 2000 work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

CAD 118 Computer Graphics-Advanced AutoCAD (3) .....(2, 2)

Prerequisite: CAD 108 or consent of instructor

This course is designed for the advanced AutoCAD user. It will allow the student to dig deeper into the software and prepare them to work in a production environment. The course is divided into two halves. The first half of the course covers advanced 2D concepts such as external references, geometric calculator, layer filters, ctb files, custom viewports, publishing, DWF files, etc. The second half of the course will introduce the student to the world of 3D using the solid modeling features of AutoCAD. Not only will the student learn to master the use of the multitude of modeling commands, they will also learn how to create photo realistic representations of their work. Repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

CAD 119 Advanced Architectural Design (3) .....(2, 2)

Prerequisite: Grade of C or better in CAD 108 and CAD 109

This course will provide comprehensive instruction for preparing architectural working drawings using traditional and computer-based methods. Design and construction principles and methods will be fully presented. The class will be focused around the design-building process, so as to make the topics easy to understand and appealing to students. Advanced topics and concepts are covered in this advanced class including green design, alternative energy uses/sources, alternative materials & techniques, client presentation methods, and employment search tactics. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CAD 120 Introduction to SolidWorks (3) ..(2, 2)

Prerequisite: None

This course provides comprehensive instruction for users, or prospective users, of the SolidWorks parametric modeling application program. The class will provide the opportunity for students to familiarize themselves with the software and complete multiple modeling projects. The class consists of lectures and labs. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CAD 121 Advanced Concepts in SolidWorks (3) .....(2, 2)

Prerequisite: Grade of C or better in CAD 0120

Exploration of advanced solid modeling techniques for product design and manufacturing using SolidWorks Parametric modeling software. Students will learn how to take computer sketches and transform them into 3 Dimensional Features. Parametric modeling techniques will be further explored to teach students how to create computer models of plastic molded parts, castings, and sheet metal. Students will also learn Photorealistic rendering and animation of 3 dimensional models to visually communicate design ideas. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CAD 130 Introduction to Revit (3) .....(2, 2)

Prerequisites: None

This course provides comprehensive instruction for users, or prospective users, of the Revit 3-dimensional architectural modeling application program. The class will provide the opportunity for students to familiarize themselves with the software and complete multiple architectural modeling projects. The class consists of lectures and labs. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CAD 131 Advanced Concepts in Revit (3) (2, 2)

Prerequisite: Grade of C or better in CAD 0130

Advanced Concepts in Revit explores advanced solid modeling techniques for design and modeling using Revit 3-dimensional architectural modeling software. Students will learn how to take customer specifications and transform them into 3 dimensional architectural models. Advanced Revit features and modeling techniques will be further explored to teach students how to create computer models of specific architectural details as well as finished product for release. Students will learn photo-realistic rendering and animation of the Revit generated architectural models so as to visually communicate design ideas to clients and employees. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CAD 205 Geometric Dimensioning & Tolerancing (3) .....(2, 2)

Prerequisite: CAD 101 or EGR 101 or consent of instructor

Geometric Dimensioning and Tolerancing (GD&T) is an international language that is used in engineering drawings to accurately describe a part to be manufactured. The GD&T language consists of a well-defined set of symbols, rules, definitions and conventions. GD&T is a precise mathematical language that can be used to describe the size, form, orientation and location of parts features. GD&T is also a design philosophy on how to design and dimension parts. In this class the student will be learning the basics of GD&T and how they apply to the world of manufacturing today. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

CAD 206 Industrial Design Problems (4) ..(2, 4)

Prerequisite: Grade of C or better in EGR 101 or CAD 101 or consent of instructor

Study of actual and theoretical industrial drafting problems. Emphasis on use of specifications, standards and newest materials using current industrial drafting practice. Complete engineering with assembly, detail drawings and bill of materials is accomplished by the student. Combines lecture and laboratory. Repeatable to 12 credit hours; only four credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

CAD 208 Applied Descriptive Geometry & Statics (4) ..... .(4, 0)

Prerequisite: Grade of C or better in EGR 101 or CAD 101 or consent of instructor

Applied Descriptive Geometry and Statics course context allows the student to apply the skills learned in descriptive geometry for the solution of technical engineering problems. The problems are first drawn out graphically, then calculated by two or more mathematical methods and all problems are programmed for computer solutions. CAD 208 also consists of statics, dynamics, kinematics, kinetics, mechanisms, and hydraulics. Through the study of these disciplines, the student is taught how to design and lay out the products of industry and the structures of civil engineering. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

CAD 211 Pro/E Pro/SURFACE (3) .....(2, 2)

Prerequisite: CAD 206 or CAD 207 or CAD 208 and CAD 111 or consent of instructor

This course covers advanced feature creation utilizing the Pro/SURFACE module. Surface feature and supporting geometry creation, manipulation, and technique are discussed. Functions for inspecting surface quality and verifying consistency between neighboring surfaces are also covered. Students generate various types of parametric surfaces and features used to create solid models. A variety of models are created to familiarize students with the course topics. Extensive work is done with double-curved surfaces and rounds. Labs are taught on the latest technology Windows 2000 work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

CAD 215 Pro/E Super User Training (3) ...(2, 2)

Prerequisite: CAD 211 or consent of instructor

This course is intended for the advanced Pro/ENGINEER user who has fulfilled the prerequisite and is interested in expanding his/her Pro/ENGINEER knowledge. Students work with advanced modeling, assembly, and drawing techniques–topics that have been specifically identified by experts for inclusion in this class. Specially designed exercises show how to understand and implement these advanced techniques.

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

Students will also learn advanced methods of data interface, data management, and configuration customization. Students must be prepared to put in at least two-four hours of extra lab time each week. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

CAD 220 Independent Research in CAD (Variable Credit 1-4) .....(0, 2-8)

Prerequisite: Demonstrated ability to excel in an area of interest and consent of instructor

Designed to increase the learning opportunities for those students desiring to expand their knowledge and skills beyond that which are presently offered in regular CAD classes. Areas of study, under the supervision of an instructor, would include such areas as plastic mold design, FEM, advanced auto-route, auto-place, advanced surfacing and shading techniques, piping, CAE, behavioral modeling, ISDX, and P.C. manufacturing. Course is repeatable three times for up to eight credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

COMPUTER AND INFORMATION SCIENCES

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

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

Course	Fall	Spr	Sum	Varies
CIS-098				X
CIS-105	X	X		
CIS-110	X	X	X	
CIS-114	X	X		
CIS-121	X	X		
CIS-123	X	X		
CIS-127	X			
CIS-142	X	X		
CIS-143	X	X		
CIS-147	X	X		
CIS-148				X
CIS-149				X
CIS-170	X	X		
CIS-171				X
CIS-205				X
CIS-207	X	X		
CIS-210	X	X		
CIS-215	X	X		
CIS-221	X	X		
CIS-222	X			
CIS-223	X	X		
CIS-226		X		
CIS-227				X
CIS-229				X
CIS-230	X	X		
CIS-231	X	X		
CIS-236				X
CIS-246				X
CIS-247				X
CIS-248				X
CIS-252	X	X		
CIS-253	X			
CIS-256		X		
CIS-257				X
CIS-260	X	X		
CIS-262				X
CIS-270		X		
CIS-271	X			
CIS-272				X
CIS-273				X

CIS 105 Introduction to Computer Programming (4) .....(4, 0)

Prerequisite: Grade of C or better in MTH 098 or MTH 099 or appropriate placement score.

This is an introduction to computer programming concepts and techniques. Topics will include storage and variables, conditional executions, loops and repetition, functions, parameter passing, arrays, and data files. The course will involve many hands-on programming exercises. The computer language used and type of applications emphasized may vary by section. See individual section details in the class schedule for more information. Course is repeatable to eight credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 110 Introduction to Computers (3) ...(3, 0)

Prerequisite: None

Recommended: CIS 098 or equivalent.

This introductory course will teach students how computers work, the terminology of computers, and common hardware components and options. Students will learn to use basic desktop applications such as spreadsheets and image editors, and learn to use the Internet and how to create and publish Web pages. Students will learn simple computer maintenance and upgrade procedures, networking fundamentals and how to keep computers secure, and how to detect and eliminate malicious software. Open source software solutions will be explored and students will learn about various career options in computer science and technology. (1.2)

IAI Major: BUS 902
Proficiency Credit: Available (2 TIC)
Pass/No Credit: Available

CIS 114 Digital Cameras and Computers (2) .....(2, 0)

Prerequisite: None

Recommended: CIS 110 or familiarity with Microsoft Windows.

This course will show how to use digital photos and video with your computer. Students will learn how to transfer photos and video to a computer, basic touch-up and editing with available software, and various resources and methods for making photographic prints and creating DVDs, as well as methods for making and preserving backup copies of the media. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CIS 121 Computer Science I (4) ..... (4, 0)

Prerequisite: Grade of C or better in MTH 098 or MTH 099 or in two years high school algebra or consent of instructor.

This course is an introduction to computer programming, emphasizing a disciplined approach to problem-solving and algorithm development. Students will learn program design and structured programming techniques using selection, repetition, and sequence control structures. Topics will include storage and variables, procedural and data abstraction, parameter passing, arrays, records, data files, program-testing, documentation, and proper programming style. (1.1)

IAI Major: CS 911
Proficiency Credit: Available (2 TIC)
Pass/No Credit: Available

CIS 123 Computer Science for Engineers (4) ..... (4, 0)

Prerequisite: Grade of C or better in MTH 190, or equivalent college credit or consent of instructor.

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. This course will be taught using the C++ programming language. (1.1)

IAI Major: CS 911
Proficiency Credit: Not Available
Pass/No Credit: Available

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

CIS 127 Discrete Structures (3) ..... (3, 0)

Prerequisite: Grade of C or better in MTH 112 and CIS 121 or CIS 123 or consent of instructor.

This course is an introduction to analysis of finite collections and the mathematical foundations of computing. It is intended for students intending to major in Computer Science. Topics include computer system design, data structures, algorithms, sets, logic, arrays and vectors, number systems, counting, recursion, graph theory, trees, and Boolean algebra. Students will explore these topics by writing computer programs to apply and test the concepts they learn. (1.1)

IAI Major: CS 915
Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 142 Database Software (2) ..... (2, 0)

Prerequisite: None.

Recommended: CIS 110 or CIS 144 or familiarity with Microsoft Windows

This course teaches how to design and create a relational database, as well as how to create reports, data entry screens, write simple applications, troubleshoot database problems, and perform advanced queries. See the schedule for the specific software package used. Course is repeatable to eight credits. (1.2)

Proficiency Credit: Available (2 T)
Pass/No Credit: Available

CIS 143 Spreadsheet Software (2) ..... (2, 0)

Prerequisite: None.

Recommended: CIS 110 or CIS 144 or familiarity with Microsoft Windows

This course covers beginning through advanced spreadsheet topics, including spreadsheet design and manipulation, advanced function use, charts, use of multiple worksheets, database features, macros, integration with other applications, configuration, customization, and troubleshooting. See the schedule for specific software packages used. Course is repeatable for eight credits. (1.2)

Proficiency Credit: Available (2 T)
Pass/No Credit: Available

CIS 147 Internet Publishing (1) ..... (1, 0)

Prerequisite: None.

Recommended: CIS 110 or CIS 144. Students should have prior experience browsing the Internet's World-Wide Web and using Microsoft Windows.

This course will introduce the basics of creating and publishing web pages on the Internet. Students will learn HTML (Hypertext Markup Language) and how to publish their HTML pages on an Internet server using FTP (File Transfer Protocol) and how to use a WYSIWYG web page editor. The topics will include the basic markup codes, linking to other pages, graphics, lists, tables, multimedia, and an introduction to forms and CGI. Students will create their own "web" on a server. Course is repeatable to four credits. (1.2)

Proficiency Credit: Available (2 S)
Pass/No Credit: Available

CIS 148 Web Page Markup Language (2) (2, 0)

Prerequisite: CIS 105, CIS 110 or CIS 121 or consent of instructor.

This course concentrates specifically on the syntax of web page markup languages. It is intended for those who wish to have more control over their web pages, for those who wish to design web sites using the newest standards, for those who wish to create websites compatible with mobile devices, and for those who will be writing computer programs to automatically generate web pages. All page editing will be done using a simple text editor. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 149 User Interface Design Principles (1) ..... (1, 0)

Prerequisite: CIS 148 or concurrent enrollment in CIS 148.

This course is an overview of basic principles of user interface design and graphic design as they apply to programmers. Emphasis will be on use interface design for programs written for Microsoft Windows and other GUI (Graphical User Interface) environments, and also how these design principles apply to interactive web sites on the Internet. Basic graphic design principles will also be applied to GUI applications and Internet page design. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CIS 170 Introduction to Computer Forensics (3) ..... (2, 2)

Prerequisite: None.

Recommended: CIS 110.

This course will provide students with an overview of Computer Forensics techniques. Topics will include the representation of data on a computer, preserving data on suspect computers, recovering data from computer file systems, encryption and has functions, steganography, password recover techniques, available computer forensics tools and legal issues unique to computer forensics investigations. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

NOTE: This course is offered concurrently as CRJ 170. The student must decide whether to earn credits in Computer and Information Sciences (CIS) or Criminal Justice (CRJ) prior to enrolling.

CIS 171 Introduction to Cyber Crimes (2) ..... (2, 0)

Prerequisite: None.

This course will acquaint the student with the various types of computer-related crimes and the legal issues involved in investigation. (1.2)

Proficiency Credit: Available (2 TI)

Pass/No Credit: Not Available

CIS 205 Visual Programming (4) ..... (4, 0)

Prerequisite: Grade of C or better in CIS 105 or CIS 121 or consent of instructor.

Recommended: CIS 110 or CIS 144 or familiarity with Microsoft Windows.

This course teaches how to program with a "visual" programming language, such as Visual Basic. You will learn to write software using the various controls available in a graphical user interface, and learn how to best design programs using those controls. An important emphasis will be data access, manipulation, and queries with the available data controls. Course is repeatable to 16 hours; only four credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Available

CIS 207 Java Programming (4) ..... (4, 0)

Prerequisite: Grade of C or better in CIS 105 or CIS 121 or consent of instructor.

This course is an introduction to the Java programming language for students who have already learned programming in another computer language. The course will introduce Java programming using Sun's Java Development Kit, and students will learn to use the basic Java classes and objects, how to use Java's graphical user interface components, how to create stand-alone applications, and how to create applets for deployment over the Internet. Advanced topics, such as various development environments, or application projects such as Java for programming robots, may vary by section. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Available

CIS 210 Database Programming (3) ..... (3, 0)

Prerequisite: Grade of C or better in CIS 110 and CIS 105 or CIS 121 or consent of instructor.

This course is about types of database storage and how to access and manipulate data through programming. Design and manipulation of relational databases will be emphasized, and students will learn Structured Query Language (SQL). Students will learn about types of database systems available for network and Internet delivery of data, and about the security issues involved. Course is repeatable to 12 credits. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Available

CIS 215 Multimedia Technologies (2) ..... (2, 0)

Prerequisite: Grade of C or better in CIS 110 or consent of instructor.

This course is an introduction to software and hardware used for graphics, sound, and motion video. Students will learn to use basic presentation software, and they will learn the basics of multimedia types and delivery on the Internet. Topics will include image formats, scanners, image editing software, audio and video formats, software recording and playback, and multimedia streaming on the web. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

CIS 221 Computer Operating Systems/ Microsoft (3) ..... (2, 2)

Prerequisite: Grade of C or better in CIS 110 or CIS 105 or CIS 121 or consent of instructor.

This hands-on course offers an in-depth study of the functions and features of installing, configuring, troubleshooting, and maintaining current Microsoft Windows desktop operating systems. Topics include performing attended and unattended installations, monitoring and managing files and folders, troubleshooting hardware devices and drivers, configuring the desktop environment, power management, and optimizing system performance and reliability. This course should prepare the student for the Microsoft certification exam for the operating system. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (3 IST)

Pass/No Credit: Available

CIS 222 Computer Operating Systems/ Linux (2) ..... (2, 0)

Prerequisite: Grade of C or better in CIS 110 or CIS 105 or CIS 121 or consent of instructor.

This introductory course in computer operating systems is designed to familiarize the student with the general concepts of operating systems. The basic definition of an operating system will be "a collection of programs used to allocate, control, and manage system resources." This course covers the essentials of installing, configuring, maintaining, and troubleshooting the Linux Operating System. It utilizes hands-on projects and step-by-step instruction to provide the user with a firm understanding of Linux. In this introduction to using the Linux operating system, students will learn the basics of using the command line for navigation and file management and learn the use of basic Linux utilities. Students will learn to use text editors and basic scripting and scheduling for processes. Other topics include Linux installation, software updates, graphical user interfaces, and open source Linux applications. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Available

CIS 223 Computer Science II (4) ..... (4, 0)

Prerequisite: Grade of C or better in CIS 121, CIS 123, or MTH 123 or consent of instructor.

This second course in computer science introduces more advanced topics in programming, with emphasis on data structures and file manipulation. Topics will include design and implementation of large-scale problems, program verification, dynamic memory allocation, data structures, file processing, and an introduction to object-oriented programming. This course will be taught using the C++ programming language. (1.1)

IAI Major: CS 912
Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 226 Computer Science III (4) ..... (4, 0)

Prerequisite: CIS 223 or consent of instructor.

This course concentrates on algorithms, algorithm analysis, and advanced data structures. Algorithm approaches such as divide-and-conquer, dynamic, greedy, and back-tracking are considered. Complexity analysis is used to compare algorithm efficiency. Students will learn further use of object-oriented programming to implement ADTs such as graphs, sets, heaps, and hash tables. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 227 Computer Organization (3) ..... (3, 0)

Prerequisite: Grade of C or better in CIS 127 or concurrent enrollment in CIS 127 or consent of instructor.

This is a course in basic computer architecture. The functions of the CPU, memory systems and organization, input/output devices, busses, and interrupts will all be included. Students will learn basic digital logic, instruction sets, microprogramming, and assembly language. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CIS 229 Computer Science Independent Study (Variable Credit 2-6) ..... (0, 4-12)

Prerequisite: Demonstrated ability to excel in an area of interest with consent of instructor.

This course permits the student to do research in a particular area of his/her interest in computer science with minimal assistance from the instructor. Course is repeatable to six hours. (1.2)

Proficiency Credit: Available (2 I)
Pass/No Credit: Available

CIS 230 Computer Hardware (3) ..... (2, 2)

Prerequisite: Grade of C or better in CIS 110 or CIS 105 or CIS 121 or consent of instructor.

This class is an introduction to the installation, configuration, upgrading, diagnosing and troubleshooting, and preventative maintenance of hardware systems built upon the PC/Intel 80x86 architecture. The class covers the basic hardware components, assembling the components into a working system, loading an operating system onto the hardware, and loading or upgrading software drivers for hardware. The course will also cover hardware peripherals such as printers, scanners, and displays as well as some basic networking. The class is a combination of lecture and hands-on training. Course is repeatable to twelve credits. (1.2)

Proficiency Credit: Available (3 IST)
Pass/No Credit: Available

CIS 231 Computer Troubleshooting (3) ..... (2, 2)

Prerequisite: CIS 221 and 230 or consent of instructor.

This class is an introduction to diagnosing and troubleshooting of hardware systems built upon the Windows/Intel 80x86 architecture. The class covers basic strategies for troubleshooting as well as specific solutions to commonly found problems. Problems specifically associated with networking will also be covered. The class will introduce basic concepts such as binary and hexadecimal numbering systems and tools such as DOS commands that can be useful in troubleshooting systems. It will also look at some basic date file formats. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CIS 236 Special Topics in Computer Science (Variable Credit 0.5-3) ..... (0.5-3, 1-6)

Prerequisite: None.

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on special topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of data processing. Course is repeatable to 12 credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 246 Programming Dynamic Web Pages (3) ..... (2, 2)

Prerequisite: CIS 105 or CIS 121 and CIS 148 or consent of instructor. CIS 148 may be taken concurrently.

This course will teach Internet programming techniques using Javascript and AJAX. Topics will include customizing web page content with Javascript programs, using data from querystrings and forms, validating form contents, and using Asynchronous Javascript and XML (AJAX) to interact directly with the server to create truly interactive web pages. Course is repeatable for six credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CIS 247 Internet Programming (3) ..... (2, 2)

Prerequisite: CIS 105 or CIS 121 or consent of instructor.

Recommended: CIS 148

This course will teach various ways to write programs that can be used over the Internet. The actual topics may change from semester to semester as the Internet itself continues to evolve. Students will learn client-side and server-side scripting using one or more common Internet programming languages, how to gather form data into a database, and how to deliver database information over the web. Course is repeatable to 12 credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 248 Internet Programming with PHP (3) ..... (2, 2)

Prerequisite: CIS 105 or CIS 121 or consent of instructor.

Recommended: CIS 148.

This course will teach how to do server-side Internet scripting with the language, PHP. Topics will include gathering data from forms and will include gathering data from forms and querystrings, saving from information to data files on the server, reading and searching data files to create custom web pages on request, carrying information forward through multiple pages to create an interactive website, and various ways to use PHP to customize web pages and web sites from the server side. Course is repeatable to nine credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CIS 252 Network Fundamentals (3) ..... (2, 2)

Prerequisite: Grade of C or better in CIS 221 or instructor consent.

This course is an introduction to computer networks and networking devices. Topics include network topologies and architecture, Internet protocols, network hardware and media, the OSI and TCP/IP models, network scanners, and firewall and security appliances. This course is aligned to the goals of the Network+ industry certification. (1.2)

Proficiency Credit: Available (2 TI)
Pass/No Credit: Not Available

CIS 253 Security Fundamentals (3) ..... (2, 2)

Prerequisite: Grade of C or better in CIS 252 or consent of instructor.

This is a network security course in which students will learn to protect computer networks from various vulnerabilities and threats. Students will learn about common threats, system hardening, network and intrusion security tools, access control methods, authentication, encryption, redundancy, disaster response, and organizational security. This course is aligned to the goals of the Security+ industry certification. (1.2)

Proficiency Credit: Available (2 TI)
Pass/No Credit: Not Available

CIS 256 Network Administration/ Microsoft (3) ..... (2, 2)

Prerequisite: Grade of C or better in CIS 221 or concurrent enrollment in CIS 221 or consent of instructor.

This course will provide students with experience necessary to plan, install manage and maintain a local area network with Microsoft sever software. Students will install client and server network operating systems on systems in an Ethernet environment, and act as system managers to set up user and group accounts, administer user and group accounts, secure network resources, manage network print functions, audit resources and events and manage system policies. This course should prepare the student for the related Microsoft network administration certification exam. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 257 Serving the Internet/ Microsoft (3) ..... (2, 2)

Prerequisite: CIS 256.

This course will provide students with experience necessary to plan, install, manage, and maintain a Microsoft Server over the Internet or Intranet. Students will learn to configure TCP/IP addressing on a sever and on network, manage and troubleshoot DHCP, configure and manage a DNS sever, implement and maintain security features, manage packet filtering and TCP/IP routing, implement and troubleshoot remote access VPNs, and monitor network traffic and Internet connectivity. This course should prepare the student for the related Microsoft sever certification exam. Course is repeatable for 12 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 260 Applied Technical Support (3) ... (2, 2)

Prerequisite: Consent of Instructor.

This course will expose the student to various help desk/field service tasks that will require use of knowledge gained through previous coursework in a degree program along with research into new situations and issues. The tasks will cover a variety of scenarios in system expansion, upgrades, maintenance, preventive maintenance, backup and data recovery, connectivity, and security. Typical problems encountered will involve defective hardware, network problems, application program errors, user errors, local and network data recovery, and virus elimination. Course is repeatable to twelve credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CIS 262 Applied Programming (3) ..... (1, 4)

Prerequisite: Consent of Instructor.

This course will require students to apply their previous training in computer science to one or more large-scale programming tasks. Projects will be data-intensive and require a variety of acquired and research skills to complete, as well as a mixture of programming languages and applications software. The projects will be group-oriented and require students to work in teams. Coordinated team planning will be necessary. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CIS 270 File System and OS Evidence Recovery (3) ..... (2, 2)

Prerequisite: Grade of C or better in CIS 170 or consent of instructor.

Recommended: CIS 221

This lab intensive course will address the different types of potential evidence that can be created by an OS. Students will learn such things as how to identify hidden data, be able to identify configuration-based evidence on several images and learn how to manually recover a file system. (1.2)

Proficiency Credit: Available (2 IS)
Pass/No Credit: Not Available

CIS 271 Application Device Evidence Recovery (3) ..... (2, 2)

Prerequisite: Grade of C or better in CIS 170 or consent of instructor.

This lab intensive course will teach students how to analyze and recover potential evidence from several types of digital media and applications in a scenario-based exercise. (1.2)

Proficiency Credit: Available (2 IS)
Pass/No Credit: Not Available

CIS 272 Digital Forensics Software Suites (4) ..... (2, 4)

Prerequisite: Grade of C or better in CIS 221 or consent of instructor.

This course concentrates on the use of an industry standard self-contained digital forensics software suite such as EnCase or Forensics Toolkit (FTK). Students will learn to use the software to manage cases, create evidence files, analyze disk and device images, use various search methods, and handle and archive evidence. The course will provide in-depth training with software commonly used by law enforcement and forensics professionals. (1.2)

Proficiency Credit: Available (2 IT)
Pass/No Credit: Not Available

CIS 273 Digital Forensic Software Tools (4) ..... (2, 4)

Prerequisite: Grade of C or better in CIS 221 or consent of instructor.

Students in this course will learn to use a variety of digital forensics software tools for various specific purposes, such as passwork recovery, file analysis, network analysis, and recovery of data from various operating systems and digital devices. This course is intended to provide evidence recovery capabilities beyond what might be found in an all-in-one software suite. (1.2)

Proficiency Credit: Available (2 IS)
Pass/No Credit: Not Available

COMPUTER AND INFORMATION SCIENCES–GENERAL STUDIES

The following CIS course is not intended for transfer and not applicable to any ECC degree nor is it counted in the GPA.

CIS 098 Computer Fundamentals (1) ..... (1, 0)

Prerequisite: None.

This course gets students started using computers. It includes an introduction to using a windows operating system, how to save and retrieve files, basic word processing, and an introduction to using the Internet. These basic skills are required prior to taking any other computer course. (1.6)

Proficiency Credit: Not Available
Pass/No Credit: Available

COMPUTER OFFICE ASSISTANT

(See Office Administration Technology)

CRIMINAL JUSTICE

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

Course	Fall	Spr	Sum	Varies
CRJ-101	X	X		
CRJ-110		X		
CRJ-111	X			
CRJ-120	X			
CRJ-160	X	X		
CRJ-165	X			
CRJ-170	X	X		
CRJ-180		X		
CRJ-198		X		
CRJ-199	X	X		
CRJ-200	X			
CRJ-201				X
CRJ-202				X
CRJ-203				X
CRJ-204				X
CRJ-205	X			
CRJ-215		X		
CRJ-220		X		
CRJ-225		X		
CRJ-230	X	X		
CRJ-231	X	X		
CRJ-235				X
CRJ-270	X	X		
CRJ-290	X	X	X	

CRJ 101 Introduction to Criminal Justice (3) ..... (3, 0)

Prerequisite: None

This course will approach the criminal justice system from a historical, developmental, and philosophical perspective. Included will be the independent and interdependent relationships which exist between the components of the system as well as the connection with, and impact upon, society. (1.2)

IAI Major: CRJ 901
Proficiency Credit: Available (2 FET)
Pass/No Credit: Not Available

CRJ 110 Introduction to Corrections (3) ..... (3, 0)

Prerequisite: None

This course provides students with an overview of the corrections system. Course includes historical development, philosophy, and a variety of correctional methods. Both pre- and post-institutional techniques, probation, and parole will be covered. (1.1)

IAI Major: CRJ 911
Proficiency Credit: Available (2 FET)
Pass/No Credit: Not Available

CRJ 111 Stress Management in Law Enforcement (3) ..... (3, 0)

Prerequisite: None

The purpose of this course is to develop an understanding of the stress faced by law enforcement officers and identify the sources of stress faced by the police officer, both internally and externally. Obtain an understanding of the physiology of stress, the zone of stability, and the causes of stress in policing. Methods of controlling and responding to stress will be reviewed, including physical and psychological techniques of stress management. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CRJ 120 Introduction to Probation and Parole (3) ..... (3, 0)

Prerequisite: None

This course will cover the organization and operation of probation and parole systems, including history, law, ideologies, evaluation, problems, supervision, investigations, halfway houses, work release, and future trends. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

CRJ 160 Criminal Justice Report Writing (3) ..... (2, 2)

Prerequisite: ENG 101

This course will include the practical essentials for the preparation of notes, letters, bulletins, reports, statements, and confessions as used throughout the criminal justice system. A review of grammar, usage, punctuation, structure, and spelling will be covered. Clear, concise, and accurate writing will be stressed. (1.2)

Proficiency Credit: Available (2 FET)
Pass/No Credit: Available

CRJ 165 Introduction to Forensic Science (3) ..... (2, 2)

Prerequisite: None

This course is intended to introduce the student to the field of forensic science as applied in the field by police officers and evidence technicians. The student will be introduced to the many aspects of working with evidence in a classroom setting while participating in hands-on application of many techniques in the location, collection, identification, and preservation of various categories of evidence in a field and lab settings. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CRJ 170 Introduction to Computer Forensics (3) .....(2, 2)

Prerequisite: None

Recommended: CIS 110

This course will provide students with an overview of computer forensics techniques. Topics will include the representation of data on a computer, preserving data on suspect computers, recovering data from computer file systems, encryption and hash functions, steganography, password recovery techniques, available computer forensics tools, and legal issues unique to computer forensics investigations. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

NOTE: This course is offered concurrently as CIS 170. The student must decide whether to earn credits in Criminal Justice (CRJ) or Computer and Information Science (CIS) prior to enrolling.

CRJ 180 Crime Prevention (3) .....(3, 0)

Prerequisite: None

This course provides a survey of crime prevention strategies as a specific function of police services requiring input from private, public, and community interests. Examines the philosophy and organizational structure of crime prevention units. Explores the efficiency of neighborhood watch, target hardening, and opportunity education programs and the potential problem areas. (1.2)

Proficiency Credit: Available (2 FET)

Pass/No Credit: Available

CRJ 198 The Police Service (3) .....(3, 0)

Prerequisite: CRJ 101 or consent of instructor

This course is an introduction to the aspects of policing as a functional component of the criminal justice system. The primary emphasis is to introduce students to the historical developments of the police process and the problems involved with the functions of policing in American society. Topics will include: the rights and responsibilities of the uniformed officer, manpower distribution theories, police personnel issues of unionism, educational and training requirements, other personnel problems, ethics and corruption, community relations, including problem-oriented policing, the police subculture as a distinct value system, an analysis of the relationship between police agencies and their communities, and an introduction to administrative theory. (1.2)

Proficiency Credit: Available (2 FET)

Pass/No Credit: Not Available

CRJ 199 Community Based Policing (3) ..(3, 0)

Prerequisite: Grade of C or better in CRJ 101 and CRJ 198 or consent of instructor

This course will provide students with the overall intent of community involvement in the protection of the community, and also expose students to innovative approaches to resolving local problems in law enforcement. (1.2)

Proficiency Credit: Available (2 FET)

Pass/No Credit: Not Available

CRJ 200 Police Operations (3) .....(2, 2)

Prerequisite: Consent of instructor

This course studies the history and development of traffic and pedestrian law, and laws affecting attacks on police officers. It will examine the operations of patrol including accident investigation, and will include domestic violence, crimes in progress, felony stops, hostages, incidents involving fire and hazardous materials, and courtroom testimony. It will also examine public misconduct, preventative patrol, and emergency vehicle operations. Special tactics, ethics, psychological dynamics involving interaction with a culturally diverse public including juveniles will also be addressed. Students will participate in case studies, skills exercises, simulation, and report writing. (1.2)

Proficiency Credit: Available (2 FET)

Pass/No Credit: Not Available

CRJ 201 Crisis and Conflict Mediation (3) (3, 0)

Prerequisite: CRJ 101 or consent of instructor

This course presents the social and psychological factors found in crisis situations such as family violence, homicide, chemical and sexual abuse, suicide, physical illnesses, injuries, and various forms of interpersonal conflicts and violence. Students will develop strategies for effective assessment, intervention, and follow-up of these situations. The course also covers victimology, including the rights of victims, witnesses, and the responsibility of the helping professional. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

CRJ 202 Corrections Operations (2) .....(1.5, 1)

Prerequisite: Grade of C or better in CRJ 110 or consent of instructor

A course covering the daily functions of institutional correctional officers. It includes an overview of the activities pertaining to commitment, intake, classification, programs, services, safety, security, detainee privileges, searches, physical identification, transportation, emergency procedures, and release. (1.2)

Proficiency Credit: Available (2 FET)

Pass/No Credit: Not Available

CRJ 203 Corrections Counseling (2) .....(1.5, 1)

Prerequisite: CRJ 110 and CRJ 202 or consent of instructor

This course covers communicating individual responsibility for change, including information about programs for career growth, educational enhancement, and behavioral change. It covers multi-cultural diversity and communication skills necessary for the daily interaction of the correctional officer with the inmates and co-workers. The class stresses the development of positive daily interaction and effective crisis intervention strategies. (1.2)

Proficiency Credit: Available (2 FET)

Pass/No Credit: Not Available

CRJ 204 Legal Aspects of Corrections (3) .....(3, 0)

Prerequisite: CRJ 205 or CRJ 215 or consent of instructor

This course will provide information about the rights and privileges of inmates and the types of litigation that can be initiated by detainees. Legal liability of the correctional officer and institution, and the officer-detainee relationship within the administrative bounds will also be presented. In addition, the standards of the Bureau of Detention Standards and Services of the Illinois Department of Corrections will be discussed. (1.1)

Proficiency Credit: Available (2 FET)

Pass/No Credit: Not Available

CRJ 205 Criminal Law (3) .....(3, 0)

Prerequisite: CRJ 101 or consent of instructor

This course will include a study of social and historical origins and of criminal law. The course will also cover the elements necessary to establish criminal violations and judicial sanctions, and the contemporary societal purposes and functions of the criminal law, using such examples and perspectives as common law, precedent, the Model Penal Code, and Illinois state statutes. (1.1)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

CRJ 215 Criminal Procedure (3) .....(3, 0)

Prerequisite: CRJ 205

This course covers constitutional and statutory guidelines for arrest, detention, use of force, search and seizure, warrant requirements, line-ups and identification procedures, confessions, admissions, and interrogations. Emphasis is on the procedural considerations affecting law enforcement actions as restricted by constitutional amendments, statutes, and judicial precedent. It will include criminal procedures of Illinois, in addition to the general procedural guidelines for the administration of criminal law. (1.1)

Proficiency Credit: Available (2 FET)

Pass/No Credit: Not Available

CRJ 220 Criminalistics (3) ..... .(3, 0)

Prerequisite: Consent of instructor

This course covers all aspects of crime scene processing and evidence preservation and collection. The study of this will include processing the crime scene for trace evidence, examining and evaluating physical evidence, and laboratory procedures. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CRJ 225 Criminal Investigation (3) .....(3, 0)

Prerequisite: None

This course will cover the fundamentals and procedures of investigation, applications of deductive and inductive reasoning to the investigative process, the collection, marking, and preservation of evidence, and the techniques and procedures of the follow-up investigation. (1.1)

Proficiency Credit: Available (2 FET)
Pass/No Credit: Not Available

CRJ 230 Criminology (3) ..... .(3, 0)

Prerequisite: None

Recommended: SOC 100

Nature of adult and juvenile crime with historic and conventional theories of causation. Interrelationship of punishment to solution and correction. A thorough study is made of the classes of crime, types of criminals, and procedures utilized in rehabilitating criminals. The various measures employed in deterring crime are also an integral part of this course. (1.1)

IAI Major: CRJ 912
Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is offered concurrently as SOC 230. The student must decide whether to earn credits in Criminal Justice (CRJ) or Sociology (SOC) prior to enrolling.

CRJ 231 Juvenile Justice (3) .....(3, 0)

Prerequisite: Grade of C or better in CRJ 101

An overview of the nature, extent, causes and control of juvenile delinquency. It will include the nature of the juvenile justice system and the processing of juveniles, including the historical development and the differences from the criminal system. The course will also include a study of the Illinois Juvenile Justice statutes. (1.2)

IAI Major: CRJ 914
Proficiency Credit: Available (2 FET)
Pass/No Credit: Not Available

CRJ 235 Issues in Criminal Justice (Variable Credit 0.5-3) ..... .(0.5-3, 0)

Prerequisite: None

Discussion and analysis of specific topics in criminal justice. Focus of the class will be on issues of police, courts, corrections, or security in contemporary American society. Emphasis on promoting dialogue between students and practitioners from different areas of the criminal justice system. Repeatable to 12 credits. (1.2)

Proficiency Credit: Available (2 FET)
Pass/No Credit: Available

CRJ 270 Criminal Justice Organization and Management (3) ..... .(3, 0)

Prerequisite: Grade of C or better in CRJ 198 or CRJ 199 and CRJ 110 or consent of instructor

This course is designed to acquaint the student with basic management and leadership theories as they pertain to criminal justice administration. Included will be: principles of management and bureaucracy, organizational structure and hierarchy; selection, training, supervision, and discipline of personnel; ethics; collective bargaining; planning; budgeting, auxiliary, and staff functions. (1.1)

Proficiency Credit: Available (2 FET)
Pass/No Credit: Not Available

CRJ 290 Criminal Justice Seminar & Practicum (3) ..... .(1, 10)

Prerequisite: Consent of instructor

The acquisition of practical related experience through the application of classroom theories in actual criminal justice agencies under the supervision of faculty and agency staff. This off-campus, field-based course will provide broad exposure to the operating components of the criminal justice system. Students will be required to attend seminars, work 10 hours per week in the field, submit reports, and keep a task log. (1.2)

Proficiency Credit: Available (2 IE)
Pass/No Credit: Available

CULINARY ARTS AND HOSPITALITY

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

Course	Fall	Spr	Sum	Varies
CUL-101	X	X		
CUL-106	X	X	X	
CUL-110		X		
CUL-203	X	X		
CUL-205	X	X	X	
CUL-207	X	X		
CUL-208	X	X		
CUL-210		X		
HOS-100	X	X	X	
HOS-101	X	X	X	
HOS-120	X	X		
HOS-205		X		
HOS-212	X	X		
HOS-214	X	X		
HOS-215	X	X	X	
HOS-216	X			
HOS-218	X	X		
HOS-220	X	X		
HOS-225	X	X		
HOS-230	X	X	X	
PAS-101	X	X		
PAS-103	X	X		
PAS-104	X	X		
PAS-110	X	X		
PAS-202	X	X		
PAS-204	X			
PAS-205	X	X	X	
PAS-220		X		
PAS-280	X	X		

CUL 101 Cooking Fundamentals I (4) .....(1, 6)

Prerequisite: Grade of C or better in CUL 100 or HOS 100 or PAS 100 and CUL 106 or concurrent enrollment in HOS 100 and CUL 106.

Introduction to the basic foundation skills necessary in commercial cooking, including but not limited to the following areas: knife skills, flavorings, herbs and spices, mise en place, egg cookery, dairy, basic cooking techniques, recipe conversions and measurements, and equipment identification and use. (1.2)

Proficiency Credit:: Available (2 EILST)
Pass/No Credit:: Not Available

CUL 106 ServSafe Manager Certification (1) .....(1, 0)

Prerequisite: Grade of C or better in RDG 085 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Grade of C or better in MTH 090 or BUS 120, an ACT math score of 23 or above, or an appropriate placement score.

A National Restaurant Association Educational Foundation ServSafe Certification course for all food service employees and managers. Illinois requires eight hours minimum of sanitation training to work with or touch any raw or packaged food product. In addition, Illinois law requires passing the certification exam with a 75% or higher every five years. (1.2)

Proficiency Credit: Available (2 E)
Pass/No Credit: Not Available

CUL 110 Cooking Fundamentals II (6) . . . .(2, 8)

Prerequisite: Grade of C or better in CUL 101.

This course is a continuation of Cooking Fundamentals I with emphasis on the knowledge and preparation of stocks, sauces, vegetables, starches, salads, and healthy cooking. All sections will touch on global cooking concepts and recipes. (1.2)

Proficiency Credit: Available (2 TSHIE)
Pass/No Credit: Not Available

CUL 203 Meats and Seafood Principles (6) .....(2, 8)

Prerequisite: Grade of C or better in CUL 103 or CUL 110.

This course is an introduction to meat, poultry, and seafood fabrication for food service operations. In this course, students learn the fundamentals of purchasing, receiving, handling, and storing of these center of the plate items, as well as techniques for fabricating cuts for the professional kitchen.

Building on skills acquired in previous courses, students apply dry and moist heat methods to cooking meat, poultry, and seafood, including the appropriate sauces, garnishes and accompaniments. Importance is placed on work habits, mise en place, service techniques, and the final products as served to the public. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CUL 205 Culinary Internship (4) .....(0, 20)

Prerequisite: Grade of C or better in CUL 203.

This course is designed to give the student valuable hands on experience by entering into a partnership with industry. The internship agreement will last for a minimum of 320 hours. Under the supervision of a faculty member and designated employer, the student will participate in the day-to-day operations of the selected foodservice site. During the internship period, the student will be responsible for preparing four term papers relating to the specific operation. Upon completion of this course, the student's performance will be evaluated by the employer. (1.2)

Proficiency Credit: Available (2 EFILMST)
Pass/No Credit: Not Available

CUL 207 Garde Manger (4) .....(2, 4)

Prerequisite: Grade of C or better in CUL 203.

The course will explore both the practical application of classic preservation methods along with modern cold food preparation techniques and pantry production. Traditional approaches, elements of artistry, new culinary concepts, and innovative methods will be addressed. Examples of various foods to be prepared will be: cold sauces and condiments, hot and cold sandwiches, cured and smoked foods, sausage production, terrines and pâtés, cheeses, and hot and cold hors d'oeuvres. Various styles of presenting food and preparing buffets will be also be emphasized. Upon completion, students should be able to exhibit an understanding of the cold kitchen and its related terminology. This course will provide the fundamentals necessary to build garde manger skills, which are essential for all foodservice professionals. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CUL 208 Restaurant Food Production (6) .....(3, 9)

Prerequisite: Grade of C or better in CUL 206 or CUL 207 or concurrent enrollment in CUL 207 with instructor consent.

This class introduces the student to an á la carte restaurant with emphasis on the day-to-day operations of the kitchen. The student will be able to interpret menus and recipes, calculate quantities, assemble food and equipment materials, and employ appropriate cooking, plating, and saucing principles. The student will also be able to identify and correct cooking errors, organize work stations for productive performance and serve as a member of a team.

The restaurant is designed to provide students with valuable real world experience in contemporary dining food production incorporating American cooking techniques. Students will be able to identify various allergens common in modern dining situations, as well as varied lifestyle choices demanded by the dining public. Students will apply skills from previous production classes and eventually be responsible for creating and preparing a final practical menu to be served to the dining public. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CUL 210 Ice Carving (3) ..... .(1, 4)

Prerequisite: Grade of C or better in CUL 100 or PAS 100 or HOS 100.

A beginning course in the art of ice sculpting and carving with emphasis on tools, safety, ice tempering, and hands-on practice of beginner to intermediate pieces. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HOS 100 Kitchen Techniques (1).....(0.5, 1)

Prerequisite: Grade of C or better in RDG 085, an ACT Reading score of 18 or above, or an appropriate placement score. Grade of C or better BUS 120 or in MTH 090, an ACT math score of 23 or above, or an appropriate placement score.

This course is designed to give the student an overview of basic kitchen skills in both culinary and pastry. Skills and competencies include knife handling, basic piping skills, safety and sanitation, culinary and pastry terms, basic knife cuts, and equipment identification. (1.2)

Proficiency Credit: Available (2 MTISEF)
Pass/No Credit: Not Available

HOS 101 Intro to the Hospitality Industry (3) .....(3, 0)

Prerequisite: Grade of C or better in RDG 085 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

This course will introduce the student to the broad world of hospitality and tourism and to the topics which will begin to prepare them for managerial careers in these fields. This course will introduce the following seven primary areas: Introduction/Overview, Historical Foundations, Food and Beverage, Lodging, Hospitality Management, Travel and Tourism, and Future Perspectives. (1.2)

Proficiency Credit: Available (2 IT)
Pass/No Credit: Not Available

HOS 120 ServSafe/BASSETT (.5) .....(.5, 0)

Prerequisite: Grade of C or better in RDG 085 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Grade of C or better BUS 120 or in MTH 090, an ACT math score of 23 or above, or an appropriate placement score

This course will provide students with the information needed to serve alcohol responsibly. Skills and competencies include understanding alcohol law and your responsibility, recognizing and preventing intoxication, checking identification, and handling difficult situations. (1.2)

Proficiency Credit: Available (2 IE)
Pass/No Credit: Not Available

HOS 205 Hospitality Law (3) .....(3, 0)

Prerequisite: HOS 101

This course provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations. (1.2)

Proficiency Credit: Available (2 EILT)
Pass/No Credit: Not Available

HOS 212 Quantity Food Purchasing (3) ..(3, 0)

Prerequisite: HOS 101

Emphasis will be placed on the selection and specification requirements for purchasing the major types of foods, beverages, and non-food items. Principles of product identification, proper receiving methods, storing, issuing of inventory items, and inventory control will be covered. (1.2)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

HOS 214 Menu Design & Strategy (3) ....(3, 0)

Prerequisite: HOS 212 or concurrent enrollment in HOS 212 with consent of instructor.

This course will cover the basic aspect of menu planning, design and pricing, and essential knowledge of proper advertising and merchandising in a modern food service facility. Menu analysis is an important part of successful food service management and will be emphasized during this course. This course will provide the student with an opportunity to create his or her own menu. (1.2)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

HOS 215 Hospitality Supervision (3) .....(3, 0)

Prerequisite: HOS 101

This course will focus on the first line hospitality supervisor's application of management and motivation theory to the workplace. The use and application of job analysis, recruiting, selection, training, evaluation, discipline, planning, and problem-solving will be discussed. (1.2)

Proficiency Credit: Available (2 EILT)
Pass/No Credit: Not Available

HOS 216 Beverage Management (3) .....(2, 2)

Prerequisite: HOS 101 and HOS 120 or concurrent enrollment in HOS 120.

This course involves the systematic study of beverages, emphasizing the use of beverages as a complement to food. Topics include: beverage equipment and bar setup, mixology, beer, wine, and spirits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HOS 218 Food, Beverage, and Labor Control (3) .....(3, 0)

Prerequisite: HOS 214 or concurrent enrollment in HOS 214 with consent of instructor.

This course focuses on the basic cost control concepts for food and beverage management. The basics of cost/volume/profit analysis are included as well as the application of a control process to the primary functions of food and beverage operations. (1.2)

Proficiency Credit: Available (2 EILT)
Pass/No Credit: Not Available

HOS 220 Restaurant Service and Operations (4) .....(1, 9)

Prerequisite: CUL 101

The student in the dining room service course will participate in the operation of the student-run restaurant. In this course it will be our goal to learn the skills required to provide quality service that will often exceed the guests' service expectations. This class will prepare you to demonstrate competency and self-confidence when working in a variety of situations in a dining room. The "hands-on" experience of participating in the operation of the student-run restaurant will provide skill training in customer service, tableside service, beverage service, service styles, dining room organization, communication skills, marketing, and merchandising of the menu. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HOS 225 Dining Room Management (6) (3, 9)

Prerequisite: Grade of C or better in HOS 220 and BUS 120 or consent of instructor.

The student in the dining room management course will participate in the operation of the student-run restaurant. This hands-on course will provide the student with practical experience in customer service and understanding of the manager's role and responsibility. This course will give the student a basic, yet comprehensive, knowledge of the different functions of the manager's job: planning, organizing, staffing, leading, controlling, and coordinating. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HOS 230 Hospitality Management Internship (4) .....(0, 20)

Prerequisite: Grade of C or better in HOS 225.

This course is designed to give the student valuable hands-on experience by entering into a partnership with industry. Under the supervision of the faculty member and designated employer, the student will participate in the day-to-day operations of the selected food service site. Students are required to complete a total of 320 hours of work at the internship site. (1.2)

Proficiency Credit: Available (2 EFILMST)
Pass/No Credit: Not Available

PAS 101 Baking Fundamentals I (4).....(1, 6)

Prerequisite: Grade C or better in PAS 100 or CUL 100 or HOS 100 and CUL 106 or concurrent enrollment in HOS 100 and CUL 106.

Theory and technique of introductory baking skills needed in the culinary/baking field. Included will be basic concepts, units of measure, tools, and ingredients. Discussions/ demonstrations to include quick breads, beginning yeast breads, choux paste, pies, baked custards, and tarts. (1.2)

Proficiency Credit: Available (2 TSIEH)
Pass/No Credit: Available

PAS 103 Baking Theory (1) .....(1, 0)

Prerequisite: Grade of C or better in RDG 085 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Grade of C or better BUS 120 or in MTH 090, an ACT math score of 23 or above, or an appropriate placement score.

The goal of this class is to provide students with a solid theoretical and practical foundation in baking practices including baker's math, standardized recipes, and ingredient selection and their functions. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAS 104 Yeast Bread (6) ..... .(2, 8)

Prerequisite: Grade of C or better in PAS 100 or CUL 100 or HOS 100 and CUL 106 or concurrent enrollment in HOS 100 and CUL 106.

This specialized course will provide students with the intensified production of yeast products. The experience will include reading and interpreting yeast formulas, ingredient selection, and theory behind yeast dough production. Specialty breads, viennoiserie, artisan, dough sculpture, and regional products will be produced and discussed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

PAS 110 Baking Fundamentals II (6) .....(2, 8)

Prerequisite: Grade of C or better in PAS 101 or PAS 102 and PAS 103.

This course is a continuation of PAS 101 or 102 with an introduction to more elaborate baking and pastry products with an emphasis on perfecting the bakers' techniques and productions skills.

Focusing work on petit fours sec, mousse, crepes, cookies, puff pastry, beginning cake baking, and decoration will also be covered. (1.2)

Proficiency Credit: Available (2 HTIES)
Pass/No Credit: Not Available

PAS 202 Patisserie & Confections I (6) ....(2, 8)

Prerequisite: Grade of C or better in PAS 180 or PAS 110.

Introduction to European and advanced pastries and tortes with an emphasis on European cake assembly and decorating techniques. Low-fat cakes, European buttercreams, Bavarians and charlottes, ganache, chocolate pipings, and confectionery production will all be covered in this course. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAS 204 Decorative Pastry (6) .....(2, 8)

Prerequisite: Grade of C or better in PAS 101.

This course deals exclusively with centerpiece and artistic displays. Sugar pulling, sugar casting, chocolate centerpieces, chocolate boxes, marzipan, rolled fondant, pastillage, gum paste, and wedding cakes will be taught through hands-on production. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

PAS 205 Pastry Internship (4) .....(0, 20)

Prerequisite: Grade of C or better in PAS 110 or PAS 202.

This course is designed to give the student valuable hands-on experience by entering into a partnership with industry. The internship agreement will last for 320 hours. Under the supervision of a faculty member and designated employer, the student will participate in the day-to-day operations of the selected food service site. During the internship period, the student will be responsible for preparing three term papers relating to the specific operation, documented completion of hard and soft skills developed between the instructor and student, and pastry portfolio. Upon completion of this course, the student's performance will be evaluated by the employer. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAS 220 Customer Service Operations (2) .....(0, 6)

Prerequisite: Grade of C or better in PAS 202.

Pastry students will gain the experience of customer service as they prepare, display, and present both savory and pastry products for the on-campus retail store. Students will practice the skills of customer interactions and service, controlling inventory, as well as perform moderate quantity production. Students will rotate through 3 different assigned areas during this course to gain valuable service operations skills. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAS 280 Patisserie & Confections II (6) ...(2, 8)

Prerequisite: Grade of C or better in PAS 202.

This course is a continuation of PAS 202 with emphasis on entremets, ice cream and sorbets, plated dessert presentation, formulating ganaches, and working with colored cocoa butters (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

DATA ENTRY OFFICE ASSISTANT

(See Office Administration Technology)

DENTAL ASSISTING

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

SPECIAL NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the Dental Assisting (DEA) program. For more information please refer to elgin.edu/dental.

Course	Fall	Spr	Sum	Varies
DEA-101	X	X		
DEA-103	X	X		
DEA-106	X	X		
DEA-107	X	X		
DEA-108	X	X		
DEA-111	X	X		
DEA-113	X	X		
DEA-118	X	X		
DEA-119	X	X		
DEA-120	X	X		
DEA-123	X	X	X	
DEA-124	X	X	X	

DEA 101 Dental Assisting I (3) .....(2, 2)
Prerequisite: Acceptance into DEA program
Introductory course to dental assisting. Tooth anatomy, both primary and permanent teeth, are included as well as a survey of head and neck anatomy. Bones, muscles, glands, blood vessels and nerves are studied as they relate to the functional dentition and the jaw joint. Fetal development of the face is included. The lab includes crown carving and beginning charting. (1.2)
Proficiency Credit: Available (2 MTS)
Pass/No Credit: Not Available

DEA 103 Dental Materials I (3) .....(2, 2)
Prerequisite: Concurrent enrollment in DEA 101
This course deals with the chemical, physical and mechanical concepts of gypsum, hydrocolloids, dental filling materials and periodontal packs. Emphasis will be placed on developing manipulative skills necessary to carry out laboratory and chairside procedures. (1.2)
Proficiency Credit: Available (2 MTS)
Pass/No Credit: Not Available

DEA 106 Dental Aseptic Techniques (3.5) (2, 3)
Prerequisite: Concurrent enrollment in DEA 101
This course is designed for the dental assisting major and will cover methods used for disinfection, sterilization, prevention of cross contamination and techniques used to prevent personnel infection. Bloodborne pathogens and some infectious diseases are covered. Heavy emphasis will be placed on the use of equipment and chemicals. Methods to sterilize individual groups of instruments will be studied. A limited microbiology section is also included. (1.2)
Proficiency Credit: Available (2 MTS)
Pass/No Credit: Not Available

DEA 107 Dental Radiography (3) .....(2, 2)
Prerequisite: Grade of C or better in DEA 101 or consent of instructor
Techniques involved in exposing, processing, and mounting dental x-rays. Two techniques are taught: the paralleling and the bisecting angle. Stress is placed upon radiation safety for the operator and patient. Anatomy of the bony structures radiographed as well as history and physics of radiography will be covered. All work will be completed on manikins. (1.2)
Proficiency Credit: Available (2 MTS)
Pass/No Credit: Not Available

DEA 108 Chairside Dental Assisting I (3) .(2, 2)
Prerequisite: Concurrent enrollment in DEA 101, DEA 103 and DEA 106
Practical experience is given in chairside procedures of general dentistry. Procedures for tooth restoration and cleaning are covered. Skills taught include equipment use and care, aseptic techniques, charting, saliva control, instrument transfer, sharpening, and identification. (1.2)
Proficiency Credit: Available (2 MTS)
Pass/No Credit: Not Available

DEA 111 Dental Assisting II (3) .....(2, 2)
Prerequisite: Grade of C or better in DEA 101
Presents concepts of first aid, community dentistry, dental pathology, and pharmacology including: Diet and nutrition, fluoridation, and patient education. First Aid as it applied to the dental office is also stressed. (1.2)
Proficiency Credit: Available (2 MTS)
Pass/No Credit: Not Available

DEA 113 Special Projects in Dental Assisting (1) .....(0, 2)
Prerequisite: Consent of instructor
Remedial or advanced projects in chairside assisting or dental radiography will be undertaken. Advanced projects in dental radiography include occlusal and oblique angle projections, pedodontic and extra oral techniques. Advanced projects in chairside assistance including six-handed, sit-down dentistry and chairside assisting for the dental specialties. Clinical evaluations and a project report will be required. Advanced work in dental biology can also be undertaken. Repeatable to three credits. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

DEA 118 Dental Materials II (3) .....(2, 2)
Prerequisite: Grade of C or better in DEA 103
This course is a continuation of Dental Materials I. Concepts applied to prosthetic dental impression materials are covered as well as acrylic materials and metals. Emphasis will be placed on manipulative techniques and their use in general dentistry. (1.2)
Proficiency Credit: Available (2 MTS)
Pass/No Credit: Not Available

DEA 119 Dental Records and Communications (3) .....(2, 2)
Prerequisite: Acceptance into DEA program
The policies and procedures for all dental office clinical and financial records are discussed. Compilation and recording of data, correspondence, with responsible third parties, and filing and storage of records are included. Appointments, bookkeeping procedures, inventory control, telephone techniques, banking procedures, and financial arrangements are covered. Also included are: interviewing skills, health and grooming, ethics, and history of dentistry. A major part of the course includes effective patient communication. (1.2)
Proficiency Credit: Available (2 MT)
Pass/No Credit: Not Available

DEA 120 Chairside Dental Assisting II (3) .....(2.5, 1.5)

Prerequisite: Grade of C or better in DEA 101 and DEA 108

Indepth classroom and laboratory experiences in chairside dental assisting procedures for the specialties of dentistry. Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, and Periodontics will be emphasized. Charting for specialty procedures as well as fixed restorations are also covered in this course. (1.2)

Proficiency Credit: Available (2 MTS)
Pass/No Credit: Not Available

DEA 123 Clinical Practice I (4).....(.5, 10.5)

Prerequisite: Grade of C or better in DEA 120 or consent of instructor.

Application of theories and skills taught in the classroom to clinical surroundings of two general dental practice offices. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

DEA 124 Clinical Practice II (4) .....(.5, 10.5)

Prerequisite: Grade of C or better in DEA 120 or consent of instructor.

Application of theories and skills taught in the classroom and lab to the clinical surroundings of two or three different specialties. Student affiliations can include: oral and maxillofacial surgery, orthodontics, periodontics, and pediatric dentistry. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

EARLY CHILDHOOD EDUCATION

(See Human Services – Early Childhood Education)

ECONOMICS

ECN 101, 201, and 202 fulfill the social sciences requirement for the Associate in Arts, Associate for Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

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

All ECN courses numbered 100 and above may also be applied to the major field and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
ECN-101	X	X	X	
ECN-111				X
ECN-112				X
ECN-201	X	X	X	
ECN-202	X	X	X	

ECN 101 Fundamentals of Economics (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098 or MTH 099, an ACT Math score of 23, or an appropriate placement score or consent of instructor.

Recommended: For students not planning further study in Principles of Macroeconomics or Principles of Microeconomics.

This course offers an overview of the foundations of economics. It includes an examination of the overall performance of the U.S. economy and its individual units. Topics studied include supply and demand, cost theory, market structures, economic growth, inflation, unemployment, the business cycle, fiscal and monetary policies, and the global economy. (Students pursuing business-related or economic majors must not take this course. They must take Principles of Microeconomics and Principles of Macroeconomics instead.) (1.1)

IAI General Education: S3 900
Proficiency Credit: Available (2 IT)
Pass/No Credit: Not Available

ECN 111 Contemporary Economic Issues (3) .....(3, 0)

Prerequisite: Grade of C or better ECN 201 or ECN 202 or consent of instructor.

This course offers an opportunity to apply the basic economic theory to analyze contemporary economic issues. It builds on students' knowledge of key economic terms and analytical tools to achieve a better understanding of the reality with respect to macroeconomic and microeconomic topics. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECN 112 Comparative Economics (3) .....(3, 0)

Prerequisite: Grade or C or better in ECN 201 or ECN 202.

This course offers an opportunity to apply the basic economic theory to compare economic systems that coexist in the world today. It builds on students' knowledge of key economic terms and analytical tools to achieve a better understanding of how different economic systems have performed in the first decade of the twenty-first century. The class studies macroeconomic and microeconomic issues of countries that have followed different economic systems and have obtained completely opposite results regarding economic prosperity. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECN 201 Principles of Microeconomics (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098 or MTH 099, an ACT Math score of 23, or an appropriate placement score.

A basic course introducing the core microeconomic terms and models applied to the study of individual decision makers and markets. The class includes an overview of the economic way of thinking, elasticity of demand and supply, consumer theory, production and cost theories, market structures, resource markets, and the impact of government actions in individual decision makers and markets. (1.1)

IAI General Education: S3 902
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

ECN 202 Principles of Macroeconomics (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098 or MTH 099, an ACT Math score of 23, or an appropriate placement score.

Recommended: ECN 201 Principles of Microeconomics.

A basic course introducing the core macroeconomic terms and models applied to the study of the U.S. economy. The class includes an overview of the economic way of thinking, the description of the key macroeconomic variables, basic models to analyze changes in the level of real output and in the price level, the role of money and the financial system, economic policies and their implications, and international economics. (1.1)

IAI General Education: S3 901
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

EDUCATION

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

Students who want to seek licensure in the state of Illinois as elementary teachers are urged to develop an educational plan with an ECC advisor regarding the selection of ALL courses. The courses you will take at ECC with plans to transfer to a four-year college/university will differ based on which institution you plan to attend. When planning your courses, please note ECC offers pre-education courses through the Education Department as well as literature, math, music, psychology, and physical education.

If you are interested in working with young children in child care settings, see our Early Childhood Education Program.

Course	Fall	Spr	Sum	Varies
EDN-100	X	X		
EDN-105	X			
EDN-112	X	X		
EDN-128		X		
EDN-201	X	X		
EDN-204	X	X		
EDN-205	X	X		
EDN-211	X	X		
EDN-215		X		
EDN-233				X
EDN-234				X
EDN-235				X
EDN-236				X
EDN-237				X

EDN 100 Introduction to Education (3) . . .(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course will introduce the topic of education both as a professional pursuit, and as an institution. Students will study historical, social, and philosophical foundations of education, as well as organizational structure, school governance, legal, and ethical issues. A minimum 15-hour clinical component is required for this class. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: Students enrolled in EDN 100, EDN 204 and EDN 211 may be required to complete a background check/fingerprinting process in order to participate in the clinical component of the course. Students will be responsible for any fee charged.

EDN 105 Art in the Classroom (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Students will explore the practical applications for art and creative activities in both a specific and general elementary education curriculum. The course is designed to increase understanding of the child and his/her creative work at various stages of development. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

EDN 112 Technology in Education (3) . . . .(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

This course introduces students to the knowledge and skills required to demonstrate their proficiency in instructional technology. The course focuses on both knowledge and performance, and includes hands-on technology activities. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

EDN 128 Music for the Elementary Teacher (3) . . . . . .(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Students learn various methodologies as well as musical concepts involving music literacy to adapt their knowledge to the classroom setting. The course explores basic music structures from different cultures with practical applications in the elementary school setting. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

EDN 201 Intro to Cross-Cultural Educ. (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course is designed to increase the student's awareness of other cultures, other perspectives, and his/her own involvement in the global community. The course will also concentrate on the study of effective teaching strategies and resources for multi-cultural teaching. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

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

EDN 204 Exceptional Individual (3) ..... (3, 0)

Prerequisite: Grade of C or better in EDN 100.

A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Act, and the diversity of the populations of individuals with disabilities. A 30-hour clinical component is required for this course. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: Students enrolled may be required to complete a background check/fingerprinting process in order to participate in the clinical component of this class. Students will be responsible for any fee charged.

EDN 205 Introduction to Group Processes (3) ..... (3, 0)

Prerequisite: None

This course is designed to meet the needs of the student who will help others on a group basis. The major focus is on increasing communication at all age levels, interpersonal knowledge, and leadership skills in an atmosphere that allows students to study themselves and their relationships with other people. The course is taught using the experiential approach which gives students the opportunity to experience the small group processes and theories being studied. Students are encouraged to examine their own value base, self-concept and interpersonal style, and the implication that these have in working with adults as well as children. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

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

EDN 211 Pre-Student Teaching Clinical Exper. (2) ..... (1, 2)

Prerequisite: Grade of C or better in EDN 100.

Documented clinical experience involving observation of and interaction with children and practitioners at work, according to specified guidelines, within the appropriate subject matter and age category. The experience, comprising of a minimum of 30-50 hours, is planned, guided, and evaluated by both a college supervisor and a teacher on site. The experience can occur in a variety of educational settings. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: Students enrolled in this course may be required to complete a background check/fingerprinting process. Students will be responsible for any fee charged.

EDN 215 Literacy in Education (3) ..... (3, 0)

Prerequisite: EDN 100 and PSY 100.

This course is an introduction to theory and practice in literacy and language development: speaking, listening, reading, and writing. It examines theoretical framework and classroom application for diverse learners. This course provides an introduction to English Language Arts Common Core State Standards. This course is for anyone interested in becoming a teacher or working with children in language and literacy. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

EDN 233 Special Topics in Education (0.5) ..... (0.5, 0)

Prerequisite: None

Designed to satisfy needs or interests of those in the education field. The topics will cover the lifelong learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to two credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

EDN 234 Special Topics in Education (1) (1, 0)

Prerequisite: None

Designed to satisfy needs or interests of those in the education field. The topics will cover the lifelong learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

EDN 235 Special Topics in Education (2) (2, 0)

Prerequisite: None

Designed to satisfy needs or interests of those in the education field. The topics will cover the lifelong learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to eight credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

EDN 236 Special Topics in Education (3) (3, 0)

Prerequisites: None

Designed to satisfy needs or interests of those in the education field. The topics will cover the lifelong learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

EDN 237 Special Topics in Education (4) (4, 0)

Prerequisites: None

Designed to satisfy needs or interests of those in the education field. The topics will cover the lifelong learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to 16 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

ELECTRICAL SYSTEMS
(See IST/Maintenance Technology)

EMERGENCY MEDICAL SERVICES
(See Fire Science)

EMERGENCY MEDICAL TECHNOLOGY–PARAMEDIC

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

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the emergency medical technology (EMT) program. For more information please refer to elgin.edu/emt.

Course	Fall	Spr	Sum	Varies
EMT-121	X			
EMT-122	X			
EMT-123		X		
EMT-124		X		
EMT-133			X	

EMT 121 Paramedic I (6) .....**(5, 3)**

Prerequisite: Current certification as an EMT-B or I and acceptance into the EMT-P program.

This course encompasses the training of paramedics in the areas of their role, medical/legal considerations, ethics, EMS Systems, personal wellness, injury prevention, general patient assessment, communications, documentation, assessment-based management, and life span development. The paramedic student will also learn recognition and treatment of respiratory insufficiency. This course will consist of classroom theory and concurrent laboratory and clinical experience in simulated situations, hospital, and pre-hospital settings. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

EMT 122 Paramedic II (6) .....**(5, 3)**

Prerequisite: Grade of C or better in EMT 121 or concurrent enrollment in EMT 121; EMT 121 should be taken prior to EMT 122 in the same semester.

This course encompasses the training of paramedics in the areas of pathophysiology, pharmacology, venous access, medication administration, and specific medical emergencies including those involving pulmonary, cardiology, neurology, endocrinology, toxicology, and hematology diseases. This course will consist of classroom theory and concurrent laboratory and clinical experience in simulated situations, the hospital, and out in the field. (1.2)

Proficiency Credit: Not available
Pass/No Credit: Not Available

EMT 123 Paramedic III (6) .....**(5, 3)**

Prerequisite: Grade of C or better in EMT 122.

This course encompasses the training of paramedics in the handling of emergencies relative to infectious and communicable diseases, allergies and anaphylaxis, obstetrics, neonatology, pediatrics, geriatrics, special challenges patients, and home health care patients. This course consists of classroom theory and concurrent laboratory/clinical experience in simulated situations, the hospital, and out in the field. (1.2)

Proficiency Credit: Not available
Pass/No Credit: Not Available

EMT 124 Paramedic IV (6) .....**(5, 3)**

Prerequisite: Grade of C or better in EMT 123 or concurrent enrollment in EMT 123; EMT 123 should be taken prior to EMT 124 in the same semester.

This course encompasses the training of paramedics in the area of trauma emergencies. It includes the kinetics of trauma; head, neck, and spinal injury; body cavity trauma; musculoskeletal injuries; soft tissue trauma; burns; shock; and trauma resuscitation. This course consists of classroom theory and concurrent laboratory/clinical experience in simulated situations, the hospital, and out in the field. (1.2)

Proficiency Credit: Not available
Pass/No Credit: Not Available

EMT 133 Paramedic Seminar (4.5) .....**(3.5, 3)**

Prerequisite: Grade of C or better in EMT 124

This session will familiarize the paramedic student with ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and weapons of mass destruction preparedness. This course will consist of classroom theory and concurrent laboratory and clinical experience in simulated situations, hospital, and pre-hospital settings. (1.2)

Proficiency Credit: Not available
Pass/No Credit: Not Available

ENERGY MANAGEMENT

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

Course	Fall	Spr	Sum	Varies
ECS-103	X	X		
ECS-108		X		
ECS-110				X
ECS-111	X	X		
ECS-112				X
ECS-113				X
ECS-114				X
ECS-116				X
ECS-117				X
ECS-118	X	X		
ECS-119		X		
ECS-202				X
ECS-206	X			
ECS-215				X
ECS-290				X

ECS 103 Commercial/Industrial Boilers (3).....(2, 2)

Prerequisite: Grade of C or better in HAC 101 or HAC 103.

Provides a comprehensive study of all aspects of high pressure boilers. Contents include steam boiler operations, accessories, boiler operation safety, computer and programmable controls, water treatment, and testing. Course is repeatable to six credits. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

ECS 108 Commercial Electronic Control System (3).....(2, 2)

Prerequisite: Grade of C or better in HAC 104 and HAC 212 or concurrent enrollment in HAC 212.

This course is geared towards students and those individuals with some background in HVACR electronic controls. Emphasis is placed on function and application of HVACR electronic control systems. The subject material is structured for maximum participation in the interpretation of control sequences and selection of equipment. Course is repeatable to six credits. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

ECS 110 Codes and Standards (3).....(3, 0)

Prerequisite: Grade of C or better in ECS 112 or consent of instructor.

Familiarization with and identification of sources of current federal, state, and local codes and standards (ASHRAE) applied to building, plumbing, electrical, heating, ventilation, refrigeration, and air conditioning systems. Course is repeatable to six credits. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

ECS 111 Introduction to Photovoltaic Systems (3).....(2, 2)

Prerequisite: None

ECS 111 covers the fundamental operating principles, function, location, and application of photovoltaic electric systems. (1.2)

Proficiency Credit: Available (2 TIE)
Pass/No Credit: Not Available

ECS 112 Survey of Renewable Energy Systems (2).....(1, 2)

Prerequisite: None

An overview course in The business of renewable energy. The course will explore regulatory frameworks, emerging and established technologies, practical examples of startup companies, and challenges and opportunities in reducing our reliance on carbon-based energy sources. Anyone looking for a broad perspective from current professionals in the energy sector today, or just trying to make sense of all the greenwash out there, this is for you. (1.2)

Proficiency Credit: Available (2 IT)
Pass/No Credit: Not Available

ECS 113 Energy Auditing (3).....(2, 2)

Prerequisite: ECS 112 or consent of instructor.

This course studies energy auditing for residential and light commercial structures, including the purposes and limitations of three types of energy audits. Students will apply the theories learned in the classroom by performing a comprehensive energy audit on an existing structure. This course will provide hands-on experience with the instrumentation necessary to perform an energy audit including blower door testing, thermal imaging, and duct pressurization tests. (1.2)

Proficiency Credit: Available (3 MTESF)
Pass/No Credit: Not Available

ECS 114 IAQ for Commercial Buildings (3).....(3, 0)

Prerequisite: Grade of C or better in HAC 205.

This course covers IAQ problems that face building occupants and problems confronting building managers in buildings today. IAQ guidelines, EPA, OSHA, and other federal regulations will be covered as well as solving indoor air quality problems. Course is repeatable to six credits. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

ECS 116 Introduction to Wind Energy (3).....(2, 2)

Prerequisite: None

Students will examine, operate, and evaluate a small wind powered electrical generation system. The course of study will include: installation and cost benefit analysis. The installation will include the use of standard hand tools and materials. The evaluation will include efficiency analysis calculations and the use of air flow and power measurement instruments. (1.2)

Proficiency Credit: Available (3 FMEST)
Pass/No Credit: Not Available

ECS 117 Intro to Sustainable Heating Systems (3).....(2, 2)

Prerequisite: None

Introduction to solar air heating using a combination of lecture, and fabrication lab sessions. Students will design, build and evaluate a solar air heating system. The design will include; material selection, heat transfer, and cost benefit analysis. The fabrication will include the use of standard hand tools and materials. The evaluation will include fundamental heat gain calculations and the use of air flow and temperature monitoring instruments. (1.2)

Proficiency Credit: Available (3 FMEST)
Pass/No Credit: Not Available

ECS 118 Photovoltaic System Application (3).....(2, 2)

Prerequisite: Grade of C or better in ECS 111

This course examines the skills and knowledge necessary to work as a technician in the Photovoltaic electricity industry. Subjects addressed include safety training, the function and interrelation of the systems located in a photovoltaic system. As well as a systems view of the equipment needed to provide usable electricity from sunlight. The course will focus primarily on the selection and application of photovoltaic equipment needed to provide both grid tied and off grid power. (1.2)

Proficiency Credit: Available (3 TM)
Pass/No Credit: Not Available

ECS 119 Wind Turbine Service (3).....(2, 2)

Prerequisite: Grade of C or better in ECS 116

This course examines the skills and knowledge necessary to work as a technician in the wind industry. Subjects addressed include safety training, the function and interrelation of the systems located in a wind power system. As well as a systems view of the propulsion and generation equipment typically located in a nacelle. The course will focus primarily on the production of electrical power following it from the wind turbine to the grid and finally to the end user. (1.2)

Proficiency Credit: Available (3 TM)
Pass/No Credit: Not Available

ECS 202 Commercial Load Calculations (3) .....(2, 2)

Prerequisite: Grade of C or better in HAC 101 and HAC 205

Provides a comprehensive study for heating and cooling load calculations for commercial buildings. Provides a wide range of procedures–both manual calculations procedures and computer-assisted. Emphasizes the Transfer Function Method (TFM) as a baseline procedure. CLTD/SCL/CLF are discussed. Course is repeatable to six credits. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

ECS 206 Commercial Duct Design (3) .....(2, 2)

Prerequisite: Grade of C or better in ECS 202 or concurrent enrollment in ECS 202

A study in commercial duct design to provide the student a primer on the theory and on the factors that relate to designing low pressure, low velocity air distribution systems. Duct sizing methods will include equal friction method, static regain, constant velocity, velocity reduction and modified equal friction methods will be studied. This course will also cover specific applications found in commercial and industrial buildings. Course is repeatable to six credits. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

ECS 215 Commercial Applications Systems (3) .....(3, 0)

Prerequisite: Grade of C or better in ECS 110 and ECS 114

Recommended: MTH 112

Students will use design procedure in selecting HVAC systems and performing the calculations and procedures that are required to size and locate the HVAC equipment and associated component for commercial buildings. Specifications of control and control cycles, layout, and designing of energy efficient combination systems (heating and cooling) found in commercial and industrial buildings will also be covered. State-of-the-art equipment and control systems will be studied for maximum energy efficiency. This course bridges the gap between actual design and the theoretical knowledge. Course is repeatable to six credits. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

ECS 290 Energy Management Internship (2) .....(0, 10)

Prerequisite: Consent of instructor/coordinator.

This course will provide the student with the acquisition of practical experience through the application of classroom theories and concepts in actual industry settings under the supervision of faculty and organizational staff. This off-campus, field-based course will provide broad exposure to the operating components of organizations employing energy management philosophies and strategies. Students will be required to work 160 hours in the field, communicate regularly with faculty, submit reports/journals, and keep a task log. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ENGINE MECHANICAL REPAIR SPECIALIST

(See Automotive)

ENGINE PERFORMANCE SPECIALIST

(See Automotive)

ENGINEERING (PRE-PROFESSIONAL)

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

Course	Fall	Spr	Sum	Varies
EGR-101	X	X		
EGR-152	X			
EGR-252		X		

EGR 101 General Engineering Drawing (4) .....(2, 4)

Prerequisite: MTH 098 or MTH 099 or concurrent enrollment in MTH 098 or MTH 099.

This course is an introduction to engineering and design. Topics included are: sketching, orthographic projection, descriptive geometry, dimensioning, section views, auxiliary views, primary and secondary views, threads, fasteners, and production drawings. All problems will be solved using CAD software. (1.1)

IAI Major: EGR 941
Proficiency Credit: Available (3 ETSIR)
Pass/No Credit: Not Available

EGR 152 Statics (3) .....(2, 2)

Prerequisite: Grade of C or better in MTH 190.

Analysis of force systems by means of vector algebra and graphical methods, treatment of two and three dimensional systems, analysis of forces acting on members of trusses, frames, etc., forces due to friction, distributed forces, analysis of structures, and centroids. The computer will be used for graphical and algebraic solutions. (1.1)

IAI Major: EGR 942
Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

EGR 252 Dynamics (3) .....(3, 0)

Prerequisite: Grade of C or better in EGR 152, and grade of C or better in MTH 210, or concurrent enrollment in MTH 210.

A study of force and motion, including particle and rigid body kinematics in translation and rotation in a plane, relationships of force, mass, acceleration, work and energy, impulse and momentum. (1.1)

IAI Major: EGR 943
Proficiency Credit: Not Available
Pass/No Credit: Not Available

ENGLISH AS A SECOND LANGUAGE

(See pages 216-220)

ENGLISH COMPOSITION

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

All ENG courses numbered 100 and above, except ENG 101 and 102, may also be applied to the major field and elective requirements for the AA and AS degrees.

DEVELOPMENTAL WRITING COURSES

Developmental courses are numbered below 100. Developmental courses do not transfer and cannot be used to fulfill the requirements of any associate degree; however, students must complete these courses in order to enroll in most college-level courses.

ECC offers two pathways for students to strengthen skills needed to succeed in college-level courses:

A. ENG 094, 097, and 098 focuses on writing skills. Students needing development in reading skills must enroll in RDG courses in addition to the developmental ENG courses.

B. LTC 099 focuses on reading and writing skills. Students will not need to enroll in RDG/ENG courses to prepare for college-level courses as successful completion of this course will satisfy both reading and writing minimum competency standards.

Students are placed into a developmental course based on the results of the writing/English placement test (for more information visit elgin.edu/testing). Once a student enrolls in his/her first developmental course, he/she must complete the sequence to meet minimum competencies for college-level courses. Students who perform very well in their developmental courses may request approval from their instructor to re-take the placement test.

Course	Fall	Spr	Sum	Varies
ENG-094	X			
ENG-097	X	X	X	
ENG-098	X	X	X	
LTC-099	X	X	X	
ENG-101	X	X	X	
ENG-102	X	X	X	
ENG-109			X	
ENG-110	X	X		
ENG-210		X		
ENG-211				X
ENG-212		X		
ENG-213		X		

ENG 094 Fundamentals of English (3) .... (3, 0)

Prerequisite: Placement test.

Open to the student desiring remedial assistance in the fundamentals of grammar and usage. Through the use of programmed textbooks, students will receive a substantial amount of individual attention. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ENG 097 Communication Skills (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENG 094 or placement test.

English 097 is a first semester course that reviews the fundamentals of college writing. With acquirement of new strategies, students will do assignments to improve their literacy skills by learning how to write clearly and read closely. In addition, rather than reviewing grammar skills in isolation, students will focus on learning and using key grammar concepts in the larger context of paragraph and essay writing. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ENG 098 Developmental Composition (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENG 097 or placement test.

English 098 continues the development of college level writing skills. By engaging in all stages of the writing process, students will learn strategies to complete future college writing assignments. Students will not only improve their grammar, punctuation, and usage skills, but will also learn how to read closely, write clearly, and think critically. A grade of C or better in ENG 098 is a prerequisite for many college-level courses. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

LTC 099 College Literacy (5) ..... (5, 0)

Prerequisite: Appropriate placement score.

In this pre-college level course, students will develop their literacy skills using literacy tasks (reading, writing, thinking, speaking, and listening) to make meaning from college-level texts. Integration of reading and writing strategies will help students develop academic approaches needed for success in college-level courses. A grade of C or better in this course allows the student to enroll in college-level courses with a minimum reading (RDG 091) and writing (ENG 098) competency requirements. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ENG 101 English Composition I (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

The goal of ENG 101 is for students to become better readers, writers, and thinkers. Students will read a variety of essays that will serve as models for the expressive, expository, and persuasive essays of their own. Students will not only improve their grammar skills, but will also learn how to read closely, write clearly, and think critically. (1.1)

IAI General Education: C1 900
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

ENG 102 English Composition II (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENG 101, or placement through AP or CLEP exam.

Second semester of one-year course normally required by all universities and colleges. Emphasis on achieving logic and precision in handling such extensive compositions as the research paper and persuasive and critical themes based on literature or other academic disciplines. (1.1)

IAI General Education: C1 901R
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

ENG 109 Expository Writing (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENG 102 or consent of instructor.

The course offers further experience in organization, style, and critical analysis. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

ENG 110 Creative Writing (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENG 102 or consent of instructor.

Creative writing is a sampler course encompassing the study and writing of literary non-fiction, fiction, and poetry. It is an introductory course designed to help writers decide which genre or genres they prefer and to prepare them for advanced study in writing. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

ENG 210 Fiction Writing (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENG 110 or consent of instructor.

This advanced course focuses on writing fiction as a craft, learning to use the writer's tools, and studying the way other writers have used them to create stories. The emphasis will be on experimenting with variations in the student's own writing. Course is repeatable to nine credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available
NOTE: This course is offered concurrently as ENG 212. The student must decide whether to earn credits for ENG 210 Fiction Writing or ENG 212 Poetry Writing prior to enrolling.

ENG 211 Playwriting (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENG 110 or consent of instructor.

This course is designed to meet the needs of students who have already completed preliminary work in creative writing and are now interested in focusing on the craft of writing plays. Students will produce 45-50 pages of script including multiple revisions. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

ENG 212 Poetry Writing (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENG 110 or consent of instructor.

This advanced course focuses on writing poetry as a craft, learning to use the writer's tools, and studying the way other writers have used them to create poems. The emphasis will be on experimenting with variations in the student's own writing. Course is repeatable to nine credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available
NOTE: This course is offered concurrently as ENG 210. The student must decide whether to earn credits for ENG 210 Fiction Writing or ENG 212 Poetry Writing prior to enrolling.

ENG 213 Literary Non-Fiction Writing (3)..... (3, 0)

Prerequisite: Grade of C or better in ENG 110 or consent of instructor.

This advanced course focuses on writing non-fiction as a craft, learning to use the writer's tools, and studying the way other writers have used them to create stories and essays. The emphasis will be on experimenting with variations in the student's own writing. Course is repeatable to nine credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ENTREPRENEURSHIP

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

Course	Fall	Spr	Sum	Varies
ENT-101	X	X		
ENT-111	X	X		
ENT-210	X			
ENT-220		X		
ENT-275	X	X		

ENT 101 Entrepreneurship (3) ..... (3, 0)

Prerequisite: None

This course is designed as an introductory course in entrepreneurship including an overview of the major elements associated with starting and maintaining a business enterprise, including financial statement review, professional advisors, marketing issues, and other related topics. Students examine various marketing issues and other related topics. Students examine various small businesses and analyze successful and unsuccessful business ownership and management practices. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ENT 111 Small Business Management (3) ..... (3, 0)

Prerequisite: None

Recommended: MMT 101

This course is designed to help the student understand the advantages and disadvantages of going into business, know-how to construct a business plan and how to get started, and be able to identify the form of business that best meets the needs of the small business. The student should be able to recognize the obstacles to success and get an understanding of how to overcome them. (1.2)

Proficiency Credit: Available (3 I)
Pass/No Credit: Available

ENT 210 Small Business Finance (3) ..... (3, 0)

Prerequisite: Grade of C or better in ACC 200.

This course examines the various resources available for funding a small business. The student will analyze financial statements and write a loan proposal. The student will also gain an understanding of working capital and cash management. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ENT 220 Business Plan Writing (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENT 101.

This course is about business planning in the entrepreneurship track; students work in groups to develop, construct, present, evaluate, and analyze a market-ready business plan. Business plan development will include all areas of the business planning process including: business concept, product development, marketing, management, financing, and ongoing operation. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ENT 275 Entrepreneurship Capstone (3) ..... (3, 0)

Prerequisite: Grade of C or better in ENT 111, MKT 145, ENT 210, and ENT 220 or consent of instructor.

The Entrepreneurship Capstone is an advanced, intensive experience designed to complete a student's associate degree study of entrepreneurship. Students will interact with experienced entrepreneurs in order to accomplish three objectives: first, students will focus on an individual project, the goal of which is expertise in a particular entrepreneurial topic. Second, students will undertake two assigned projects to strengthen their understanding of entrepreneurship. Third, students will do case studies to reinforce their understanding of entrepreneurship theory and practice. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

FAMILY VIOLENCE COUNSELING

(See Human Services)

FIRE OFFICER I

(See Fire Science and Safety)

FIRE SCIENCE AND SAFETY

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

Course	Fall	Spr	Sum	Varies
FSS-101	X	X		
FSS-102	X	X		
FSS-103		X		
FSS-110	X	X		
FSS-111	X	X		
FSS-112	X	X		
FSS-113	X	X		
FSS-201	X	X		
FSS-202	X	X		
FSS-203		X		
FSS-204	X	X		
FSS-206				X
FSS-207				X
FSS-214	X	X		
FSS-215	X	X	X	
FSS-220	X	X		
FSS-224	X	X		

FSS 101 Principles of Emergency Services (3) .....(3, 0)

Prerequisite: None

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

FSS 102 Fire Prevention Principles I (3) ...(3, 0)

Prerequisite: FSS 204 or consent of instructor

Course required of eligible candidates pursuing Illinois certification as a Fire Officer I. This course is designed to meet the needs of individuals who are expanding their knowledge about fire department operations. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

FSS 103 Fire Suppression & Building Construction (3) .....(3, 0)

Prerequisite: FSS 101 or consent of instructor

Survey of fire suppression organizations; basic elements of fire ground tactics and organization; manpower and equipment utilization; survey of building designs, construction, hazardous materials; extinguishing agents, equipment and apparatus. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

FSS 110 Basic Operation Firefighter Module A (4) .....(4, 0)

Prerequisite: Admission into the basic operations firefighter program or consent of program director.

This course provides partial training toward basic operations firefighter certification by the Office of the State Fire Marshal. Topics discussed include orientation/organization, fire behavior, building construction, safety, communication, self-contained breathing apparatus (SCBA), extinguisher training, and ropes and knots. Additionally, this course provides an overview of the Courage to be Safe course and the National Incident Management System 100 and 700 courses.

The Courage to be Safe course provides the student with an introduction to all sixteen Firefighter Life Safety Initiatives and assists the user in taking the first steps toward addressing these initiatives in their job and department. This course advocates for cultural change as an important way to reduce fire service line of duty deaths and injuries. The National Incident Management System courses provide a basic understanding of the National Incident Management System and introduces the student to the Incident Command System.

This course is approved by the Office of the State Fire Marshal (OSFM) and completion of this course qualifies students for the State Fire Marshal Certification Test Module A. (1.2)

Proficiency Credit: Available (3 MTFREIS)
Pass/No Credit: Not Available

FSS 111 Basic Operation Firefighter Module B (4) .....(4, 0)

Prerequisite: Grade of C or better in FSS 110 or consent of program director.

This course is the continuation of FSS 110. This course provides partial training toward basic operations firefighter certification by the Office of the State Fire Marshal. Topics discussed include ladders, hose and appliances, nozzles and fire streams, water supply, forcible entry, and ventilation. Additionally, this courses provides the student with an overview of cardio pulmonary resuscitation practices.

This course is approved by the Office of the State Fire Marshal (OSFM) and completion qualifies students for the State Fire Marshal Certification Test Module B. (1.2)

Proficiency Credit: Available (2 MTFREIS)
Pass/No Credit: Not Available

FSS 112 Basic Operation Firefighter Module C (4) .....(4, 0)

Prerequisite: Grade of C or better in FSS 110 and FSS 111 or consent of program director.

This course is a continuation of FSS 110 and FSS 111. This course provides partial training toward basic operations firefighter certification by the Office of the Illinois State Fire Marshal. Topics discussed include search and rescue, fire control, loss control, protecting evidence, fire detection and alarm systems, prevention and public education, wild land and ground cover firefighting, firefighter survival, and basic first aid practices.

This course is approved by the Office of the State Fire Marshal (OSFM) and completion of this course qualifies students for the State Fire Marshal Certification Test Module C. (1.2)

Proficiency Credit: Available (2 MLTRSEIF)
Pass/No Credit: Not Available

FSS 113 Vehicle Operator/Rescue Awareness (1) .....(1, 0)

Prerequisite: Consent of program director.

Technical Rescue Awareness is designed to give first due companies a basic awareness of requirements and hazards at technical rescue incidents. Training will meet standards of NFPA 1670. Professional qualifications require completion of the approved Technical Rescue Awareness course. Technical Rescue Awareness is designed as the introductory step in the acquisition of knowledge and skills required for first due company operations.

Fire Service Vehicle Operator is designed to give fire service personnel the basic knowledge and skills to safely perform fire service vehicle operations as defined by NFPA 1451.

Students must be employed by a fire department with appropriate sponsorship, insurance coverage, an Illinois State Driver's License, and engaged in firefighting in an organized Illinois fire department as a fire protection person according to the Act, as attested to by the employing fire chief of the individual seeking certification.

This course is approved by the Office of the State Fire Marshal (OSFM) and completion qualifies students for the State Fire Marshal Certification Tests for Fire Service Vehicle Operator and Technical Rescue Awareness. (1.2)

Proficiency Credit: Available (2 RM)
Pass/No Credit: Not Available

FSS 201 Fire Fighting Tactics & Strategy I (3) .....(3, 0)

Prerequisite: FSS 204 or consent of instructor.

An introduction to the basic principles and methods associated with fire ground tactics and strategy as required of the company officer. Emphasizes size-up, fire ground operations, pre-fire planning, and basic engine and truck company operations. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

FSS 202 Hazardous Materials (3) .....(3, 0)

Prerequisite: FSS 204 or consent of instructor

Study of chemical characteristics and reactions related to storage, transportation, and handling of hazardous materials, i.e. flammable liquids, combustible solids, oxidizing and corrosive materials and radioactive compounds. Emphasis on emergency situations and fire fighting and control. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

FSS 203 Fire Service Hydraulics (3) .....(3, 0)

Prerequisite: FSS 103 or consent of instructor

This course is designed to meet the needs of those individuals who wish to expand their knowledge as an engineer/operator. The course design is structured to provide the learner with fundamentals theories, fact, concepts, and principles, requirements and procedures, equipment and components and to utilize this knowledge effectively in making sound value judgments and in affecting changes in behavior and practices. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

FSS 204 Fire Protection Systems (3) .....(3, 0)

Prerequisite: FSS 101 or consent of instructor

A study of the required standards for water supplies: protection systems, automatic sprinklers and extinguishing systems including analysis of various automatic signaling and detection systems. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

FSS 206 Fire Service Management I, Officer Role & Function (3) ..... .(3, 0)

Prerequisite: FSS 204 or consent of instructor

One of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer I. Acquaints the student with the role of the company officer and provides an introduction to basic management theories, practices, and functions. (1.2)

Proficiency Credit: Available (2 ETSIR)
Pass/No Credit: Not Available

FSS 207 Fire Service Management II, Communication & Group Dynamic (3) .....(3, 0)

Prerequisite: FSS 206 or consent of instructor.

One of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer I. Acquaints the student with the principles of communication and group dynamics as they relate to the company officer. (1.2)

Proficiency Credit: Available (2 ETSIR)
Pass/No Credit: Not Available

FSS 214 Fire Service Instructor-Basic Level (3) .....(3, 0)

Prerequisite: FSS 204 or consent of instructor.

This course is designed to meet the guidelines of the Illinois Fire Protection Personnel Standards and Education Commission to qualify fire service personnel to conduct training and education classes for others in the field. It is designed to teach the fire officer how to be more proficient in his or her work and how to use the resources that are available to him/her. Also how to utilize outlines, prepare classes, and utilize tests, as well as participate in practice teaching where he/she can be evaluated. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

FSS 215 Emergency Medical Technician-Basic (8) .....(7, 3)

Prerequisite: None

Recommended: Valid CPR card.

Basic purpose of this course is to develop student skill in patient assessment and emergency treatment procedures. The medical emergencies covered in the course include cardiac, resuscitation, and treatment of existing medical conditions such as diabetes, epilepsy, and emergency childbirth. Specific attention is directed toward definitive treatment and transportation of traumatic injuries. The course also consists of extensive practical application of all treatment modalities. Students must attain a valid CPR card prior to finishing this class if planning to take the Illinois EMT test. Only two CPR cards will be accepted: American Heart Association healthcare provider CPR card or an American Red Cross professional rescuer CPR card. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

NOTE: The Illinois Department of Public Health and the Joint Commission on Accreditation for Hospitals require drug tests and criminal background checks for students participating in direct-patient care as part of their educational program. All students taking FSS 215 are required to pass a drug test and a criminal background check.

FSS 220 Legal Concern in Emergency Services (3) ..... .(3, 0)

Prerequisite: FSS 101, FSS 201, FSS 215, and FSS 102 or consent of instructor.

Analysis of the legal issues confronting the fire and emergency services. Areas covered include: legal liability, sovereign immunity, overtime laws, collective bargaining, workers' compensation, drug testing, discrimination, and many other areas. (1.2)

Proficiency Credit: Available (2 Z)
Pass/No Credit: Not Available

FSS 224 Fire Service Instructor - Level II (3) .....(2, 1)

Prerequisite: Grade of C or better in FSS 214.

This course includes instruction in curriculum planning and advanced teaching principles. The course includes all objectives identified by the Office of the State Fire Marshal for certification at the fire service instructor II level. Student must be engaged in firefighting and a member of an organized Illinois fire department or fire brigade.

This course is approved by the Office of the State Fire Marshal (OSFM) and completion qualifies students for the State Fire Marshal Certification Test for Fire Service Instructor II. (1.2)

Proficiency Credit: Available (2 LTFRSEIM)
Pass/No Credit: Not Available

FRENCH

FRN 101, 102, 201, and 202 require that students contact the language coordinator in order to gain proficiency credits.

FRN 202 may be used to fulfill the humanities requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

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

All FRN courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
FRN-101	X			
FRN-102		X		
FRN-201	X			
FRN-202		X		
FRN-211				X
FRN-212				X
FRN-261				X
FRN-262				X

FRN 101 Elementary French I (4) ..... (4, 0)

Prerequisite: None

Designed for students who have no previous background in French. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition, and conversation. Emphasis is placed on the acquisition of the following skills: listening, speaking, reading, and writing. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

FRN 102 Elementary French II (4) ..... (4, 0)

Prerequisite: FRN 101 or 1 year H.S. French or 1 college semester French or placement.

Continuation of FRN 101, Elementary French. Four hours of presentation, discussion, and practice. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

FRN 201 Intermediate French I (4) .....(4, 0)

Prerequisite: FRN 102 or 2 years H.S. French or 2 college semesters French or placement.

Builds on FRN 101 and FRN 102 grammar aspects and vocabulary review. Specifically focuses on more complex grammar concepts, composition, vocabulary building, and conversation. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

FRN 202 Intermediate French II (4).....(4, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Other: FRN 201 or 3 years H.S. French or 3 college semesters French or placement.

Includes general grammar review of structure and most verb tenses. Presents additional tenses to complete the French verb system. Expands vocabulary and integrates composition exercises. Oral presentations and written assignments will be based on language and cultural audio and video tapes. The reading of short stories, novels, plays and/or poetry by French authors may also be assigned in preparation for class discussion. (1.1)

IAI General Education: H1 900
Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

FRN 211 Conversational French I (3) .....(3, 0)

Prerequisite: FRN 102 or 2 years H.S. French or 2 college semesters French or placement.

Recommended: Concurrent enrollment in FRN 201 or higher.

This conversation course allows students to use basic language skills learned in elementary French classes. Students develop confidence in speaking as they interact with each other and with instructor in French. Guidance is provided for discussion topics, vocabulary use, and grammatical structure, but explanations are kept to a minimum. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: This course is not a substitute for FRN 201 and 202, which are required for foreign language majors.

FRN 212 Conversational French II (3) ..... (3, 0)

Prerequisite: FRN 201 or 3 years H.S. French or 3 college semesters French or placement.

Recommended: Concurrent enrollment in FRN 202 or higher.

Students aim at becoming more fluent speakers, as all conversations in class will be in French. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is not a substitute for the second semester of FRN 202, which foreign language majors must take to complete requirements.

FRN 261 French Conversation Composition (3) ..... (3, 0)

Prerequisite: FRN 202 or 4 years H.S. French or 4 college semesters French or placement.

Intensive work aimed at developing speaking and writing skills. Considerable attention paid to spontaneous conversation styles and precise composition work. The increase of comprehension skills will be supported by the use of audio and video tapes and films. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

FRN 262 Advanced French Composition Conversation (3) ..... (3, 0)

Prerequisite: FRN 261 or 5 college semesters French or placement.

Continuation of FRN 261, French Conversation and Composition, with emphasis on compositions based on literary works of major authors, current newspapers and periodicals. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

GED® PROGRAM

(See pages 213-216)

GENERAL STUDENT DEVELOPMENT

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

Course	Fall	Spr	Sum	Varies
GSD-101			X	
GSD-120	X	X	X	
GSD-123	X	X	X	
GSD-150	X	X	X	
GSD-160				X

GENERAL STUDENT DEVELOPMENT – CAREERS

GSD 120 Exploring Careers and College Majors (1) ..... (1, 0)

Prerequisite: None

Intended as an aid to students who are undecided or uncertain as to a college program of study and the subsequent occupational fields that are closely related to academic training. On a structured, small group basis, the student will be exposed to topics on the following steps on the career ladder: The relationship of personal interests, values, abilities, and life style preferences to career decision-making, work stereotypes and barriers; an assessment of interest, values, and abilities as well as how to interpret such assessments; the philosophy of work and the meaning of "career;" the relevant aspects of planning a career, such as the availability of training, cost, length of training, job market and future job trends. The participant will have ample opportunity to interact with the instructor and other students. (1.1)

Proficiency Credit: Available (2)
Pass/No Credit: Available

GSD 160 Job Search Strategies (1) ..... (1, 0)

Prerequisite: None

This course focuses on the strategies and materials needed to conduct a successful job search. Students will learn a wide variety of job search strategies and how to maintain a consistent search and a positive perspective. They will write a résumé and related correspondence, learn the process of informational interviewing, and practice employment interviews using video feedback. (1.1)

Proficiency Credit: Available (2)
Pass/No Credit: Available

GENERAL STUDENT DEVELOPMENT – STUDENT SUCCESS

GSD 101 Keys To Success (2) ..... (2, 0)

Prerequisite: None

This course provides new students with an extensive orientation to college. Students will explore the various student support resources at Elgin Community College. Topics include: Achieving success in college, managing finances, motivation and goal setting, learning styles, relating to others, and self-esteem. This class has a strong emphasis on group work and peer learning. (1.1)

Proficiency Credit: Available (2)
Pass/No Credit: Available

GSD 123 Peer Educator Development (Variable Credit 1-2) ..... (1-2, 0)

Prerequisite: None

Recommended: Students be in a verified campus or community leadership position such as: student orientation leader, peer leader, student government leader, student trustee, club officer, trustee scholars, recovery peers, admissions ambassadors, supplemental instructors, in-class tutors, athletics, emerging scholars, academic or honors fraternity officer, etc.

In this course participants will develop skills to successfully guide other college students by identifying complex issues that affect an individual's ability to make a successful transition. Participants are introduced to student development theory while learning mentoring, cultural competency, and leadership skills. The skills are applied through experiential activities using reflection to reinforce learning, lead with theory, and promote participant growth and development. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

GENERAL STUDENT DEVELOPMENT – VOLUNTEER

GSD 150 Serve - Volunteer (Variable Credit .5-1) ..... (0, 1.5-3)

Prerequisite: None

This course is intended to meet legislative guidelines which provide students with opportunities to participate in community service experiences. Students will select and be placed in an agency based on their skills, knowledge, and interest. Opportunities may include, but are not limited to, tutoring, literacy training, neighborhood improvement, increasing environmental safety, animal shelter care, assisting the elderly or disabled, and providing mental health care. Repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

GEOGRAPHY

GEO 115 fulfills the physical sciences requirement for the Associate in Arts, Associate in Science, and Associate in Fine Arts degrees.

GEO 115 also fulfills the science requirement for the Liberal Studies degree.

GEO 116 and GEO 216 fulfill the social sciences requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

All GEO 116 and GEO 216 may be used to fulfill the social science requirement for the Associate in Liberal Studies and Associate of Applied Science degrees.

All GEO courses numbered 100 and above may also be applied to the major field and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
GEO-115	X	X	X	
GEO-116	X	X	X	
GEO-216		X		

GEO 115 Intro to Physical Geography (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098, an ACT math score of 23 or above, or an appropriate placement score.

A survey of the physical environment and its effects on humanity. Topics include weather, climate, winds, rivers, oceans, earthquakes, volcanos, and glaciers. (1.1)

IAI General Education: P1 909
Proficiency Credit: Available (3 T)
Pass/No Credit: Not Available

GEO 116 Human Geography (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

A survey of the many ways humanity has adapted to the various environments and the effects of human populations on the earth. Topics include population, race, religion, language, political, and economic systems. (1.1)

IAI General Education: S4 900N
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

GEO 216 Geography of the Developing World (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

English: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This class looks at the relationship between the less developed regions of the world in relation to resources, population, and migration in the context of globalization and seeks to understand the underlying causes of underdevelopment as well as the prospects for development in the future. (1.1)

IAI General Education: S4 902N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

GEOLOGY

GLY 105 fulfills the physical sciences requirement for the Associate in Arts, Associate in Science and Associate in Fine Arts Degrees.

GLY 112 fulfills both the physical sciences requirement and the lab science requirement for the AA, AS, and AFA Degrees.

GLY 105 and 112 may be used to fulfill the science requirement in the Associate in Liberal Studies Degrees.

All GLY courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS degrees.

All GLY courses numbered 100 and above may be used to fulfill the science/math requirement in the Associate of Applied Science degree.

Course	Fall	Spr	Sum	Varies
GLY-101	X	X	X	
GLY-105	X	X	X	
GLY-112	X	X	X	
GLY-220				X

GLY 101 Survey of Geology (3) ..... (3, 0)

Prerequisite: None

Introductory lecture course in historical and physical geology covering nature and properties of the materials composing earth, distribution of materials throughout the globe, processes by which they are formed, altered, transported, and distorted. (1.1)

Proficiency Credit: Available (3 T)
Pass/No Credit: Not Available

GLY 105 Environmental Geology (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

A non-technical survey of geological phenomena that relate directly to our present and future environmental problems. Includes natural hazards such as earthquakes and flooding. Deals with society-related concerns such as waste disposal and resource depletion. Much emphasis on energy-related topics. (1.1)

IAI General Education: P1 908
Proficiency Credit: Not Available
Pass/No Credit: Not Available

GLY 112 Physical Geology (4) ……..(3, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

Recommended: One year high school chemistry or equivalent.

Introductory course in historical and physical geology covering nature and properties of materials composing the earth. Includes studies and observations of the distribution of materials throughout the globe and processes by which they are formed, altered, transported, and distorted. An all-day field trip or equivalent project is required. (1.1)

IAI General Education: P1 907L
Proficiency Credit: Not Available
Pass/No Credit: Not Available

GLY 220 Vertebrate Paleontology Field Method (2) ……..(1, 2)

Prerequisite: Grade of C or better in GLY 112.

Recommended: Successful completion of high school biology.

This course will apply classroom lessons in physical geology in the field of vertebrate paleontology. Students will travel with the instructor from Elgin, IL to Hanksville, UT. During the trip, many stops will be made to note changes in geology across the American Great Plains, through Iowa and Nebraska, to Colorado and Utah, with discussions of global climate and geological changes throughout time.

In Hanksville, the class will learn hands-on methods of prospecting, locating, and properly excavating late Jurassic-age dinosaur fossils with the highly experienced field crew of the Burpee Museum of Natural History from Rockford, IL.

The course includes classroom discussions before and after the trip, with the field trip lasting approximately 8 days. The classroom portion of the course will require reading certain necessary manuscripts to facilitate discussion. Students must successfully pass all evaluation tools (exams, quizzes) in the pre-trip part in order to be allowed to participate in the trip. Students are required to complete a post-trip project based on the information learned in the classroom and field.

Additional requirements: Due to the nature of the field work, students must be medically fit to participate in a moderately demanding physical activity at elevated temperatures. Due to safety consideration of work in the quarry, students must be able to move unassisted on slightly uneven terrain. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

GERMAN

GRM 101, 102, 201 and 202 require that students contact the language coordinator in order to gain proficiency credits.

GRM 202 may be used to fulfill the humanities requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

All GRM courses numbered 100 and above may be used to fulfill the liberal education requirement for the Associate of Applied Science degree.

All GRM courses numbered 100 and above may be applied to the major field and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
GRM-101	X			
GRM-102		X		
GRM-201	X			
GRM-202		X		
GRM-211				X
GRM-212				X
GRM-261				X
GRM-262				X

GRM 101 Elementary German I (4) …… (4, 0)

Prerequisite: None

Designed for students who have no previous background in German. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition and conversation. Emphasis is placed on the acquisition of the following skills: listening, speaking, reading, and writing. (1.1)

Proficiency Credit: Available (2 CHT)
Pass/No Credit: Available

GRM 102 Elementary German II (4) …… (4, 0)

Prerequisite: GRM 101 or 1 year H.S. German or 1 college semester German or placement

Continuation of GRM 101, Elementary German I. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

GRM 201 Intermediate German I (4) ….. (4, 0)

Prerequisite: GRM 102 or 2 years H.S. German or 2 college semesters German or placement.

Includes grammar review from GRM 101 and 102. Specifically focuses on more complex grammatical concepts, composition, vocabulary building, and practice in conversation. Supplementary intermediate-level material may be read in class or as outside assignments. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

GRM 202 Intermediate German II (4) …. (4, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Other: GRM 201 or 3 years H.S. German or 3 college semesters German or placement.

Course begins with brief GRM 201 grammar review. Additional activities focus on studying and applying increasingly complex grammatical concepts and vocabulary. Supplementary intermediate-level material may be read, listened to, or watched in class or as outside assignments. (1.1)

IAI General Education: H1 900
Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

GRM 211 Conversational German I (3) …… (3, 0)

Prerequisite: GRM 102 or 2 years H.S. German or 2 college semesters German or placement.

Recommended: Concurrent enrollment in GRM 201 or higher.

Conversational course allowing students to apply basic language skills learned in elementary German classes. Students develop confidence in speaking as they interact with each other and the instructor in German. Guidance is provided for discussion topics, vocabulary use, and grammatical structure. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: This course is not a substitute for GRM 201 and 202, which are required for foreign language majors.

GRM 212 Conversational German II (3) .. (3, 0)

Prerequisite: GRM 201 or 3 years H.S. German or 3 college semesters German or placement.

Recommended: Concurrent enrollment in GRM 202 or higher.

Students aim at becoming more fluent speakers, as all conversations in class will be in German. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: This course is not a substitute for GRM 201 and 202, which foreign language majors must take to complete requirements.

GRM 261 German Conversation Composition (3) ..... (3, 0)

Prerequisite: GRM 202 or 4 years H.S. German or 4 college semesters German or placement.

Intensive work aimed at developing and improving speaking and writing skills. Considerable attention paid to spontaneous conversation styles and precise composition work. The increase of comprehension skills will be supported by the use of audio and video tapes and films. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

GRM 262 Advanced German Composition Conversation (3) ..... (3, 0)

Prerequisite: GRM 261 or 5 college semesters German or placement.

Continuation of GRM 261, German Composition and Conversation, with emphasis on compositions based on literary works of major authors, current newspapers and periodicals. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

GRAPHIC DESIGN

(See Communication Design)

GROUP FITNESS PROFESSIONAL

(See Health and Wellness Management)

HEALTH PROFESSIONS EDUCATION

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

Course	Fall	Spr	Sum	Varies
HPE-101	X	X		
HPE-112	X	X		

HPE 101 Socialization Into Nursing Program (1) ..... (1, 0)

Prerequisite: Admission to nursing program.

This course will guide nursing students in learning effective strategies and identifying resources that will help them be successful in the nursing program. Key components of HPE 101 include: self awareness (learning styles, time management, stress management), success/study skills (note-taking, reading textbooks), college resources, and relating to others in a professional role. Current skills will be expanded to successfully meet the demands and responsibilities in this professional program. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check and drug testing are required for the health professions program. Refer to the catalog for more information.

HPE 112 Intro To Healthcare Vocabulary (3) ..... (3, 0)

Prerequisite: None

A special vocabulary is used by health care professionals. This course is designed for those who plan to enter a health care field to develop proficiency in the use of medical terms. The student will learn to build and analyze medical words associated with each body system utilizing knowledge of suffixes, prefixes, root words, and combining forms. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: No criminal background check, drug test, or PSB-HOA test scores are required for HPE 112.

HEALTH AND WELLNESS MANAGEMENT

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

Course	Fall	Spr	Sum	Varies
HWM-130	X			
HWM-132	X			
HWM-133	X			
HWM-135	X			
HWM-136		X		
HWM-137		X		
HWM-139	X			
HWM-140		X		
HWM-142	X			
HWM-145		X		
HWM-147	X			
HWM-148		X		
HWM-150		X		

HWM 130 Pilates Mat (1) ..... (0, 2)

Prerequisite: None

This activity based course will emphasize the six principles of Pilates, proper exercise technique, Pilates terminology, and exercise progression. Learning the basic skills and knowledge of Pilates Mat through this instructor-led course will benefit group fitness instructors, personal trainers, and the student looking to supplement their workouts. (1.2)

Proficiency Credit: Available (2 EZ)
Pass/No Credit: Not Available

HWM 132 Group Fitness Instructor I (1) ..... (0, 2)

Prerequisite: None

This course is the first in a series of courses designed to prepare individuals for the American Council on Exercise (ACE) group fitness instructor certification exam. The first course covers content in the following areas: exercise physiology; fundamentals of anatomy; fundamentals of applied kinesiology; nutrition; and group exercise program design. (1.2)

Proficiency Credit: Available (2 Z)
Pass/No Credit: Not Available

HWM 133 Group Fitness Instructor II (1) (0, 2)

Prerequisite: Grade of C or better in HWM 132.

This course is the second in a series of courses designed to prepare individuals for the American Council on Exercise (ACE) group fitness instructor certification exam. The second course covers content in the following areas: teaching a group exercise class; adherence and motivation; disabilities and health limitations; injury prevention and emergency procedures; and legal and professional responsibilities. (1.2)

Proficiency Credit: Available (2 Z)
Pass/No Credit: Not Available

HWM 135 Personal Wellness (1) .....(0, 2)

Prerequisite: None

This course will be presented with a combination of classroom lecture and activity teaching methods to help the student incorporate fitness and wellness into their daily life. Key fitness and wellness topics will be highlighted along with supportive practical applications to guide the student toward wellness-related behaviors and a healthier lifestyle. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HWM 136 Advanced Group Fitness Instruction (1) .....(0, 2)

Prerequisite: Grade of C or better in HWM 133 or consent of instructor.

This class is designed to give the Group Fitness Instructor (GFI) the skills necessary to competently teach advanced group fitness formats with emphasis on practical application. The student will be introduced to current specialty class formats and trends. (1.2)

Proficiency Credit: Available (2 E)
Pass/No Credit: Not Available

HWM 137 Group Fitness as a Profession (1) .....(1, 0)

Prerequisite: Grade of C or better in HWM 136 or consent of instructor.

This course will emphasize the current trends in the group fitness industry including topics on: continuing education, professionalism, job opportunities, the interview/audition process, and the legal aspect of being an independent contractor. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HWM 139 Sport and Exercise Psychology (3) .....(3, 0)

Prerequisite: None

This course will provide students with a comprehensive approach to the field of sport and exercise psychology. The class is designed to progress the student through the main topics of this field by presenting an overview of sport and exercise psychology, learning about participants, understanding sport and exercise environments, focusing on group processes, improving performance, enhancing health and well-being, and facilitating psychological growth and development. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HWM 140 Athletic Injury Management (3) .....(3, 0)

Prerequisite: Grade of C or better in BIO 240 or BIO 245 and BIO 246.

Designed for students planning careers in coaching, physical education, or a fitness profession. This course will provide the student with the knowledge and skills necessary for the proper care and management of athletic injuries. Establishing an effective health care system, preventing and minimizing sport related injuries, and the recognition and management of specific injuries and conditions will all be highlighted in this course. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HWM 142 Structural Kinesiology (3) .....(3, 0)

Prerequisite: Grade of C or better in BIO 240 or BIO 245 and BIO 246.

This course will use a combination of classroom lecture and practical skill training to teach human anatomy and its relation to movement. Individual muscles and muscle groups will be identified with an emphasis placed on muscle application, strengthening exercises and flexibility exercises designed specifically to improve each muscle. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HWM 145 Health/Fitness Facility Standards (2) .....(2, 0)

Prerequisite: None

This course outlines proper standards and guidelines used in the design and daily operations of a health and fitness facility. Students will be given the necessary tools of a fitness facility manager by learning how to evaluate facilities, staff and programs; maintain the standard of care for facility users; and how to increase client membership through services, equipment, and programming. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HWM 147 Personal Training I (3) .....(3, 0)

Prerequisite: Grade of C or better in BIO 240 or BIO 245 and BIO 246.

This course is the first in a series of courses designed to prepare individuals for the American College of Sports Medicine (ACSM) Personal Trainer certification. The first course covers content in the following areas: field and profession of personal training; educational approach to personal training; scientific foundations of exercise testing and prescription; lifestyle factors associated with health and disease; and human behavioral principles applied to physical activity. (1.2)

Proficiency Credit: Available (2 Z)
Pass/No Credit: Not Available

HWM 148 Personal Training II (5) .....(5, 0)

Prerequisite: Grade of C or better in HWM 147.

This course is the second is a series of courses designed to prepare individuals for the American College of Sports Medicine (ACSM) Personal Trainer certification exam. The second course covers content in the following areas: initial client consultation; goals/objectives; screening and assessments; exercise prescription, exercise programming, and adaptations to exercise testing; physical fitness and clinical and diagnostic assessments; exercise testing and training for individuals with chronic disease; and exercise program administration. (1.2)

Proficiency Credit: Available (2 Z)
Pass/No Credit: Not Available

HWM 150 Personal Training Internship (2) .....(1, 2)

Prerequisite: Grade of C or better in HWM 147 and concurrent enrollment in HWM 148.

The course will be a combination of 6 weeks of classroom discussion and 10 weeks of practical skill application at a local fitness/wellness facility. The internship experience will provide an opportunity for students to apply skills from HWM 147 and concurrent HWM 148 in a practical setting under the direct supervision of a certified personal trainer. Academic projects directly related to the internship experience will be completed regularly during the semester emphasizing and utilizing the knowledge gained in current and previous HWM courses with safe demonstration of skills in the practical setting. (1.2)

Proficiency Credit: Available (2 EZ)
Pass/No Credit: Not Available

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

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

Course	Fall	Spr	Sum	Varies
HAC-101	X	X	X	
HAC-102	X	X	X	
HAC-103	X	X	X	
HAC-104	X	X		
HAC-106	X	X		
HAC-109	X	X	X	
HAC-110	X	X		
HAC-111	X	X	X	
HAC-114	X	X	X	
HAC-115	X	X		
HAC-116				X
HAC-117	X	X		
HAC-118				X
HAC-119	X	X	X	
HAC-205	X	X		
HAC-207	X	X		
HAC-208	X	X		
HAC-212	X	X		
HAC-220	X	X		
HAC-233				X
HAC-234				X
HAC-235				X
HAC-236	X	X	X	

HAC 101 Air Conditioning and Refrigeration I (3) .....(2, 2)

Prerequisite: None

Emphasis on reducing emission of fully halogenated chlorofluorocarbon (CFC) refrigerants in refrigeration and air-conditioning equipment and application. Studies the compressor system used in mechanical refrigeration and air-conditioning. Covers the refrigeration cycle, compressors, receivers, evaporators, condensers, metering devices, and refrigerants. Attention is given also to temperature conversions, absolute temperature, and gas laws. Introduces safe and efficient use of tools and torches in the installation of copper and steel piping. Refrigerant management, recovery, recycling, and reclaiming will be covered to prepare the student for EPA technician certification. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Available

HAC 102 Air Conditioning & Refrigeration II (4) .....(2, 4)

Prerequisite: a) HAC 101; and b) HAC 119 or concurrent enrollment in HAC 119; and c) either HAC 114 or IST 105, or concurrent enrollment in either HAC 114 or IST 105; or d) consent of instructor

Continuation of HAC 101, emphasizing the construction of equipment, systems, controls, and accessories found in refrigeration and air conditioning unit systems. Special emphasis is given to servicing, repair, testing, installation, charging, reading, and wiring from ladder diagrams and troubleshooting. Emphasis will also be placed on charging and working with non-ozone depleting refrigerants. Repeatable to 8 credits; only four credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

HAC 103 Basic Heating Gas/Oil (3) .....(2, 2)

Prerequisite: a) Grade of C or better in either HAC 114 or IST 105; or b) concurrent enrollment in either HAC 114 or IST 105, with consent of instructor; or c) consent of instructor

Will cover the theory and fundamentals of heating and combustion. The course will cover the basic heating units of gas and oil. The cleaning and servicing of them, and the control systems will also be covered. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 104 HVACR Controls (3) .....(2, 2)

Prerequisite: Grade of C or better in HAC 101 and HAC 114 or consent of instructor

This course will cover the special controls used on commercial and industrial heating, air conditioning, and refrigeration equipment. The operation, testing, and servicing of these controls will also be covered. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 106 Advanced Heating Hydronics/Steam (3) .....(2, 2)

Prerequisite: Grade of C or better in HAC 103

The theory and principles of steam, water piping, and their components will be covered. Boiler system operation, low pressure, pumps, controls, water treatment, accessories, service and preventive maintenance, and heat load calculations will be covered. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 109 Basic Sheet Metal (3) .....(2, 2)

Prerequisite: None

A basic course covering triangulation stresses and layout of sheet metal ducts and fittings. All layout will be done on paper in this course and then sample construction will be done in lab. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

HAC 110 Heat Pumps & Electrical Heat (3) .....(2, 2)

Prerequisite: Grade of C or better in HAC 102

Theory of refrigeration cycle with respect to heat pumps and electrical heat theory. Covers mechanical and electrical operation, service, repair, and proper installation. Also geothermal heat pumps will be covered. Students will also take the RSES National Certification Heat Pump course. Book can be purchased in the HVAC&R office. Certification is included in the cost of the textbook. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 111 Commercial Sheet Metal (3) .....(2, 2)

Prerequisite: Grade of C or better in HAC 109 and HAC 115

This course will cover advanced fitting layout, field measurements, advanced radial line developments, and triangulation used in commercial construction of various duct fittings. Student will fabricate duct fittings for a particular project and will become responsible for their installation as well as installation of outdoor air and return air dampers for commercial units. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 114 Basic Electricity & HVACR Controls (3) .....(2, 2)

Prerequisite: None

A study of the electrical controls, electrical wiring diagrams, and proper troubleshooting. Topics included are: electrical symbols, Ohm's Law, series and parallel circuits, power distribution, magnetism, switches, relays, AC current transformers, motor safety controls, capacitors, and motors used in the HVACR field. Emphasis will be placed on reading and wiring up circuits from ladder wiring diagrams. The course will include the proper use of test instruments for troubleshooting. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Not Available

HAC 115 Blueprint Reading for Heating & AC (3) .....(2, 2)

Prerequisite: None

A thorough examination of the components and elements that make up an architectural set of blueprints, including floor plans, foundation, electrical, heating, and plumbing, elevations, details and sections, plot plan, door, window, finish schedules, and general specifications. Residential and light commercial construction will be studied. Intended for the public and trades persons interested in the general field of architecture. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Not Available

HAC 116 Cost Estimating for Sheet Metal (3) .....(2, 2)

Prerequisite: None

Students will learn basic procedures of estimating in all facets of metal fabrication which will include: duct work, electrical wiring, piping, insulation, VAV equipment, temperature controls, HVAC units, air distribution equipment, heat and cooling equipment, air pollution equipment, heat recovery equipment, stamping, welding, machining, steel fabrication, forging, plastics finishing, brazing, plating and painting. This course will cover principles, practices, and procedures and provide a cost-effective, step-by-step method for cost estimating. Emphasis will be placed on pitfalls, problems, mistakes, inaccuracies that can occur in cost estimates. Basic concepts and steps that are required to develop man-hour and material based cost estimates will also be covered. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

HAC 117 Architectural & Ornamental Sheet Metal (3) .....(2, 2)

Prerequisite: Grade of C or better in HAC 109 and HAC 111 or concurrent enrollment in HAC 111

This course will emphasize those sheet metal items and specialty items that can not be purchased from a manufacturer or supplier. Students will learn how to do repair or replacement work on architectural gutter and roofing. Due to OSHA laws emphasizing health and safety, students will learn to fabricate metal specialty items such as guards, machine guards, chutes, hoppers, and other specialty items. Students will have the opportunity to experiment with a variety of styles of ornamental sheet metal items fabricated from copper and ornamental iron works with major emphasis on design, contour, and mass. Students will concentrate on either architectural or ornamental fabrication for their final class project. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

HAC 118 Testing & Balancing HVAC Equipment (3) .....(2, 2)

Prerequisite: Grade of C or better in HAC 104 and HAC 208 or concurrent enrollment in HAC 208

Recommended: MTH 107

Students will study the most current procedures in testing, adjusting, and balancing of air conditioning equipment. Topics which will be covered include use of instruments, preparing reports, balancing types of systems, equipment checkout, troubleshooting air problems, flow and pressure basics, balancing VAV systems, HVAC equipment, fans and drives, changing drives, grilles, diffuser, and AK Areas will also be covered. Emphasis will be placed on balancing for energy conservation. Students will perform actual testing and balancing on HVAC equipment. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Not Available

HAC 119 Refrigerant Recovery Certification (0.5) .....(0.5, 0)

Prerequisite: None

This course includes all information needed to prepare technicians to become certified to recover and contain refrigerant from both high and low pressure air conditioning and refrigeration equipment. This course is an EPA approved Refrigerant Certification course. Repeatable to two credits. (1.2)

Proficiency Credit: Available (2 L)
Pass/No Credit: Not Available

HAC 205 Commercial Air Conditioning (3) .....(2, 2)

Prerequisite: Grade of C or better in HAC 102 and HAC 119 or concurrent enrollment in HAC 119 or EPA refrigerant recovery certification

The study of DX cooling, open and hermetic centrifugal liquid chillers, ventilation theory and application will be covered. Emphasis will be placed on both the electrical and mechanical aspects of the field. Proper maintenance and start-up procedures of chillers will be covered. Instruction will cover psychrometrics, capacity control, zone control, capacity control and economizers. Actual electrical wiring on DX cooling and chillers will be studied. The use of new refrigerants and guidelines for retrofitting will be covered both in the lecture and lab. Theory and installation of pneumatics and electronic control systems will be covered. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 207 Commercial Refrigeration (3) ..(2, 2)

Prerequisite: Grade of C or better in HAC 102 and HAC 119 or concurrent enrollment in HAC 119 or EPA refrigerant recovery certification

Study of high and low temperature applications and operations; mechanical and electrical components, service and repair, electrical circuitry, capacity control, and heat reclaim. Also covered are walk-ins, ice machines, and supermarket refrigeration equipment. Repeatable to 6 credits; only three credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 208 Load Calculations & Duct Sys Design (4) .....(4, 0)

Prerequisite: Grade of C or better in HAC 205 or HAC 207

Commercial heating and cooling load calculations will be covered. The use of computer programs is also included. The student will also design a duct system for heating, cooling, and ventilation. Repeatable to 8 credits; only four credits may apply towards a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 212 Pneumatic Controls (4) .....(3, 2)

Prerequisite: Grade of C or better in HAC 205

This course will cover pneumatic control theory strategies, control methods, and load control applications. Emphasis will be placed on types of control systems, controllers, pneumatic relays, damper and valve actuators, controller receivers, humidity and pressure controllers, and transducers. Repeatable to 8 credits; only four credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 TSEI)
Pass/No Credit: Not Available

HAC 220 HVACR National Certification (1) .....(1, 0)

Prerequisite: Grade of C or better in HAC 103 and HAC 110 or concurrent enrollment in HAC 103 and HAC 110

This course will include subject review and pre-training for both the Industrial Competency Exam (ICE) and the North American Technical Excellence (NATE) Exam. An opportunity to take the desired exam will be offered at the end of the course. Course is repeatable to four credits; only one credit hour may apply toward a degree or certificate. (1.2)

Proficiency Credit: Available (2 L)
Pass/No Credit: Not Available

HAC 233 Special Topics in HVACR (0.5) . . . . . (0.25, 0.5)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outline for each topic; and 3) course should be designed to increase skill and knowledge in the field of heating, air conditioning, and refrigeration. Repeatable to two credits. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Not Available

HAC 234 Special Topics in Heat/Air Cond. (1) . . . . . (0.5, 1)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outline for each topic; and 3) course should be designed to increase skill and knowledge in the field of heating, air conditioning, and refrigeration. Repeatable to three credits. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Not Available

HAC 235 Special Topics in Heat/Air Cond. (2) . . . . . (1, 2)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outline for each topic; and 3) course should be designed to increase skill and knowledge in the field of heating, air conditioning, and refrigeration. Repeatable to four credits. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Not Available

HAC 236 Special Topics in Heat/Air Cond. (3) . . . . . (2, 2)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outline for each topic; and 3) course should be designed to increase skill and knowledge in the field of heating, air conditioning, and refrigeration. Repeatable to six credits. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Not Available

HINDI

All HIN courses numbered 100 and above may be used to fulfill the liberal education requirement for the Associate of Applied Science degree.

All HIN courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS degrees.

HIN 101 and 102 require that students contact the language coordinator in order to gain proficiency credits.

Course	Fall	Spr	Sum	Varies
HIN-101				X
HIN-102				X

HIN 101 Elementary Hindi I (4) . . . . . (4, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Designed for students with no previous knowledge of Hindi. Students will learn the basics of this major national language of India, as well as its historical cultural underpinnings. Essentials of grammar, pronunciation, sentence structure, and elementary composition will be introduced. Beginning level conversational ability will be developed, along with the abilities to read and write Hindi at an elementary level both in its traditional devanagari script and in romanization. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Not Available

HIN 102 Elementary Hindi II (4) . . . . . (4, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Completion of HIN101.

Continuation of HIN 101. Further development of grammar, pronunciation, sentence structure, and composition. Elementary-intermediate conversational ability will be developed, along with the abilities to read and write Hindi at the elementary-intermediate level in the devanagari script. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Not Available

HISTORY

HIS 101, 102, 115, 116, 120, 121, 130, 131, 140, 141, 151, and 152 fulfill the social sciences requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

All HIS courses numbered 100 and above may be applied to the major field and elective requirements in the AA and AS degrees, the social or behavioral science requirements for the Associate of Applied Science and Associate in Liberal Studies degrees.

HIS 118 and 160 fulfill the humanities requirement in the AA, AS, AFA, AES, and AAS degrees.

Course	Fall	Spr	Sum	Varies
HIS-100	X			
HIS-101	X	X	X	
HIS-102	X	X	X	
HIS-115	X			
HIS-116		X		
HIS-118	X	X		
HIS-120				X
HIS-121				X
HIS-130	X			
HIS-131	X			
HIS-140				X
HIS-141				X
HIS-151	X	X	X	
HIS-152	X	X	X	
HIS-160	X	X	X	
HIS-170	X			
HIS-180	X	X	X	
HIS-201	X	X	X	
HIS-219				X
HIS-240				X
HIS-241				X
HIS-297				X

HIS 100 Topics in History (Variable Credit 1-3) . . . . . (1-3, 0)

Prerequisite: None

Designed to introduce the students to the complexities and challenges involved in a disciplined study of the past. Each topical section will concentrate on an intensive study and investigation of a particular topic in history. Repeatable to a total of six credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

HIS 101 History of Western Civilization I (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Study of the historical origins and development of western ideas, values, and institutions from ancient times to the Renaissance. Examines selected ideas and aspects of cultural evolution which have most directly influenced the present. (1.1)

IAI General Education: S2 902
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

HIS 102 History of Western Civilization II (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

A history of Western Civilization from the Renaissance to the Contemporary Age. The course will concern itself with the political, social, economic, cultural, and artistic developments of the period. (1.1)

IAI General Education: S2 903
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

HIS 115 History of World Civilizations I (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course examines the history of various civilizations throughout the globe from the earliest examples in Asia and Africa to the European Renaissance during the early 16th century. (1.1)

IAI General Education: S2 912N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 116 History of World Civilizations II (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Starting with an assessment of European Renaissance in the 15th century and increasing interaction among societies in various regions of the world, this course examines the ongoing development of major civilizations throughout the globe to modern times. (1.1)

IAI General Education: S2 913N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 118 Foundations of Civilization (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

The development of world civilizations from the earliest peoples to modern global interdependence among peoples and nations. Emphasis is on the relationship between present and past and on the recurring themes that connect past, present, and future. Examines landmark documents and artifacts that have shaped human events and cultures. (1.1)

IAI General Education: H2 900
Proficiency Credit: Available (2)
Pass/No Credit: Available

HIS 120 History of the Non-Western World I (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course examines the political, social, intellectual, cultural, and economic history of non-Western cultures of Asia, Africa and Latin America from the origins of civilizations to the 16th century. (1.1)

IAI General Education: S2 904N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 121 History of Non-Western World II (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course examines the political, social, intellectual, cultural, and economic history of non-Western cultures of Asia, Africa, and Latin America. A particular focus is placed on the origins of contemporary non-Western societies and the varied responses and adaptions to modernity and Western influences. (1.1)

IAI General Education: S2 905N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 130 History of Latin America I (3) ....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course examines the political, economic, cultural, social, religious, and intellectual history of the principle Latin American regions from pre-Columbian times and centuries of European hegemony through the early years of independence. (1.1)

IAI General Education: S2 910N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 131 History of Latin America II (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course examines the political, economic, cultural, social, religious, and intellectual history of the principle Latin American states and their peoples from the early years of independence to modern times. (1.1)

IAI General Education: S2 911N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 140 History of Asia and the Pacific I (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course explores some of the major historical issues which have molded Asian history from ancient times to the early modern period. Rather than dealing solely with names and dates, students are asked to consider such issues as why Indian and Chinese civilizations followed such seemingly different paths as well as how the relative geographic isolation of Japan shaped its society. (1.1)

IAI General Education: S2 908N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 141 History of Asia and the Pacific II (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course explores some of the major historical issues which have molded Asian history from early modern period to the present. Rather than dealing solely with names and dates, students are asked to consider such issues as why Chinese and Japanese civilizations took such seemingly different paths to modernization as well as how interaction with the West, industrialization, and the global economy changed Asian societies. (1.1)

IAI General Education: S2 909N
Proficiency Credit: Available (2)
Pass/No Credit: Available

HIS 151 U S History to 1870 (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Development of the United States from the first explorations through the Civil War to the eve of its emergence as a world power. Emphasis upon the concepts and institutions which resulted. (1.1)

IAI General Education: S2 900
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

HIS 152 U S History Since 1865 (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Development of the United States from the end of the Civil War to the present with special emphasis upon the factors which made it a world power together with challenges arising therefrom. (1.1)

IAI General Education: S2 901
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

HIS 160 American Civilization (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course is concerned with the history of major developments in the United States of America from the colonial period to the present. Students will be asked to assess the ways in which Americans have extended the Western tradition, and they also will be expected to analyze the distinctive cultural contributions of the United States. (1.1)

IAI General Education: H2 904
Proficiency Credit: Not Available
Pass/No Credit: Available

HIS 170 History of Illinois (3) ..... (3, 0)

Prerequisite: None

Recommended: HIS 151 or HIS 152.

This course is designed to introduce the student to the historical development of the state of Illinois, the Chicagoland area, and the city and environs of Elgin, Illinois with special emphasis on the broader national concepts and institutions which contributed to and arose from that development. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 180 History of U.S. Latinas and Latinos (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course examines the major political, cultural, and social aspects of the history of Latinas and Latinos in the United States from the nineteenth century to the present. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

HIS 201 Modern European History (3) ... (3, 0)

Prerequisite: None

This course of study analyzes developments in European and global history from the French Revolution to the contemporary age. Some of the themes which will be covered, therefore, include: the Industrial Revolution, Nationalism, Liberalism, Socialism, Anarchism, Communism, Imperialism, Fascism, the World Wars and the Cold War and its aftermath. Furthermore, close attention will be paid to the unification of Europe and the environmental movement as well as to issues of ethnicity, race, religion, and gender. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

HIS 219 Honors Seminar in History (1) ... (1, 0)

Prerequisite: None

Recommended: Honors status

A seminar which complements a particular history course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology, and/or more penetrating research. Repeatable to three credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 240 East Asian History to 1600 (3) ... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An examination of the most important developments in the civilizations of China, Japan, and Korea from pre-history until the end of the sixteenth century. The course will focus heavily on Chinese history as that is the largest and most influential of the East Asian nations. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HIS 241 East Asian History since 1600 (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An examination of the most important developments in the civilizations of China, Japan, and Korea from 1600 until the present time. The course will focus heavily on Chinese history as that is the largest and most influential of the East Asian nations. (1.1)

Proficiency Credit: Available (2)
Pass/No Credit: Not Available

HIS 297 Independent Study in History (Variable Credit 1-3) . . . . . (1-3, 0)

Prerequisite: Consent of instructor.

The student is to have identified a special study project and request advice and direction from the history faculty. The program will be carried out under the direction of one or more faculty members who will modify the proposal in accordance with departmental requirements for the credit involved. Repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HISTOTECHNOLOGY

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

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the histotechnology (HST) program. For more information please refer to elgin.edu/histotechnology.

Course	Fall	Spr	Sum	Varies
HST-111	X			
HST-113		X		
HST-121	X			
HST-123		X		
HST-125		X		
HST-131		X		
HST-133		X		

HST 111 Histotechnology Topics I (3) . . . . .(2, 2)

Prerequisite: Acceptance into the histotechnology program or program director consent.

This course will provide an introduction to the histotechnology profession. Units covered will include: fixation, processing, staining, instrumentation, and safety. Students will also become acquainted with standard practices and operations in a histology lab. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

HST 113 Histotechnology Topics II (1) . . . .(1, 0)

Prerequisite: Grade of C or better in HST 111 and HST 121.

This course will cover management issues related to the histology laboratory. Students will prepare design a QA/QI program, write policy and procedures, prepare resumes, and review for the certification exam. (1.2)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

HST 121 Embedding and Cutting I (4) . . . .(1, 6)

Prerequisite: Acceptance into the histotechnology program or program director consent.

This course will provide an introduction to the practical skills of the histotechnology profession. The focus of study will be on the hands on use of histology equipment and techniques used in the preparation of slides. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

HST 123 Embedding and Cutting II (4) . . .(1, 6)

Prerequisite: Grade of C or better in HST 111 and HST 121.

This course will provide additional opportunities to improve the practical skills of the histotechnology professional. The focus of study will be on the hands on use of histology equipment and techniques used in the preparation of slides from paraffin and frozen sections. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

HST 125 Special Stains (3) . . . . . (2, 2)

Prerequisite: Grade of C or better in HST 111 and HST 121.

This course will cover the theory and practice of special stains in the histology lab. Units include: carbohydrates and amyloid tissue, connective and muscle tissue, nerve tissue, microorganisms, pigments, minerals, and cytoplasmic granules. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

HST 131 Histotechnology Practicum I (2) (0, 6)

Prerequisite: Grade of C or better in HST 113 or program director consent.

This course will provide the student with supervised experience in a histology lab setting. Students will practice performing all the routine responsibilities of a histotechnician including: grossing, processing, embedding, cutting, staining, and interacting with other histology personnel. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

HST 133 Histotechnology Practicum II (2) . . . . . (0, 6)

Prerequisite: Grade of C or better in HST 131 or program director consent.

This course builds on the skills learned in HST 131 and will provide the student with additional supervised experience in a histology lab setting. Histotechnician students will have the opportunity to expand their knowledge of the workflow in a histology lab and practice techniques in a new clinical setting. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

HUMAN SERVICES

All ECE, FMV, HSG, HUS, and SUB courses numbered 100 and above may be applied to the major field and elective requirement for the Associate in Arts and Associate in Science degrees.

HUMAN SERVICES – CORE COURSES

The early childhood education, family violence counseling, human services generalist, and substance abuse counseling programs of study require students complete each of the following core courses in order to earn a certificate or degree in these areas.

Course	Fall	Spr	Sum	Varies
HUS-102	X	X		
HUS-110	X	X		
HUS-200	X	X	X	
HUS-205	X	X		

HUS 102 Principles & Prac. of Human Services (3) .....(3, 0)

Prerequisite: None

This course will introduce the students to basic skills common to all human services program delivery. It will include dealing with the public, assessment of needs, report writing, networking, basic helping skills, and other core concepts. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is one of four core courses (HUS102, HUS110, HUS200, HUS205) students must complete for the early childhood education, family violence counseling, human services generalist, and substance abuse counseling programs of study.

HUS 110 Issues in Human Services (3) ....(3, 0)

Prerequisite: None

This course covers advocacy in human services as it represents the interests of all individuals, children, youth, adults and the elderly. It is concerned with what is done with, for, and to them by individuals and society in general. The course will be concerned not only with individual rights in society, but within legal systems and social services systems. The course also reviews the human service workers' role in addressing these conditions and working toward resolution. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is one of four core courses (HUS102, HUS110, HUS200, HUS205) students must complete for the early childhood education, family violence counseling, human services generalist, and substance abuse counseling programs of study.

HUS 200 Pre-Field Experience (3) ..... (3, 0)

Prerequisite: Consent of instructor (student must successfully complete at least one Disposition and Personal Conduct form with their program instructor).

This course will prepare the student for a successful field experience class. A successful field experience includes three significant aspects of student's development: personal, professional, and civic. Students will develop skills to prepare them for the field experience courses required as part of their program of study. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Not Available

NOTE: This course is one of four core courses (HUS 102, HUS 110, HUS 200, HUS 205) students must complete for the early childhood education, family violence counseling, human services generalist, and substance abuse counseling programs of study.

HUS 205 Introduction to Group Processes (3) ..... (3, 0)

Prerequisite: None

This course is designed to meet the needs of the student who will help others on a group basis. The major focus is on increasing communication at all age levels, interpersonal knowledge, and leadership skills in an atmosphere that allows students to study themselves and their relationships with other people. The course is taught using the experiential approach which gives students the opportunity to experience the small group processes and theories being studied. Students are encouraged to examine their own value base, self-concept and interpersonal style, and the implication that these have in working with adults as well as children. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is one of four core courses (HUS 102, HUS 110, HUS 200, HUS 205) students must complete for the early childhood education, family violence counseling, human services generalist, and substance abuse counseling programs of study. This course is offered concurrently as EDN 205. The student must decide whether to earn credits in Human Services (HUS) or Education (EDN) prior to enrolling.

HUMAN SERVICES – EARLY CHILDHOOD EDUCATION

See Human Services Core Courses page 150.

NOTE: If you are interested in teaching elementary education, see information listed under Education on page 130

Course	Fall	Spr	Sum	Varies
ECE-100		X		
ECE-102	X	X		
ECE-106	X	X	X	
ECE-114	X			
ECE-120				X
ECE-121		X		
ECE-122				X
ECE-123				X
ECE-124	X			
ECE-150	X			
ECE-174	X	X	X	
ECE-201	X	X	X	
ECE-202	X	X	X	
ECE-203	X			
ECE-215	X			
ECE-220		X		
ECE-224	X			

ECE 100 Health, Safety, Nutrition/Young Child (3) ..... (3, 0)

Prerequisite: None

This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure the health and well-being of each child in a group setting. Content includes roles and responsibilities of adults in meeting children's diverse needs, the promotion of healthy life style practices, understanding common childhood illnesses and injuries, meeting health, nutrition and safety standards, and planning nutritious meals that are appropriate for each child. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECE 102 Introduction to Early Childhood Ed. (3) ..... (3, 0)

Prerequisite: None

This survey course provides an overview of early childhood care and education including historical and cultural perspectives, organization, structure, programming, and evidence-based practices. Professional and evidence-based practices of highly qualified early childhood educators are outlined with an emphasis on their ability to enhance development and learning of each and every child between the ages of birth and 8. Considerations for diversity of culture, language, race, socioeconomic status, gender, ethnicity, and ability will be included. Students will spend a minimum of 15 hours of observation in diverse early childhood settings. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECE 106 Experiential Learning in Human Svcs (Variable Credit 1-3) .....(1-3, 0)

Prerequisite: None

This course is designed to promote growth and development as a professional in the area of human services that the student is studying. The student will participate in a variety of workshops, conferences, meetings, and/or service-learning opportunities as agreed upon by the instructor and the student. Verification and reflection of learning will be assessed by the instructor. This course will be taught as an independent study. This course is repeatable three times up to 3 credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as HUS 106 and SUB 106. The student must decide whether to earn credits in Human Service (HUS), Early Childhood Education (ECE), or Substance Abuse (SUB) prior to enrolling.

ECE 114 Infant-Toddler Care (3) .....(3, 0)

Prerequisite: None

The patterns of growth and development in the child from birth to 3 years will be studied. The specific needs of infants and toddlers in various child care settings will be examined, with current research being considered. Students will have the opportunity to develop skills in managing a safe environment while providing stimulating activities at appropriate levels. Experience in ECC's infant-toddler room is required. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECE 120 Music & Movement for the Young Child (3) ..... (3, 0)

Prerequisite: None

Introduces the relationship of music and movement to the development of the young child. Analyzes methods and materials appropriate for integrating music and movement into the early childhood curriculum. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ECE 121 Math & Science for the Young Child (3) ..... (3, 0)

Prerequisite: None

Introduction to basic concepts in math and science for young children. Emphasis on the learning process as well as the acquisition of information. Examine methods of learning through explanation and discovery. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECE 122 Creative Art Activities/Young Child (3) ..... (3, 0)

Prerequisite: None

Introduction of materials and methods suitable for presenting art experiences for the young child. Focus on expressive and experimental opportunities available through art media. Examine the place of art activities in the curriculum. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ECE 123 Language Development for Young Child (3) ..... (3, 0)

Prerequisite: None

The main emphasis will be on the language development in the young child. Includes methods and materials for encouraging language growth. Content will include techniques in such areas as storytelling, dramatic play, and puppetry. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECE 124 Curriculum Planning/Young Child (3) ..... (3, 0)

Prerequisite: None

The principles involved in planning, implementing and evaluating developmentally appropriate, evidence-based curriculum for young children are studied. The course focuses on relationships among developmental theory, philosophy, practice, and development of curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. The analysis of a wide range of early childhood curriculum models is emphasized. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ECE 150 Child Guidance Practices I (3) ... (3, 0)

Prerequisite: None

Students will study the basic theory and practice for guiding toddler's and children's behavior. The emphasis will be on helping students utilize preventive techniques to eliminate and minimize discipline situations. Positive methods in helping children develop positive self concepts will be stressed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECE 174 Child Growth and Development (3) ..... (3, 0)

Prerequisite: None

This course provides an overview of the theory and principles of human growth and development from conception through adolescence. Content includes an in-depth study of the interrelatedness of physical, cognitive, social, and emotional aspects of development. Development is studied in the context of family, gender, culture, language, ability, socioeconomics, diversity, and society. Special emphasis will be on the theories of Piaget, Vygotsky, Erikson, and Gardner. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ECE 201 Field Experience I & Seminar (3) ..... (1, 10)

Prerequisite: Grade of C or better in HUS 200 and at least three ECE courses or consent of instructor.

In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on the job. (1.2)

Proficiency Credit: Available (2 IE)
Pass/No Credit: Not Available
NOTE: One hundred fifty (150) hours of on-site work is required as well as weekly class sessions with instructor.

ECE 202 Field Experience II & Seminar (3) ..... (1, 10)

Prerequisite: Grade of C or better in ECE 201.

Training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on the job. (1.2)

Proficiency Credit: Available (2 IE)
Pass/No Credit: Not Available
NOTE: One hundred fifty (150) hours of field work is required for this second experience, as well as weekly class sessions with the instructor.

ECE 203 Child Care Rules and Regulations (3) . . . . . (3, 0)

Prerequisite: None

This course will deal with the complex regulations and laws that apply to child care (family or center) including the Illinois Department of Children and Family Services licensing regulations, Child Abuse and Neglect Act, Mandated Reporter, and Health Department rules. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECE 215 Child Care Administration (3) . . . (3, 0)

Prerequisite: None

This is an advanced level course designed to equip students with an understanding of issues and skills related to effective administration of day care facilities which care for young children. The student will learn basic organizational skills and management techniques which will enhance the student's understanding and ability in the area of administration. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ECE 220 Child, Family and Community (3) . . . . . (3, 0)

Prerequisite: None

This course focuses on the diverse needs of the child within the context of family, school, and community. The course will examine the interplay of diverse cultures, lifestyles, abilities, language and communication with the role of the early childhood environment and other community institutions. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative family/child partnerships through effective use of community and family resources. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ECE 224 Exceptional Young Children (3) .. (3, 0)

Prerequisite: Grade of C or better in ECE 102.

Presents an overview of critical elements related to educating young children with disabilities in the early childhood setting. Topics include the following: normal/ exceptional developmental differences, the effects of exceptional learning challenges, inclusive environments, legislation, partnerships with families, IFSP/IEP process, managing behaviors and understanding transitions to support inclusion. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUMAN SERVICES–FAMILY VIOLENCE COUNSELING

See Human Services Core Courses page 150.

Course	Fall	Spr	Sum	Varies
FMV-101		X		
FMV-150	X	X		
FMV-151	X	X		
FMV-201	X	X	X	
FMV-202	X	X	X	

FMV 101 Introduction to Family Violence (3) . . . . . (3, 0)

Prerequisite: None

This course will examine the issues of family violence from the various perspectives of children, spouses, and the elderly. The course will focus on the dynamics, signs and symptoms, prevention, and possible interventions for each age group. Students will examine physical abuse and neglect, sexual abuse and harassment, emotional abuse, and exploitation. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as SOC 101. The student must decide whether to earn credits in Family Violence Counseling (FMV) or Sociology (SOC) prior to enrolling.

FMV 150 Violence Against Women (3) . . . (3, 0)

Prerequisite: None

This course will be an overview of the problem of domestic violence toward women. The student will look at the history of the problem, current statistics, and societal attitudes. The course will examine the roles of men and women as well as the impact on children. The cycle of violence and power and control issues will be explored. The course will also explore sexual assault dynamics, treatment, and response as well as advocacy for the victim. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

FMV 151 Rules and Regulations (3) . . . . . (3, 0)

Prerequisite: None

This course will apply to the complex regulations, laws, ethical standards, reporting, forensic, and recordkeeping requirements that apply to chemical dependence and family violence treatment programs and practitioners. It will include protocols for program design, program management, and clinical practice. The clinician's ethical and mandatory reporting requirements will also be explored. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as HSG 151 and SUB 151. The student must decide whether to earn credits in Family Violence Counseling (FMV), Human Services Generalist (HSG) or Substance Abuse (SUB) prior to enrolling.

FMV 201 Field Experience I & Seminar (3) . . . . . (1, 10)

Prerequisite: Grade of C or better in HUS 102, HUS 110 HUS 200, HUS 205, or consent of instructor.

Training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on the job. (1.2)

Proficiency Credit: Available (2 IE)
Pass/No Credit: Not Available
NOTE: One hundred fifty (150) hours of on-site work is required for this first experience, as well as weekly class sessions with instructor.

FMV 202 Field Experience II & Seminar (3) . . . . . (1, 10)

Prerequisite: Grade of C or better in FMV 201.

Training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on the job. (1.2)

Proficiency Credit: Available (2 IE)
Pass/No Credit: Not Available
NOTE: One hundred fifty (150) hours of field work is required for this second experience, as well as weekly class sessions with the instructor.

HUMAN SERVICES–GENERALIST

See Human Services Core Courses page 150.

Course	Fall	Spr	Sum	Varies
HSG-106	X	X		
HSG-125	X	X		
HSG-151	X	X		
HSG-201	X	X		
HSG-202	X	X		
HSG-210	X	X	X	
HSG-211	X	X	X	
HSG-213	X	X		
HSG-215	X	X		
HSG-223	X	X		
HSG-253				X
HSG-254				X

HSG 106 Experiential Learning in Human Svcs (Variable Credit 1-3) .....(1-3, 0)

Prerequisite: None

This course is designed to promote growth and development as a professional in the area of human services that the student is studying. The student will participate in a variety of workshops, conferences, meetings, and/or service-learning opportunities as agreed upon by the instructor and the student. Verification and reflection of learning will be assessed by the instructor. This course will be taught as an independent study. This course is repeatable three times up to 3 credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

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

HSG 125 Special Populations (3) .....(3, 0)

Prerequisite: None

This course will address special populations in substance abuse and mental health treatment. Special populations will be identified and issues regarding addiction and mental health; engagement strategies; treatment planning; and client and community education strategies will be discussed. Methods to gain cultural competence and to become a lifelong learner will be addressed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

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

HSG 151 Rules and Regulations (3) .....(3, 0)

Prerequisite: None

This course will review the regulations and ethics across a spectrum of human service endeavors. This will include the relevant laws and regulations regarding human services, mental health, substance abuse, and partner violence. This course will also review and discuss the ethical issues pertinent to all human services practitioners, and specifically to those working in the above specialties. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is offered concurrently as FMV 151 and SUB 151. The student must decide whether to earn credits in Family Violence Counseling (FMV), Human Services Generalist (HSG) or Substance Abuse Counseling (SUB) prior to enrolling.

HSG 201 Field Experience I & Seminar (3) .....(1, 10)

Prerequisite: Grade of C or better in HUS 102, HUS 110, HUS 200, HUS 205, or consent of instructor.

Training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-job. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Not Available

NOTE: One hundred fifty (150) hours of field work is required for this first experience, as well as weekly class sessions with instructor.

HSG 202 Field Experience II & Seminar (3) .....(1, 10)

Prerequisite: Grade of C or better in HSG 201.

Training is a supervised opportunity for the student to have firsthand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-job. (1.2)

Proficiency Credit: Available (2 EIS)
Pass/No Credit: Not Available

NOTE: One hundred fifty (150) hours of field work is required for this second experience, as well as weekly class sessions with the instructor.

HSG 210 Working with Families (3) .....(3, 0)

Prerequisite: None

This course will help students understand and work effectively with families of human services clients. It will focus on family systems throughout the life span and the impact of special problems upon the family. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HSG 211 Behavior Problems (3) .....(3, 0)

Prerequisite: None

This course surveys the biological, psychological, and sociological causes of differences in behavior. Classification and diagnostic categories will be discussed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HSG 213 Crisis Intervention (3) .....(3, 0)

Prerequisite: None

The purpose of this course is to give students a working knowledge of how to deal with persons in crisis. Special application of the concepts will be stressed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

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

HSG 215 Basic Substance Abuse & Treatment (3) .....(3, 0)

Prerequisite: None

This course will introduce the student to the nature and extent of substance abuse. Clinical manifestations and methods of treatment will be discussed. Concepts and resources in helping the substance abuser and his/her social environment will be included. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

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

HSG 223 Behavior Management (3) .....(3, 0)

Prerequisite: None

This course will introduce students to basic techniques of behavioral management used in the human services field. Emphasis will be placed on applying the strategies as well as ethical and legal considerations. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HSG 253 Topics in Human Services (Variable Credit 1-3) .....(1-3, 0)

Prerequisite: None

This course is designed to meet the demands of a rapidly changing human services field. (1.2)

Proficiency Credit: Available (2 IE)
Pass/No Credit: Not Available
NOTE: Repeatable to a total of 12 credits.

HSG 254 Prin. Social Work & Social Welfare (3) .....(3, 0)

Prerequisite: Grade of C or better in SOC 100.

Principles of social work, human services, and the social welfare system will be discussed; the role of the social worker and the human service delivery system will also be examined. Students will be asked to examine their own values and attitudes as they pertain to the social service and welfare systems. An analysis of current social issues and client characteristics will be emphasized. (1.2)

Proficiency Credit: Available (2 IE)
Pass/No Credit: Not Available

HUMAN SERVICES–SUBSTANCE ABUSE COUNSELING

See Human Services Core Courses page 150.

Course	Fall	Spr	Sum	Varies
SUB-106	X	X		
SUB-122	X	X		
SUB-125	X	X		
SUB-151	X	X		
SUB-201	X	X	X	
SUB-202	X	X	X	
SUB-213	X	X		
SUB-215	X	X		

SUB 106 Experiential Learning in Human Svcs (Variable Credit 1-3) .....(1-3, 0)

Prerequisite: None

This course is designed to promote growth and development as a professional in the area of Human Services that the student is studying. The student will participate in a variety of workshops, conferences, meetings, and/or service-learning opportunities as agreed upon by the instructor and the student. Verification and reflection of learning will be assessed by the instructor. This course will be taught as an independent study. This course is repeatable three times up to 3 credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as ECE 106 and HSG 106. The student must decide whether to earn credits in Human Service (HUS), Early Childhood Education (ECE), or Substance Abuse (SUB) prior to enrolling.

SUB 122 Basic Substance Abuse Pharmacology (3) .....(3, 0)

Prerequisite: None

This course will address the impact that substances of abuse have on the neurological functioning of the human organism; the impact of substances of abuse on other organ systems; the effect of substance use and addiction on behavioral functioning and human development; the physical process of addiction and recovery; the impact neurological and physical dysfunctions have on assessment and treatment planning; and the history of classifications of substances of abuse. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

SUB 125 Special Populations (3) .....(3, 0)

Prerequisite: None

This course will address special populations in substance abuse and mental health treatment. Special populations will be identified and issues regarding addiction and mental health; engagement strategies; treatment planning; and client and community education strategies will be discussed. Methods to gain cultural competence and to become a lifelong learner will be addressed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available
NOTE: This course is offered concurrently as HSG 125. The student must decide whether to earn credits in Substance Abuse Counseling (SUB) or Human Services Generalist (HSG) prior to enrolling.

SUB 151 Rules and Regulations (3) .....(3, 0)

Prerequisite: None

This course will review the regulations and ethics across a spectrum of human service endeavors. This will include the relevant laws and regulations regarding human services, mental health, substance abuse, and partner violence. This course will also review and discuss the ethical issues pertinent to all human services practitioners, and specifically to those working in the above specialties. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as FMV 151 and HSG 151. The student must decide whether to earn credits in Family Violence Counseling (FMV), Human Services Generalist (HSG) or Substance Abuse (SUB) prior to enrolling.

SUB 201 Field Experience I and Seminar (4) .....(1, 15)

Prerequisite: Grade of C or better in HUS 102, HUS 200, HUS 205, SUB 122, SUB 151, SUB 215 or consent of instructor.

Training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on the job. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: Two-hundred and forty (240) hours of field work is required as well as weekly class sessions with instructor.

SUB 202 Field Experience II and Seminar (4) ..... (1, 15)

Prerequisite: Grade of C or better in SUB 201.

Training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on the job. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: Two hundred and forty (240) hours of field work is required as well as weekly class sessions with the instructor.

SUB 213 Crisis Intervention (3) ..... (3, 0)

Prerequisite: None

The purpose of this course is to give students a working knowledge of how to deal with persons in crisis. Special application of the concepts will be stressed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as HSG 213. The student must decide whether to earn credits in Substance Abuse Counseling (SUB) or Human Services (HSG) prior to enrolling.

SUB 215 Basic Substance Abuse & Treatment (3) ..... (3, 0)

Prerequisite: None

This course will introduce the student to the nature and extent of substance abuse. Clinical manifestations and methods of treatment will be discussed. Concepts and resources in helping the substance abuser and his/her social environment will be included. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as HSG 215. The student must decide whether to earn credits in Substance Abuse Counseling (SUB) or Human Services (HSG) prior to enrolling.

HUMANITIES

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

HUM 115 and 116 fulfill the humanities requirement for the AA, AS, AFA, and AES; however, only one can count toward general education.

HUM 101, 102, and 103 fulfill either the humanities requirement or the fine arts requirement for the AA, AS, and AES degrees.

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

All HUM courses numbered 100 and above may be applied to the major field and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
HUM-100				X
HUM-101	X	X	X	
HUM-102	X	X		
HUM-103	X	X		
HUM-104				X
HUM-107				X
HUM-110	X	X		
HUM-112	X			
HUM-113		X		
HUM-115	X	X		
HUM-116	X	X	X	
HUM-117		X		
HUM-118	X			
HUM-124				X
HUM-170	X	X		
HUM-202				X
HUM-203	X	X	X	
HUM-204		X		
HUM-205	X			
HUM-208				X
HUM-216	X	X	X	
HUM-217				X
HUM-219				X
HUM-224				X
HUM-231				X
HUM-297				X

HUM 100 Topics in Humanities (Variable Credit 1-3) ..... (1-3, 0)

Prerequisite: None

A multi-disciplined course designed to give students the opportunity to better understand a topic or an artistic, cultural, or historical period or movement through a detailed analysis of the arts and ideas of that period or movement. Repeatable to a total of six credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 101 Introduction to Western Humanities I (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

A survey of selected examples of musical, artistic and literary contributions European culture has made to world civilization from pre-history to the Renaissance. This multi-disciplined study is designed to assist students in the recognition and fundamental understanding of the continuity of elements of the European past with their own contemporary culture. (1.1)

IAI General Education: HF 902
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 102 Intro to Western Humanities II (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

A survey of selected examples of musical, artistic, and literary contributions European culture has made to world civilization from the Renaissance to modern times. This multi-disciplined study is designed to assist students in the recognition and fundamental understanding of the continuity of elements of the European past with their own contemporary culture. (1.1)

IAI General Education: HF 903
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 103 Intro to Non-Western Humanities (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Introduction to the artistic, religious and philosophic expressions of cultures in areas other than Europe and the Europeanized cultures in the Americas showing the interrelations of music, art, literature, and ideas in these cultures. (1.1)

IAI General Education: HF 904N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 104 Classic Theatre-The Humanities in Drama (3) ..... (3, 0)

Prerequisite: None

A study of drama and literature by European authors of the 17th, 18th, and 19th centuries to be developed around a selection of 13 television plays augmented by text materials and readings. Filmed segments will be integrated with anthology, book of critical readings, and workbook-study guide. Basic intent of the course is to aid in understanding historical-social backgrounds of the periods represented, to aid in analyzing form, and literature importance as an enhancement to enjoying the plays, and to develop learning techniques of interpretation and criticism. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 107 Global Perspectives on World Civ. (3) ..... (3, 0)

Prerequisite: None

The course will present worldwide problems and opportunities inherent in conditions and relationships found in the 20th century and anticipated in the 21st century. It will examine political views, world resources and needs, economic interdependence, emerging and traditional cultural forces, and forces for historic change. The major emphasis of course content will be on aspects of the non-Western world. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: This course is offered concurrently as INS 107. The student must decide whether to earn credits in Humanities (HUM) or International Studies (INS) prior to enrolling.

HUM 110 Introduction to Philosophy (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Survey course in the area of philosophic thought, intended to acquaint the student with basic philosophical questions and major world views which propose answers to these questions. The areas of epistemology metaphysics and ontology, ethics, aesthetics, and social and political philosophy will be among the topics explored from the standpoint of important Western and non-Western traditions. (1.1)

IAI General Education: H4 900
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 112 Western Philosophy I (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Presents the chronological development of major Western philosophical traditions from 600 BCE to 1600 CE. Writings of the Pre-Socratics, Greek Idealists, Hellenistic, Medieval, and Renaissance philosophers will be studied. (1.1)

IAI General Education: H4 901
Proficiency Credit: Not Available
Pass/No Credit: Available

HUM 113 Western Philosophy II (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Recommended: HUM 112

A continuation of HUM 112 emphasizing the chronological developments of major philosophic traditions in the modern Western world from 1600 to the present. Similarities to and differences from non-Western philosophies will be considered. (1.1)

IAI General Education: H4 902
Proficiency Credit: Not Available
Pass/No Credit: Available

HUM 115 Critical Reasoning (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An introduction to critical reasoning skills as a first step in enhancing one's ability to read and evaluate material for logical consistency and appropriate techniques of elementary argumentation. Effective critical reasoning is essential to one's collegiate success in the humanities, natural and social sciences, and subsequently, in the professions, vocations, business careers, and everyday life. This course will help the student understand, evaluate, and create effective claims and arguments. (1.1)

IAI General Education: H4 906
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 116 Logic (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Basic introductory course concerning the fundamental principles of logic. The emphasis will be on deductive forms of reasoning from Aristotle's syllogism to modern techniques. The students will gain skills in analyzing and creating arguments and in seeing the applicability of the techniques of logic both to formal intellectual analysis and to the issues encountered in everyday life. (1.1)

IAI General Education: H4 906
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 117 Social & Political Philosophy (3) ..... (3, 0)

Prerequisite: None

A philosophical examination of man in society, the foundations of social and political institutions, and the nature of political obligations. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 118 Philosophy of Science (3) ..... (3, 0)

Prerequisite: None

General features of desirable properties of scientific method and theories, historical development of scientific knowledge, and logic of basic scientific concepts. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 124 Culture and Science in the West (3) . . . . . (3, 0)

Prerequisite: None

Interdisciplinary study tracing the interrelation between culture and science and the impact of scientific advancement on philosophy, art, architecture, mathematics, and technology from ancient to modern times. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 170 Introduction to Asian Philosophies (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An introduction to major schools of philosophy and ideas of major philosophers in Eastern and Southern Asia with comparisons to common, established Euro-American ideas and world views. (1.1)

IAI General Education: H4 903N
Proficiency Credit: Not Available
Pass/No Credit: Available

HUM 202 Philosophy of Religion (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Philosophical analysis of selected religious concepts and beliefs including God's existence, evil, miracles, religious experience, faith and morality. (1.1)

IAI General Education: H4 905
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 203 Comparative Religions (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Basic principles of the world's great religious traditions will be compared and contrasted with a view to gaining an understanding of the primary beliefs and ritual activities of the human family. Religions studied will be selected from among the following: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. (1.1)

IAI General Education: H5 904N
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 204 Introduction to Religious Studies (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An introduction to a variety of religious teachings, rituals and customs found in past history and the present world. Examples for study will be drawn from both traditional and modern societies with an emphasis on discovering the nature of religion and the role it has played in cultural history worldwide. (1.1)

IAI General Education: H5 900
Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as INS 204. The student must decide whether to earn credits in Humanities (HUM) or International Studies (INS) prior to enrolling.

HUM 205 Introduction to Mythology (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An introduction to mythic literature covering literary forms and philosophic themes found in examples drawn from various cultures. Discussions will include such topics as archetypal motifs, matriarchal and patriarch models, images of divinity, and problems of human relationships in myths. (1.1)

IAI General Education: H9 901
Proficiency Credit: Not Available
Pass/No Credit: Available

HUM 208 Life & Work in the 21st Century (3) . . . . . (3, 0)

Prerequisite: None

Provides an introduction to the theory as well as the practical applications of a reasoned approach to planning for the future. These approaches are practiced in industry and government and by individuals throughout the world as they seek to cope with the technological and social changes currently in progress. (1.1)

Proficiency Credit: Available (2)
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as INS 208. The student must decide whether to earn credits in Humanities (HUM) or International Studies (INS) prior to enrolling.

HUM 216 Ethics (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course studies the principal ethical theories and concepts of human conduct and character and critically evaluates these concepts and their practical implications. (1.1)

IAI General Education: H4 904
Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 217 Aesthetics (3) . . . . . (3, 0)

Prerequisite: None

A critical and philosophical examination of aesthetic experience and fine arts, artistic creativity, the work of art, and criteria of judgment. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 219 Honors Seminar in Humanities (1) . . . . . (1, 0)

Prerequisite: None

Recommended: Honors status

A seminar which complements a particular humanities course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology, and/or more penetrating research. The student must qualify for honors status. Course is repeatable to three credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

HUM 224 Cultural History of Pacific Asia (3) . . . . . (3, 0)

Prerequisite: None

Presents the cultural history of Pacific Asia with primary emphasis on Japan, Korea, and China. The art, literature, ideas and religious heritages and contemporary life of the area will be studied. The course is intended to be particularly useful to those who intend to live or conduct business in the region. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 231 Contemporary Moral Issues (3) ..... (3, 0)

Prerequisite: None

A critical examination of Western and non-Western theories and concepts from the middle of the 20th century up to the present, which are useful in the analysis of understanding of the contemporary moral problems in personal, organizational, and professional settings. Codes of conduct in the business and health care fields get specific attention. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

HUM 297 Independent Study in Humanities (Variable Credit 1-3) ..... (1-3, 0)

Prerequisite: Consent of instructor.

The student is to have identified a special study project and request advice and direction from the humanities faculty. The program will be carried out under the direction of one or more faculty members who will modify the proposal in accordance with departmental requirements for the credit involved. Repeatable three times to 12 credits. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Not Available

INDUSTRIAL MANUFACTURING TECHNOLOGY

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

Course	Fall	Spr	Sum	Varies
IMT-103	X	X		
IMT-104	X	X		
IMT-106				X
IMT-107	X	X		
IMT-108	X	X		
IMT-109	X	X		
IMT-110		X		
IMT-111	X	X		
IMT-112		X		
IMT-119	X	X		
IMT-203	X	X		
IMT-204	X	X		
IMT-208		X		
IMT-209	X			
IMT-212	X	X		
IMT-214		X		
IMT-215				X
IMT-220	X			
IMT-221		X		
IMT-222	X			
IMT-223	X			
IMT-233	X	X		
IMT-234				X
IMT-235				X
IMT-236				X

IMT 103 Industrial Manufacturing Tech. I (3) ..... (1, 4)

Prerequisite: None

This course provides classroom and laboratory learning experiences related to fundamental machine tool technology by focusing on power saws, drill presses, basic lathes and related tooling. Course includes speed and feed calculation, part layout, basic measuring tools and related manufacturing theory. Safe work practices are strongly stressed. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Available

IMT 104 Industrial Manufacturing Tech. II (3) ..... (1, 4)

Prerequisite: IMT 103 or consent of instructor

This course is a continuation of IMT 103 beginning with engine lathes and introducing horizontal mills, vertical mills, and CNC basics. Course includes related information on tooling, speeds and feeds, measuring instruments and manufacturing theory. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 106 Mathematics for Machinists (5) ..... (5, 0)

Prerequisite: None

Study of all mathematics used in the machine shop. Includes addition, subtraction, multiplication, division, fractions, decimals, percentage, area and volume, algebra, geometry, and right angle trigonometry. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 107 Technical Math I (4) ..... (4, 0)

Prerequisite: MTH 090, consent of instructor, or appropriate score on placement test

Intended for students in technical programs or pre-engineering technology programs where a coverage of basic mathematics is required. An integrated approach in algebra, plane geometry, and trigonometry. (1.2)

Proficiency Credit: Available (2 IRT)
Pass/No Credit: Not Available

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

IMT 108 Industrial Manufacturing Tech. III (3) ..... (1, 4)

Prerequisite: IMT 107 or MTH 107 and IMT 104 and CAD 101 or consent of instructor

A continuation of IMT 104, with emphasis on a greater degree of precision in completing a comprehensive project. Grinding operation, form grinding, O.D. and I.D. grinding are introduced, including grinding wheel specifications, technique and related manufacturing theory. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 109 Industrial Manufacturing Tech. IV (3) ..... (1, 4)

Prerequisite: IMT 108

A continuation of IMT 108 with emphasis on a greater degree of precision in completing a comprehensive project. The dividing head rotary table and EDM will be introduced, including electrode specifications, technique and related manufacturing theory. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 110 Intro to Computer Integrated Mfg. (2) ..... (1, 2)

Prerequisite: CAD 101 and IMT 107 or MTH 107 or consent of instructor

A survey of the tools and theory regarding computer integrated manufacturing (CIM). CIM is the union of hardware and software, database management, and communications to automate and control production activities from planning and design to manufacturing and distribution. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 111 Technical Mathematics II (4) ….(4, 0)

Prerequisite: Grade of C or better in IMT 107 or MTH 107 or consent of instructor

Continuation of IMT 107, Technical Mathematics I, and an introduction to further methods used in mathematics problem-solving needed for technology. (1.2)

Proficiency Credit: Available (2 IRT)
Pass/No Credit: Not Available

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

IMT 112 Metrology-The Study of Measurement (3) ……(1, 3)

Prerequisite: None

A study and use of the various measuring tools used in the establishment of quality control for the manufacturing of parts and assemblies including basic SPC techniques. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Available

IMT 119 Fabrication of Machine Parts (3) (0, 6)

Prerequisite: IMT 109 or consent of instructor

The student will apply theory learned in lecture/discussion including selection of material and proper machine procedure to complete the project with the necessary tolerances and finishes. Improvements in areas of individual machining weakness will be stressed. (1.2)

Proficiency Credit: Available (2 ETC)
Pass/No Credit: Not Available

IMT 203 Manufacturing Process & Design Tech. (3) ……(3, 0)

Prerequisite: IMT 107 or MTH 107

A survey of manufacturing methods and materials employed in a variety of industrial processes. The student will understand the various methods of product fabrication and the manufacturing processes for sustainable, sound economic decision making in manufacturing and product design. Other topics include the interrelationship among materials, their selection for use in product design and processes, and conversion of these materials into finished components. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 204 Industrial Manufacturing Tech. V (5) ……(0, 10)

Prerequisite: IMT 203 or concurrent enrollment in IMT 203 or consent of instructor

The laboratory portion of IMT 203. The student will select a project from a group of assembled projects (6 parts or more) to be completed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

IMT 208 Basic Die Theory (4) ……(2, 4)

Prerequisite: IMT 108 or consent of instructor

The study of the design and fabrication of stamping and forming dies used in the metal stamping industry. Included in the course will be the knowledge of metals used for specific stamping operations. The student will be required to design several progressive stamping dies throughout the course. (1.2)

Proficiency Credit: Available (2 HE)
Pass/No Credit: Not Available

IMT 209 Basic Mold Theory (4) ……(2, 4)

Prerequisite: IMT 108

The study of design and fabrication of plastic, die cast, and rubber molds for production of finished products. Included are units of instruction in the flow characteristics of thermoset thermoplastics and die cast materials and their properties. (1.2)

Proficiency Credit: Available (2 LESIT)
Pass/No Credit: Not Available

IMT 212 Metallurgy-The Study of Steel (2) ……(2, 0)

Prerequisite: None

Basic introduction to ferrous and nonferrous materials and alloys and their molecular activity during processing from raw material to finished product. The composition and changes of the metal are analyzed under laboratory testing to heat treatment, destructive and nondestructive testing, and various fabrication processes. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 214 Jig and Fixture Theory (2) …….(2, 0)

Prerequisite: IMT 104

The course will cover parameters involved in controlling the design of either a jig or fixture for a specific piece part and the type of construction dictated by the number and design of that piece part. Included in the course will be the relationship of jigs and fixtures to stamping, casting, and machine parts. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 215 Special Projects in Industrial Manuf. (Variable Credit 1-4) …… .(0, 2-8)

Prerequisite: Consent of instructor

This course allows an advanced student to study or complete, in depth, a related subject or project in conjunction with industrial manufacturing processing. Course is repeatable to four credits. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

IMT 220 Introduction to CNC Programming (4) ……(2, 4)

Prerequisite: IMT 110 or concurrent enrollment in IMT 110 or consent of instructor

This course is an introduction to CNC programming. The use of M & G code programming to produce CNC programs for machined parts will be taught. Specific areas of programming including linear and circular interpolation, canned cycles, drilling, reaming, tapping, boring, face milling, end milling and the use of sub programs will be covered. Machine operation of CNC Bridgeports with Boss 9 and Discovery 308 controls will be covered and used to proof run programs. A microcomputer lab for program composition DNC transfer and computer simulation of Fanuc and a variety of controls will be used. (1.2)

Proficiency Credit: Available (2 IET)
Pass/No Credit: Not Available

IMT 221 Introduction to CNC Toolpathing (4) ……(2, 4)

Prerequisite: IMT 110 and IMT 220 or concurrent enrollment in IMT 220 or consent of instructor

The student will bring together his/her knowledge of geometry generation using CAD and conventional CNC program generation to learn computer generated toolpathing. The student will generate geometry, initiate computer toolpaths and output executable CNC programs using CAD/MasterCam toolpathing software on personal computers. Additionally, post processor generation will be discussed. (1.2)

Proficiency Credit: Available (2 IET)
Pass/No Credit: Not Available

IMT 222 Advanced CNC Programming (4) ……(2, 4)

Prerequisite: IMT 221

This course is a continuation of IMT 220 with great depth and scope. The complexity of machining center programming increases with the introduction of MACRO programming and advanced part geometry. Emphasis is placed on cycle time efficiency and the incorporation of flexible manufacturing concepts. Programs are composed utilizing CAD/CAM software on personal computers and proven on Bridgeport Boss 9 and Discovery 308 Machine Centers Probing functions are introduced. (1.2)

Proficiency Credit: Available (2 IET)
Pass/No Credit: Not Available

IMT 223 Special Problems in CNC Programming (2) .....(1, 2)

Prerequisite: IMT 221 and IMT 222 or concurrent enrollment in IMT 222

Exploration of advanced topics in Computer Aided Manufacturing, DNC links, CIM Environments and extended capabilities of CAD/CAM not realized by each system individually are illustrated and discussed. Projects in CNC problem solving and trouble shooting are accomplished utilizing the CNC machine lab and microcomputer labs using CAD/CAD software on personal computers (1.2)

Proficiency Credit: Available (2 IRT)
Pass/No Credit: Not Available

IMT 233 Injection Molding Dies (2) .....(2, 0)

Prerequisite: IMT 133 & IMT 231

The student will acquire a full understanding of the design of molds, including care of molds, setting basic types and applications, features and components and production of molds. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

IMT 234 Special Topics in Industrial Manuf. (1) .....(0.5, 1)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topics; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of industrial manufacturing. Course is repeatable to four credits. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

IMT 235 Special Topics in Industrial Manuf. (2) .....(1, 2)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and avialable material on specific topics; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of industrial manufacturing. Course is repeatable to eight credits. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

IMT 236 Special Topics in Industrial Manuf. (3) .....(2, 2)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topics; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of industrial manufacturing. Course is repeatable to 12 credits. (1.2)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

INFORMATION PROCESSING ASSISTANT

(See Office Administration Technology)

INFORMATION PROCESSING PROFESSIONAL

(See Office Administration Technology)

INTERNATIONAL STUDIES

All INS courses numbered 100 and above may be applied to the area major field and elective requirement for the Associate in Arts and Associate in Science degrees.

All INS courses numbered 100 and above, excluding non-traditional language courses, may be used to fulfill the social science requirement in the Associate in Liberal Studies and Associate of Applied Science degrees.

Course	Fall	Spr	Sum	Varies
INS-100				X
INS-107	X			
INS-131				X
INS-159				X
INS-201				X
INS-204		X		
INS-206				X
INS-208				X
INS-219				X
INS-280				X
INS-281				X
INS-297				X

INS 100 Topics in International Studies (Variable Credit 1-3) ..... (1-3, 0)

Prerequisite: None

A multi-disciplined course designed to make students aware of Western culture and its international heritage and the traditions that make up that heritage and to help them transcend their own cultural limits and participate in the experiences of other cultures. Western Culture will be a constant in the subject matter and will serve as the "touchstone" against which other cultures will be compared. The non-Western culture may vary from semester to semester as will the elements of the culture being investigated. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

INS 107 Global Perspectives on World Civilization (3) ..... (3, 0)

Prerequisite: None

The course will present worldwide problems and opportunities inherent in conditions and relationships found in the 20th century and anticipated in the 21st century. It will examine political views, world resources and needs, economic interdependence, emerging and traditional cultural forces, and forces for historic change. The major emphasis of course content will be on aspects of the non-Western world. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

INS 131 African Cultural History (3) ..... (3, 0)

Prerequisite: None

A history of major cultural traditions in Africa. The emphasis will be upon the relationships between these cultural traditions a found in religion and literature and the social, political and economic history of various areas of Africa and the rest of the world. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

INS 159 A History of the Vietnam Conflict (3) ..... (3, 0)

Prerequisite: None

This course employs the medium of video to examine the history of conflict in Vietnam. Primary emphasis is given to America's involvement but reserve books include Southeast Asian perspectives on the conflict. Students are encouraged to develop their own answers to the many questions raised by the Vietnam conflict. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

INS 201 Introduction to Cross-Cultural Education (3) ..... (3, 0)

Prerequisite: None

This course is designed to increase the student's awareness of other cultures, other perspectives, and his/her own involvement in the global community. The course will also concentrate on the study of effective teaching strategies and resources for multi-cultural teaching. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

INS 204 Introduction to Religious Studies (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An introduction to a variety of religious teachings, rituals and customs found in past history and the present world. Examples for study will be drawn from both traditional and modern societies with an emphasis on discovering the nature of religion and the role it has played in cultural history worldwide. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is offered concurrently as HUM 204. The student must decide whether to earn credits in Humanities (HUM) or International Studies (INS) prior to enrolling. Please note that INS 204 does not meet ECC/IAI General Education/Humanities requirements, while HUM 204 does meet those requirements.

INS 206 Field Study in Foreign Cultures (Variable Credit 1-3) ..... (0-3, 0)

Prerequisite: Consent and approval of the International Studies Department.

This is a field of study course in which the student will spend a period of time outside the U.S. or Canada in a context which will assure a meaningful exposure to a non-American culture. A program of study will be designed by the faculty of the International Studies Department, using preparatory reading and stated objectives together with a specific program of study for the time spent abroad. Programs suggested by students must be approved by the International Studies Department. This course is repeatable two times to nine credits. (1.1)

Proficiency Credit: Available (2)
Pass/No Credit: Not Available

INS 208 Life & Work in the 21st Century (3) ..... (3, 0)

Prerequisite: None.

Provides an introduction to the theory as well as the practical applications of a reasoned approach to planning for the future. These approaches are practiced in industry and government and by individuals throughout the world as they seek to cope with the technological and social changes currently in progress. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is offered concurrently as HUM 208. The student must decide whether to earn credits in International Studies (INS) or Humanities (HUM) prior to enrolling.

INS 219 Honors Seminar-International Studies (1) ..... (1, 0)

Prerequisite: None

Recommended: Honors status.

A seminar which complements a particular international studies course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology, and/or more penetrating research. The student must qualify for honors status. Course is repeatable to three credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

INS 280 Non-Traditional Language I (2) (2, 0)

Prerequisite: None.

This course is a tutorial conversational language for students with little or no knowledge of the language. While they emphasize vocabulary, linguistic structure and conversation, written language skills will also be included. Repeatable up to four credits. (1.1)

Proficiency Credit: Available (2 IT)
Pass/No Credit: Not Available

INS 281 Non-Traditional Language II (2) (2, 0)

Prerequisite: Two credits of Level I Conversational Language or equivalent.

This is a beginning course which emphasizes conversational abilities but more stress is placed upon developing writing and composition skills than in Level I classes. (1.1)

Proficiency Credit: Available (2 IT)
Pass/No Credit: Not Available

INS 297 Independent Study in International Studies (Variable Credit 1-3) ..... (1-3, 0)

Prerequisite: None

The program will be carried out by the student under the personal direction of one or more faculty members. Normally, the student registering for the course will have a topic or project in mind which he/she has discussed with faculty or other activities that will be assigned by departmental faculty who have reviewed the proposed project. Repeatable three times to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

IST/MAINTENANCE TECHNOLOGY

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

Course	Fall	Spr	Sum	Varies
Course	Fall	Spr	Sum	Varies
IST-105	X			
IST-110	X			
IST-115		X		
IST-120	X			
IST-122	X			
IST-125		X		
IST-130		X		
IST-136		X		
IST-140	X			
IST-142	X			
IST-235		X		
IST-245		X		

IST 105 Electrical Control Circuits (3) .....(2, 2)

Prerequisite: None

Students will learn the fundamentals of basic (DC) electricity, including series, parallel, and combination circuits. The fundamentals of inductors and capacitors are also studied. (1.2)

Proficiency Credit: Available (3 ETH)
Pass/No Credit: Available

IST 110 Electrical Motor Control (3) .....(2, 2)

Prerequisite: None

In this course, students will learn lockout-tag-out procedures and how to read and develop ladder logic diagrams. Students will study 3-phase motor control systems, and the components of a 3-phase motor control system. Students will learn to troubleshoot a 3-phase motor control system with practical faults inserted. Students will wire a motor start panel using a ladder logic diagram. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

IST 115 Industrial Power Distribution (2) .....(1, 2)

Prerequisite: None

Students will learn to bend and install basic conduit tubing. They will learn about raceways and power disconnects used in an industrial setting. Students will also learn basic National Electrical Code (NEC) and how NEC applies to an industrial environment. Students will learn how to wire a 3-way switch to control a light and how to install a single outlet to a service panel. (1.2)

Proficiency Credit: Available (2 SIT)
Pass/No Credit: Available

IST 120 Hydraulics (3) .....(2, 2)

Prerequisite: None

Students will learn about basic and intermediate hydraulic component systems. Students will learn how to read a hydraulic diagram, how to interpret various hydraulic symbols, and how to apply these components to a hydraulic system. Students will also learn how to read a pressure gauge. They will learn to apply simple deductive problem-solving techniques in relation to a hydraulic system. Students will learn Pascal's Law and other hydraulic fundamentals. Finally, students will troubleshoot a hydraulic system, using real-world faults. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

IST 122 Hydraulics Troubleshooting (3) .....(2, 2)

Prerequisite: IST 120

Students will learn to troubleshoot and repair a hydraulic system with real-world faults installed. They will learn how various components work in a hydraulics system and how they interact with other components. They will learn how to take pressure and flow readings. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

IST 125 Pneumatics (3) .....(2, 2)

Prerequisite: None

This course covers introduction to air-powered, pneumatic system maintenance and pneumatic system construction. Students will learn how a pneumatic system works, how to read pneumatic schematics, and how to identify different pneumatic components in a system. Students will learn how to read pressure gauges and how to assemble a simple pneumatic system. Students will also learn how to wire an electro-pneumatic device using a ladder logic diagram. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

IST 130 Basic Mechanical Drives (3) .....(2, 2)

Prerequisite: None

Students will learn how to align and level a motor and how to align various shafts to a motor. Students will also install drive belts and drive chains to a motor. Students will learn how to use various tools to measure belt and chain tension and how to use various specialized tools and measuring devices such as calipers and micrometers when installing mechanical devices. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

IST 136 Piping Systems (2) .....(1, 2)

Prerequisite: None

In this course, the student will study the basics of various piping methods that are used in industrial applications. The students will learn how to identify pipe thread types, install various types of metal and plastic pipe and how to read the various symbols used in piping applications. The student will also learn how to install and repair a Sloan Valve. (1.2)

Proficiency Credit: Available (2 TSE)
Pass/No Credit: Available

IST 140 Programmable Controllers I (3) .....(2, 2)

Prerequisite: None

This course offers students the fundamentals of a Programmable Logic Controller (PLC) using the Allen Bradley SLC 500 PLC. Students learn the basic parts of a PLC system, digital fundamentals, and PLC addressing. Students also learn how to troubleshoot and repair a PLC when a 'real world' fault is inserted. (1.2)

Proficiency Credit: Available (2 HTE)
Pass/No Credit: Available

IST 142 Programmable Controllers II (3) .....(2, 2)

Prerequisite: IST 140

This course is an extension of IST 140. Students learn to program an Allen Bradley SLC500 PLC for advanced sequencing operation. Students also learn to program timers and counters that are used in a PLC application, as well as to write a PLC program using advanced math and data functions. The troubleshooting section from IST 140 is also used during the course. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

IST 235 AC Drives (3) .....(2, 2)

Prerequisite: IST 110 or consent of instructor

Students learn the theory and practical fundamentals of a servomotor, vector drive motor, and a variable speed drive motor. They will also learn the various types of troubleshooting techniques and procedures and be exposed to real world faults that are inserted into any of the various types of drive systems. The student will also learn advanced motor control principles including SRC units, power generation and distribution, and reduced voltage starting methods. Finally, the student will wire a motor control panel using an electrical print. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

IST 245 Advanced Programmable Controllers (3) .....(2, 2)

Prerequisite: IST 142

This is an advanced Programmable Logic Controllers (PLC) course. In this course, students will learn to program an Input/Output Allen Bradley Analog module card. They will learn how data sampling takes place and how this module card interfaces with 'real world' devices. Students will also learn how to set up and program the Allen Bradley PLC for DH485 and RIO Communication. In the final part of this course, students will learn how to set up and program Panelview software to communicate with an Allen Bradley PLC program. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

ITALIAN

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

All ITN courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS degrees.

ITN 101, 102, 201, and 202 require that students contact the language coordinator in order to gain proficiency credits.

Course	Fall	Spr	Sum	Varies
ITN-101	X			
ITN-102		X		
ITN-201	X			
ITN-202		X		

ITN 101 Elementary Italian I (4) .....(4, 0)

Prerequisite: None

Designed for students who have had no previous background in Italian. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition, and conversation. Emphasis placed on the acquisition of the listening, speaking, reading, writing, and cultural skills. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

ITN 102 Elementary Italian II (4) .....(4, 0)

Prerequisite: ITN 101

Designed for continuing students of Italian. Includes essentials of grammar, pronunciation, practice in sentence structure, and continuing elementary composition and conversation. Emphasis is placed on the acquisition of the listening, speaking, reading, writing, and cultural skills. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Not Available

ITN 201 Intermediate Italian I (4) .....(4, 0)

Prerequisite: ITN 102 or 2 years H.S. Italian or placement.

This course builds upon your first two semesters of beginning Italian. You will deepen your understanding and further your Italian grammar practice. You will be involved in a broad variety of assignments and activities that aim to improve your proficiency in listening, speaking, reading, and writing and your understanding of Italian culture. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

ITN 202 Intermediate Italian II (4) .....(4, 0)

Prerequisite: ITN 201 or 3 years of H.S. Italian or placement.

This course builds upon your first three semesters of beginning and intermediate Italian. You will deepen your understanding and continue your practice of fundamental concepts and structures in Italian language and culture. You will be involved in a broad variety of assignments and activities that aim to strengthen your proficiency in listening, speaking, reading, and writing and your ability to understand, evaluate, compare, and appreciate many aspects of Italian culture. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

JAPANESE

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

All JPN courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS degrees.

JPN 101, 102, 201, and 202 require that students contact the language coordinator in order to gain proficiency credits.

Course	Fall	Spr	Sum	Varies
JPN-101	X			
JPN-102		X		
JPN-201	X			
JPN-202		X		

JPN 101 Elementary Japanese I (4) .....(4, 0)

Prerequisite: None

Elementary Japanese I is a course built on a framework established by National Standards' five goal areas: communication, cultures, connections, comparisons, and communities. The entire course is taught basically in Japanese except for occasional explanation in English. The classes consist of thematic units, and authentic supplemental materials including web-based contents designed for language and culture learnings. The course teaches students to develop both communication and language learning strategies. The instructor plans and implements structured cooperative learning activities to support ongoing and frequent interpersonal interaction, and employs a range of instructional strategies to meet the diverse needs of students. The course provides students with frequent opportunities to conduct Web searches, word process, and e-mail in Japanese. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

JPN 102 Elementary Japanese II (4) .....(4, 0)

Prerequisite: JPN 101

Elementary Japanese II is a course built on a framework established by the National Standards for Foreign Language Learning (NSFLL) five goal areas: communication, cultures, connections, comparisons, and communities. The entire course is taught basically in Japanese except for occasional explanation in English. The classes consist of thematic units, and authentic supplemental materials including web-based contents designed for language and culture learnings. The course teaches students to develop both communication and language learning strategies. The instructor plans and implements structured cooperative learning activities to support ongoing and frequent interpersonal interaction, and employs a range of instructional strategies to meet the diverse needs of students. The course provides students with frequent opportunities to conduct Web searches, word process, and email in Japanese. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

JPN 201 Intermediate Japanese I (4) .....(4, 0)

Prerequisite: JPN 102

Intermediate Japanese I is the third level of our sequence designed for students with elementary knowledge of Japanese. The course is built on a framework established by NSFLL. The class uses a communicative approach to engage students in the learning process. The focus is to keep improving students' overall ability to understand and use the language accurately and appropriately, and demonstrate understanding of contemporary Japanese life and culture. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

JPN 202 Intermediate Japanese II (4) ....(4, 0)

Prerequisite: JPN 201

Intermediate Japanese II is the fourth level of our sequence designed for students with elementary/intermediate knowledge of Japanese. The course is built on a framework established by NSFLL. The class uses a communicative approach to engage students in the learning process. The focus is to keep improving students' overall ability to understand and use the language accurately and appropriately, and demonstrate understanding of contemporary Japanese life and culture. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Not Available

JOURNALISM

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

Course	Fall	Spr	Sum	Varies
JRN-130	X	X	X	
JRN-131	X	X		
JRN-134	X	X		
JRN-298				X

JRN 130 Intro to Mass Communications (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

With the advent of the Internet, all media have had to make changes in order to remain competitive. In this course, students will learn about the changes that have been made and how they impact society and what media will need to do to survive these changes, if they can survive. Students will learn how the Nielsen ratings work; why daily urban newspapers are in decline; who controls network programming; how advertising controls our fears and desires; and the impact social media plays in mass communications. The overall objective is to help students become better consumers of media through a clearer understanding of how media and their messages affect us all. (1.1)

IAI Major: MC 911
Proficiency Credit: Not Available
Pass/No Credit: Available

JRN 131 Fundamentals of Journalism (3) (3, 0)

Prerequisite: ENG 101 or consent of instructor.

Recommended: Keyboarding skills.

How will you stay marketable in the ever-changing field of journalism? Many people believe that journalism is a dying field; it's not a dying field, it's a field that is changing. In this course, students will learn the basics of news writing—both hard and soft news. They will also learn skills that will make them marketable in whatever field of journalism they decide to pursue—whether in news media, broadcast journalism or print media. No matter what field of journalism you choose, having the fundamental writing skills will be important. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

JRN 134 Newspaper Workshop (1) ..... (0, 3)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Students in this course will be working on the production of the student newspaper, the Observer. Students will learn practical training in all aspects of newspaper production. Students enrolled are responsible for managing and publishing the student newspaper, gathering news and feature material, writing, editing, layout, photography, and advertising. Course is repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

JRN 298 Topics in Journalism (3) ..... (3, 0)

Prerequisite: May vary depending upon the topic.

This course will provide an opportunity for students to study specific facets of journalism in greater detail. Topics may include: feature writing, global media, alternative media, history of journalism, media ethics, and editing. Topics would rotate for this three credit course. Repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

LAW ENFORCEMENT

(See Criminal Justice)

LEGAL OFFICE ASSISTANT

(See Office Administration Technology)

LEGAL OFFICE PROFESSIONAL

(See Office Administration Technology)

LITERACY

(See English or Reading)

LITERATURE

LIT 201, 202, 203, 205, 210, 211, 214, 215, 216, 217, 223, 225, 229, and 235 fulfill the humanities requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

LIT 225, 230, 241, 243, and 245 fulfill the humanities requirement for the AA, AS, AES, and AFA degrees; however, only one of these courses can count as general education.

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

All LIT courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
LIT-201	X	X	X	
LIT-202		X		
LIT-203	X	X		
LIT-205	X	X		
LIT-210	X	X	X	
LIT-211		X		
LIT-214		X		
LIT-215		X		
LIT-216		X		
LIT-217		X		
LIT-219				X
LIT-220		X		
LIT-222				X
LIT-223	X	X	X	
LIT-225	X	X		
LIT-229	X	X		
LIT-230	X			
LIT-231		X		
LIT-232				X
LIT-235		X		
LIT-241		X		
LIT-242		X		
LIT-243		X		
LIT-244		X		
LIT-245		X		

LIT 201 Introduction to Literature: Fiction (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Students in this course will engage in critical reading and discussion of short stories and novels from a range of literatures. Students will gain knowledge and skills to support more advanced study of literature, as well as an appreciation of reading fiction for life-long learning. (1.1)

IAI General Education: H3 901
Proficiency Credit: Available (3 C)
Pass/No Credit: Available

LIT 202 Introduction to Literature: Drama (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

In this course students will study representative plays from major periods in the development of Western drama. The course may include works from Euripides, Shakespeare, and Moliere through the more modern works of Ibsen, Shaw, Chekhov, Brecht, Stoppard, and Albee. The goal of the course is to make students more discerning, better informed audience members, or theater practitioners. (1.1)

IAI General Education: H3 902
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 203 Introduction to Literature: Poetry (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

In this course, students will achieve a greater understanding and appreciation of literature through reading and discussing representative poems, with some attention to critical work on poetry. Students will become familiar with poetic forms, genres, and techniques; they will also gain knowledge and skills to deal effectively with matters of interpretation. (1.1)

IAI General Education: H3 903
Proficiency Credit: Not Available
Pass/No Credit: Available

LIT 205 Introduction to Shakespeare (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course is an introduction to the works of William Shakespeare. A variety of his most interesting plays will be read and discussed, including at least one comedy, one tragedy and one historical drama. Students will also read some of Shakespeare's most notable poems. The goal is to develop an understanding and appreciation of the man generally considered the greatest writer in the history of the English language. Because Shakespeare's plays were meant to be seen, students will watch an acclaimed film production of each work. Students will also take an optional trip to the Chicago Shakespeare Theater. (1.1)

IAI General Education: H3 905
Proficiency Credit: Not Available
Pass/No Credit: Available

LIT 210 Contemporary Multicultural Lit (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

In this course, students will examine twentieth century multicultural literature in the various genres: drama, short story, novel, and poetry. Where possible, students will make use of films, plays, and ECC Writers Center readings. (1.1)

IAI General Education: H3 910D
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 211 Introduction to Literature by Women (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

The goal of this course is to introduce students to the different traditions of literature written by women. Students will read literature by women in English or English translation in various genres with emphasis on the nineteenth and twentieth centuries: drama, short story, novel, poetry, essays, letters, and memoirs from the fourteenth to the twentieth centuries. Where possible, students will make use of films, plays, and ECC Writers Center readings. (1.1)

IAI General Education: H3 911D
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 214 Masterpieces of American Lit I (3) . . . . . (3, 0)

Prerequisite: Grade of C or better in ENG 101.

In this course, students will study representative works illustrating the development of American literature from its beginnings to the Civil War, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. (1.1)

IAI General Education: H3 914
Proficiency Credi:t Not Available
Pass/No Credit: Available

LIT 215 Masterpieces of American Lit II (3) . . . . . (3, 0)

Prerequisite: Grade of C or better in ENG 101.

In this course, students will study representative works illustrating the development of American literature from the Civil War to the present, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. (1.1)

IAI General Education: H3 915
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

LIT 216 Masterpieces of English Lit I (3) (3, 0)

Prerequisite: Grade of C or better in ENG 101.

In this course, students will study selections of the major English writers from the Middle Ages through the eighteenth century. Selections will include the works of Chaucer, Shakespeare, Donne, Milton, and Swift. (1.1)

IAI General Education: H3 912
Proficiency Credit: Not Available
Pass/No Credit: Available

LIT 217 Masterpieces of English Lit II (3) ..(3, 0)

Prerequisite: Grade of C or better in ENG 101.

In this course, students will study selections of the major English writers from the nineteenth through the early twentieth century. They will also learn about related literary and philosophical movements. (1.1)

IAI General Education: H3 913
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 219 Contemporary Literature (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

In this course students will study twentieth-century literature in the various genres: drama, short story, novel, and poetry. The emphasis will be on the more recent literature of the Western world. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

LIT 220 LGBTQ Literature (3) . . . . . (3, 0)

Prerequisite: Grade of C or better in ENG 101.

This course will introduce students to lesbian, gay, bisexual, transgender, and queer (LGBTQ) authors and LGBTQ themes. The course will look at the genre of LGBTQ Literature from a historical standpoint, beginning with ancient homoerotic writing and ending with modern day writers and themes. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

LIT 222 American Short Story – Reading & Film (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

In this course students will learn about the elements of fiction through reading 16 classic short stories and viewing a series of filmed short stories which appeared on public television. The course will focus on the special qualities of the written versus the filmed presentations of the stories. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

LIT 223 Survey of Non-Western Short Story (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

In this course students will read short stories from non-Western societies; the course will emphasize works from Asia, Africa, Latin America, and tribal cultural traditions. The works will be viewed in the light of contemporary multicultural issues. (1.1)

IAI General Education: H3 908N
Proficiency Credit: Not Available
Pass/No Credit: Available

LIT 225 Children's Literature (3)…….**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Children's Literature is a course based on the historical, social, cultural, and critical contemporary issues in children's literature from preschool through adolescence. The course will analyze works of children's literature from a literary perspective and will also look critically at how these works help to form children's understanding of the world around them. (1.1)

IAI General Education: H3 918
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 229 Novel and Film (3)……..**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

In this course students will view some critically acclaimed movies and discuss the books those movies are based on. The goal is that students will develop an appreciation not only of cinematic techniques, but also of good literature. (1.1)

IAI General Education: HF 908
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 230 Masterpieces of World Lit I (3)….**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

World Literature I introduces students to the major works of major writers from the ancient world through the Renaissance with an emphasis on cultural continuity and understanding of human values. (1.1)

IAI General Education: H3 906
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 231 Masterpieces of World Lit II (3). . .**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

World Literature II introduces students to the major works of major writers from the eighteenth century to the modern world with an emphasis on cultural continuity and understanding of human values. (1.1)

IAI General Education: H3 907
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 232 Topics in Literature (3) ……..**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course offers an individual student an opportunity to do specialized study in a topic or literary movement. Students will read and discuss representative works of literature (short stories, novels, poetry, essays, and drama) directed toward increasing the student's understanding and appreciation of both the particular topic or movement and its literary expression. The course is repeatable up to nine credits, but no more than six may be applied to GPA and graduation. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 235 Bible as Literature (3) ……..**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

In this course, students will study the Bible primarily from a literary rather than a theological or historical basis. Significant prose and poetry from both the Hebrew Bible (the old Testament) and the New Testament will be examined as representatives of various biblical literary forms. Where appropriate, students will also study non-biblical literature (poetry, short stories, films) based on stories, images, or themes from the biblical texts. (1.1)

IAI General Education: H5 901
Proficiency Credit: Not Available
Pass/No Credit: Available

LIT 241 Great Books Seminar I (3)…….**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

The course is a study of classic writings in the humanities using the readings and the shared inquiry methods of discussion developed by the Great Books Foundation. The selected reading and course content are different from LIT 242, LIT 243, LIT 244, and LIT 245 even though the method and procedure are the same for each course. (1.1)

IAI General Education: H3 906
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 242 Great Books Seminar II (3) ……..**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

The course is a study of classic writings in the humanities using the readings and the shared inquiry methods of discussion developed by the Great Books Foundation. The selected readings and course contents are different from LIT 214, LIT 243, LIT 244, and LIT 245, even though the methods and procedures are the same for each course. (1.1)

IAI General Education: H3 907
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 243 Great Books Seminar III (3) …….**(3, 0)**

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

The course is a study of classic writings in the humanities using the readings and the shared inquiry methods of discussion developed by the Great Books Foundation. The selected readings and course content are different from LIT 241, LIT 242, LIT 243, and LIT 245, even though the method and procedures are the same for each course. (1.1)

IAI General Education: H3 906
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 244 Great Books Seminar IV (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

The course is a study of classic writings in the humanities using the readings and shared inquiry method of discussion developed by the Great Books Foundation. The selected readings and course content are different from LIT 241, LIT 242, LIT 243, and LIT 245, even though the method and procedure are the same for each course. (1.1)

IAI General Education: H3 907
Proficiency Credit: Not Available
Pass/No Credit: Not Available

LIT 245 Great Books Seminar V (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course is a study of classic writings in the humanities using the readings and the shared inquiry method of discussion developed by the Great Books Foundation. The selected readings and course content are different from LIT 241, LIT 242, LIT 242, LIT 243, and LIT 244, even though the method and procedure are the same for each course. (1.1)

IAI General Education: H3 906
Proficiency Credit: Not Available
Pass/No Credit: Not Available

MACHINE TOOL

(See Industrial Manufacturing Technology)

MAGNETIC RESONANCE IMAGING

(See Medical Imaging)

MAMMOGRAPHY

(See Medical Imaging)

MANAGEMENT

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

Course	Fall	Spr	Sum	Varies
MMT-100	X			
MMT-101	X	X	X	
MMT-102	X	X	X	
MMT-107	X	X		
MMT-125	X	X		
MMT-162	X	X		
MMT-233				X
MMT-234				X
MMT-235				X
MMT-236				X
MMT-258	X	X	X	
MMT-265	X	X	X	

MMT 100 Fundamentals of Supervision (3) .....(3, 0)

Prerequisite: None

Prepares individuals to manage front-line workers and the responsibilities, problems, challenges and opportunities facing a supervisor. (1.2)

Proficiency Credit: Available (2 EI)
Pass/No Credit: Available

MMT 101 Principles of Management (3) .....(3, 0)

Prerequisite: None

Basic course in management with emphasis on the application of sound managerial practices and techniques in the field of management. The functions of management--planning, organizing, staffing, leading and controlling-provide the conceptual framework as students increase their understanding of global challenges, ethical decision making, workplace diversity and technology management. (1.2)

Proficiency Credit: Available (3 C)
Pass/No Credit: Available

MMT 102 Organizational Behavior (3) ...(3, 0)

Prerequisite: None

Recommended: MMT 101

Emphasizes a managerial and interpersonal approach to understanding interaction of individuals and groups in business organizations. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MMT 107 Human Resource Management (3) .....(3, 0)

Prerequisite: None

Recommended: MMT 101

Basic course covering the practical situations that managers face in human resource positions. Designed to develop skills necessary to solve day-to-day problems that arise in working with employees and administering programs of employee selection, training, evaluation, compensation, labor relations and personnel planning. Also stressed is the effect of federal legislation on personnel decisions. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MMT 125 Leadership Development (3) .....(3, 0)

Prerequisite: None

Recommended: Grade of C or better in MMT 101

This course emphasizes development of leadership theory, application, and skills for personal and professional use. Class activities include leadership self-assessment exercises, case role-playing exercises, and presentations. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

MMT 162 Conference/Seminar Contemporary Problems of Management (1) .....(1, 0)

Prerequisite: None

Consideration and analysis of contemporary problems in a selected field of management. Participants are called upon to address themselves to the solution of problems in the area of management chosen. This course is repeatable up to a maximum of four credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

MMT 233 Special Topics in Management (0.5) .....(0.5, 0)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of management. Course may be repeated three times. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MMT 234 Special Topics in Management (1) ..... (1, 0)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; 3) course should be designed to increase skill and knowledge in field of management.

Course may be repeated 3 times. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MMT 235 Special Topics In Management (2) ..... (2, 0)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of management. Course may be repeated three times. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MMT 236 Special Topics in Management (3) ..... (3, 0)

Prerequisite: None

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of management. Course may be repeated three times. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MMT 258 Independent Study in Management (Variable Credit 1-4) ..... (1-4, 0)

Prerequisite: Grade of C or better in MMT 101

This course focuses on the practical application of management skills and knowledge to problems, practices, case studies and projects. Using knowledge gained from other classes and on-the-job experience, students work independently to complete extensive writing assignments as a result of reading popular management books and journal articles. Course is repeatable to 16 credit hours. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MMT 265 Problems and Projects in Management (4) ..... (4, 0)

Prerequisite: Grade of C or better in BUS 101 and MMT 101

Capstone course examining contemporary management problems, issues, and topics. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MARKETING/RETAIL MANAGEMENT

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

Course	Fall	Spr	Sum	Varies
MKT-103	X	X	X	
MKT-105	X	X		
MKT-115	X	X	X	
MKT-145		X		
MKT-230				X
MKT-240				X
MKT-250	X	X	X	
MKT-260				X
MKT-290	X	X	X	
MMR-101	X	X	X	
MMR-206	X	X	X	
MMR-260	X	X	X	

MKT 103 Marketing (3) ..... (3, 0)

Prerequisite: None

Fundamental course describing the total system of interacting business activities designed to plan, price, promote and distribute want-satisfying products and services. Includes consumer motivation and behavior, consumer buying patterns, product planning and development, distribution channels and the retail market, pricing objectives, promotion, marketing in special fields and evaluation of the marketing effort. (1.1)

Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

MKT 105 Sales (3) ..... (3, 0)

Prerequisite: None

A practical course that deals with the sales process (prospecting, preapproach, presentation or demonstration, trial close, answering questions and meeting objections, close, follow-up), motivational and behavioral techniques used in selling, ethics in selling, and the exploration of selling as a career. Each student will be involved in sales demonstrations and the critique of sales demonstrations. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MKT 115 Advertising and Promotion (3).....(3, 0)

Prerequisite: None

Broad survey of advertising in an economy of abundance and its relationship to marketing, sales, and profit. Newspaper, radio, TV, and direct mail advertising will be studied. Problems and techniques of planning and coordinating an integrated series of promotional efforts for a successful promotional program will be discussed. (1.2)

IAI Major: MC 912

Proficiency Credit: Available (2 EI)

Pass/No Credit: Not Available

MKT 145 E-Commerce (3) .....(3, 0)

Prerequisite: None

This course explores the business opportunities, challenges and strategies for the use of electronic commerce. Included will be an examination of retail issues, advertising methods and strategies, service industries, business-to-business concerns, and implementation strategies. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Available

MKT 230 Direct Marketing (3) .....(3, 0)

Prerequisite: None

This course covers the process of marketing products directly to the consumer and how to precisely identify target markets. A determination of the appropriate media to be used to reach these prospects will be established. The development of direct mail pieces and telemarketing strategies will be taught. (1.2)

Proficiency Credit: Available (2)

Pass/No Credit: Available

MKT 240 Business to Business Marketing (3) .....(3, 0)

Prerequisite: MKT 103

This course covers the strategies and techniques for marketing in a business to business environment. The fundamental principles of product development, pricing, promotion and distribution are applied to the business customer. Comparative analysis of business customers and individual consumers are explored. (1.2)

Proficiency Credit: Available (2)

Pass/No Credit: Available

MKT 250 Independent Study in Marketing (4) .....(4, 0)

Prerequisite: Grade of C or better in MKT 103.

The student, with the guidance of an instructor, will develop a plan of study which will increase his/her marketing competency level. The plan may consist of the following: 1) an on-the-job rotation plan, 2) job-related products in the area of marketing, 3) extensive research projects in the area of marketing, 4) extensive readings in the area of marketing, and 5) combinations of the above. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

MKT 260 Public Relations (3) .....(3, 0)

Prerequisite: BUS 101 or ENG 101 or placement in ENG 101 or consent of instructor.

This course covers the fundamentals of public relations. It involves the proper ways a company can use press releases and other media tools to communicate effectively with its various publics. It shows how to develop a media relations plan to achieve the public relations goals of the organization. (1.2)

Proficiency Credit: Available (2)

Pass/No Credit: Available

MKT 290 Marketing Internship (3) .....(3, 0)

Prerequisite: Consent of instructor.

This course is designed to give the student valuable hands on experience by entering a partnership with industry. The internship agreement will last for a minimum of 300 hours. Under the supervision of a faculty member and designated employee, the student with participate in a variety marketing projects. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

MMR 101 Principles of Retailing (3) .....(3, 0)

Prerequisite: None

Store location and layout, retail institutions, department store organization, chain store organization, merchandise, information, including the process of analyzing merchandise for marketing purposes. Techniques of buying, receiving, pricing and displaying. Also included are problems of credit control, cost control and margin control. (1.2)

Proficiency Credit: Available (2 EI)

Pass/No Credit: Not Available

MMR 206 Retail Management (3) .....(3, 0)

Prerequisite: Grade of C or better in MMR 101.

Deals with the subject of retailing from a management point of view. Managerial considerations include goals and objectives, policies, community analysis, site evaluation, store planning, staffing, sales promotions, customer services, store margin and profit controls. (1.2)

Proficiency Credit: Available (2 EI)

Pass/No Credit: Not Available

MMR 260 Independent Study in Retail Manage. (4) .....(4, 0)

Prerequisite: Grade of C or better in MMR 206.

The student, with the guidance of the management instructor, will develop a plan of study which will increase his/her retail competency level. The plan may consist of the following: 1) an on-the-job rotation plan, 2) job-related projects in the area of retail management, 3) extensive research projects in the area of retail management, 4) extensive readings in the area of retail management, and 5) combinations of the above. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

MASSAGE THERAPY

Students must successfully complete MAS 100 before submitting the health professions application and before taking any additional massage therapy classes. The massage therapy program application is given to students upon successful completion of MAS 100.

A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program after completion of MAS 100. For more information, please refer to elgin.edu/massage.

Course	Fall	Spr	Sum	Varies
MAS-100	X	X	X	
MAS-110	X	X		
MAS-115	X	X		
MAS-120	X	X		
MAS-125	X	X		
MAS-130	X	X		
MAS-140	X		X	
MAS-141	X	X		
MAS-142		X	X	
MAS-210		X	X	
MAS-215		X	X	
MAS-220	X	X		
MAS-225		X	X	
MAS-230	X	X		
MAS-235	X		X	
MAS-240	X		X	
MAS-243	X		X	
MAS-250	X		X	

MAS 100 Introduction to Massage Therapy (1.5) .....(1.5, 0)

Prerequisite: None

This course is required to apply to the massage therapy program. It is an introduction to the basic theory, principles, and techniques of therapeutic massage. Students will be introduced to massage theory, basic massage techniques, the concepts of quality of touch, contraindications, endangerment sites, safety and sanitation, and body mechanics for the therapist, as well as basic anatomy and simple recognition of selected muscle groups and bones. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 110 Theory & Fundamentals of Massage (3) .....(3, 0)

Prerequisite: Grade of C or better in MAS 100 and acceptance into the massage therapy program.

This course is intended to provide the student with a strong understanding of the fundamental concepts of therapeutic massage. The focus of this course will encompass the history of the profession and touch, ethics and professionalism, requirements to practice, medical terminology, consultation, documentation, research, physiologic effects and benefits of massage, and indications and contraindications for massage. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 115 Wellness Concepts (1.5) .....(1.5, 0)

Prerequisite: Grade of C or better in MAS 100 and acceptance into the massage therapy program.

This course is intended to provide the student with a strong understanding of the fundamental concepts of illness and health, personal wellness and responsibility, as well as in a larger context of connection with other people and planetary responsibility. Students will learn to correlate personal wellness with the concepts and practice of responsibility, breathing and sensing, eating, nutrition, exercise, thinking, work and play, communication, intimacy, and higher meaning in life. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 120 A & P for Massage Therapists I (3) .....(3, 0)

Prerequisite: Grade of C or better in MAS 100 and acceptance into to the massage therapy program.

Anatomy and Physiology is the study of the structural and functional relationships and homeostasis of body systems. The course incorporates the systems approach and integration of the systems into one functioning unit—the human body. (1.2)

Proficiency Credit: Available (2 MITH)
Pass/No Credit: Not Available
NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 125 Musculoskeletal Palpation I (2) (2, 0)

Prerequisite: Grade of C or better in MAS 100 and acceptance into the massage therapy program.

This course provides an opportunity to learn muscles, bony landmarks, and surface features on an individual basis, emphasizing origins, insertions, and actions of muscles. Palpation examination through touch is an integral part of the learning process and is part of each class. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 130 Basic Massage and Bodywork (5) .....(4, 2)

Prerequisite: Grade of C or better in MAS 100 and acceptance into the massage therapy program.

This course teaches students to administer a full-body, one-hour Swedish massage using a variety of strokes, correct draping, proper sanitation, and healthy body mechanics. A therapeutic movement component is incorporated to assist students with balance, core strengthening, and stretching. Chair and event massage is introduced. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 140 Community Outreach (0.5) .....(0, 1)

Prerequisite: Grade of C or better in MAS 130.

Students select from a variety of instructor-supervised community events to perform clothed seated or table massage, completing 16 event hours during the program. Students will learn how to set up and break down physical spaces not designed specifically for therapeutic massage sessions, interact with a variety of populations, perform event intake, and practice short massage sequences. Events may include, but not be limited to, sporting events, college outreach events, and local area agency outreach. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 141 Massage Practice Clinic I (1) . . . (0, 2)

Prerequisite: Grade of C or better in MAS 130 or concurrent enrollment in MAS 130.

This course is designed to provide students with their first clinical experience with the public. With a clinic instructor on site, students will practice client history taking and charting, practice massage technique, body mechanics, and therapeutic communication in a clinic setting. Students will apply skills to the level learned in their technique class on fellow classmates and members of the community. Students will receive instruction and correction during the massage sessions from the instructor and be evaluated by the clients. Each class meeting includes a lecture and assessment component to expand hands-on learning into applicable critical thinking skills. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MAS 142 Massage Practice Clinic II (1) . . (0, 2)

Prerequisite: MAS 141

In this course, students perform full-body massage therapy treatments on the public. Students will further develop their skills in communication, critical thinking, technique, centering, qualities of touch, timing, body mechanics, and charting. As additional modalities and advanced techniques are learned, they are incorporated into the massage. Instructors use a portion of each class to lecture and discuss each client interaction to foster critical thinking skills for each unique treatment session. This course moves the student from general Swedish massage to individualized treatment. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 210 Pathology & Pharmaceuticals (2.5) . . . . . (2.5, 0)

Prerequisite: Grade of C or better in MAS 110.

This course will provide the student with a strong understanding of specific pathologies for each system of the body as well as indications and contraindications for massage therapy treatment. Students will learn to identify major classes of pharmaceuticals and consider their impact when designing a massage session. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 215 Applied Therapies (4) . . . . . (3.5, 1)

Prerequisite: Grade of C or better in MAS 130.

This course addresses the basic principles of hydrotherapy, active and passive stretching, proprioceptive neuromuscular facilitation, reciprocal inhibition, trigger point therapy, deep tissue techniques, and aromatherapy. Massage therapy indications and contraindications for treatment of specific special populations will be discussed. Students practice assessing and treating using critical thinking skills based on content presented. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the nassage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 220 A & P for Massage Therapists II (3) . . . . . (3, 0)

Prerequisite: Grade of C or better in MAS 120.

This course is a continuation of the considerations of the structural and functional relationships and homeostasis of body systems started in MAS 120. The principles of kinesiology, postural assessment, and gait analysis are introduced. This course incorporates the systems approach and integration of the systems into one functioning unit—the human body. A cadaver study is included in the course. (1.2)

Proficiency Credit: Available (2 MT)
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 225 Musculoskeletal Palpation II (1.5) . . . . . (1.5, 0)

Prerequisite: Grade of C or better in MAS 125.

This course provides an opportunity to learn muscles, bony landmarks, and surface features on an individual basis, emphasizing origins, insertions, and actions of muscles. Palpation examination through touch is an integral part of the learning process and is part of each class. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 230 Supplemental Massage Techniques (3.5) . . . . . (2.5, 2)

Prerequisite: Grade of C or better in MAS 130.

Through both lecture and hands-on practice, this course introduces adjunct and advanced modalities that will deepen knowledge of body systems, techniques, and tools to establish a well-rounded practice. Topics covered will be, but are not limited to, craniosacral technique, manual lymphatic drainage, myofascial release, prenatal and side-lying massage, infant massage, body scrubs, assistive tools, hot stone massage, connecting style massage, and massage at a sporting event. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 235 Eastern/Energetic Theory & Technique (2.5) . . . . . (2.5, 0)

Prerequisite: Grade of C or better in MAS 130.

This course further develops the student's awareness and ability to apply the subtle, natural energy systems of the body in a therapeutic treatment session. Eastern wellness philosophy and application is introduced through basic concepts of traditional Chinese medicine, meridians, acupressure, reflexology, and shiatsu. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 240 Clinical Case Report (1) . . . . . (0.5, 1)

Prerequisite: MAS 142 and MAS 210.

Students are assigned one client to treat in the massage clinic under the supervision and guidance of a clinical instructor. The focus of this class is researching pathologies, pharmaceuticals, and executing treatment while considering the contraindications and indications of their client. Students will work with the same client for the duration of the class, creating a unique treatment plan and writing a case study report. The case study format will follow Massage Therapy Foundation (MTF) guidelines and may be submitted to the MTF Student Case Study Contest. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 243 Massage Therapy Practice Clinic III (1) ..... (0, 2)

Prerequisite: MAS 142

Under the supervision of instructors, students apply principles, techniques, and procedures learned to assess and treat clients, who are members of the community, individually in a setting that simulates a professional therapeutic massage practice. Students will serve as, and gain experience as, both a massage therapist and an office manager. Students will demonstrate professional therapeutic communication skills, the proper application of both basic and more advanced bodywork techniques, proper body mechanics and draping techniques, use proper safety and sanitation practices, demonstrate critical thinking skills, and create documentation of each session. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MAS 250 Business for Massage Therapists (2.5) ..... (2.5, 0)

Prerequisite: Grade of C or better in MAS 110.

In this course students will learn the fundamentals of massage therapy business. Course topics will focus on the business plan, ethics, record-keeping, finances, policies, procedures, professionalism, communications, marketing, and advertising. Students will discuss target markets, as well as identify success strategies and obstacles to success when managing a business. Local business people will present during this course, sharing their experiences with students. Students will create a résumé and cover letter and practice interview skills based on their new profession as a massage therapist. Professional development, client retention, and career longevity will also be a focus of the course. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the massage therapy (MAS) program. For more information please refer to elgin.edu/massage.

MATHEMATICS

DEGREE REQUIREMENTS

MTH 102, 104, 120, 125, 126, 190, 210, and 230 fulfill the mathematics requirement for the Associate in Arts, Associate in Science, and Associate in Fine Arts degrees.

MTH 190, 210, 230, and 250 fulfill the mathematics requirement for the Associate in Engineering Science degree.

MTH 113 fulfills the mathematics requirement for elementary education majors only for the AA degree.

All MTH courses numbered 100 and above may be applied to the area of concentration and elective requirement in the AA and AS degrees.

All MTH courses numbered 100 and above may be used to fulfill the math requirement for the Associate in Liberal Studies degree and the math/science requirements in the Associate of Applied Science degree.

PLACEMENT FOR MATHEMATICS

Math requirements vary greatly based on a student's major, degree, or certificate. Choosing the correct math courses should be done with an ECC advisor.

Even though a math ACT score of 23 or higher will exempt you from the ECC Math Placement Test, you may still wish to take it to qualify for higher level math courses.

I. Initial Placement into Transfer-Level Mathematics Courses:

Students may be initially placed into MTH 102, 104, 110, or 112 if they meet ECC's Geometry Prerequisite* and satisfy one of the following:

1. Math ACT score of 23 or higher.
2. Appropriate score on ECC's Math Placement Test for placement into MTH 102, 104, 110, or 112.
3. Score on ECC's Math Placement Test for placement into MTH 098 and an unweighted high school GPA 3.5/4.0 with a C or better in both semesters of second year high school algebra.
4. Successful completion of a transfer-level mathematics course **at another institution.**

Students may be initially placed into MTH 114, 120, 125, 126, or 190 if they meet ECC's Geometry Prerequisite* and satisfy one of the following:

1. Math ACT score of 28 or higher.
2. Appropriate score on ECC's Math Placement Test for placement into each respective course.
3. Successful completion of the equivalent course at another institution.

II. Initial Placement into developmental mathematics courses:

Students who do not have a math ACT score of 23 or higher will be required to take ECC's Math Placement Test, which will determine the initial placement into developmental or transfer level courses.

All students must also satisfy ECC's Geometry Prerequisite* before taking transfer-level mathematics courses.

*All students wishing to enroll in any transfer-level mathematics courses must first satisfy ECC's GEOMETRY PREREQUISITE, which can be accomplished by satisfying one of the following:

1. C or better in two semesters of high school geometry.
2. Appropriate score on ECC's geometry placement test.
3. C or better in MTH 097.
4. Successful completion of a transfer-level mathematics course at another institution.

Go to elgin.edu/testing for more information regarding placement testing.

TRANSFER SEQUENCES

Science, engineering, and mathematics majors should try to complete the sequence MTH 112, 114, 190, 210, 230, 250, and possibly 240, depending on their transfer institution's requirements. Entrance into this sequence depends on previous background in high school or college, and it may not be necessary to start at the beginning of the sequence.

Business and social science students should complete MTH 120, 125, and/or 126 depending on their transfer institution's requirements.

Questions on math course sequences may be determined by a conference with a member of the mathematics department or the advising staff.

DEVELOPMENTAL STUDIES

MTH 090, 095, 096, 097, 098, and 099 make it possible for students with skill deficiencies to prepare for regular college-level courses before or in conjunction with enrollment in college courses.

Developmental studies courses are distinguished from other courses by prefix codes numbered below 100. They are not intended for transfer and cannot be used to fulfill the requirements of any associate degree.

Course	Fall	Spr	Sum	Varies
MTH-090	X	X	X	
MTH-095	X	X		
MTH-096	X	X	X	
MTH-097	X	X	X	
MTH-098	X	X	X	
MTH-099	X	X		
MTH-102	X	X	X	
MTH-104	X	X	X	
MTH-107	X	X		
MTH-109	X	X		
MTH-110	X	X	X	
MTH-112	X	X	X	
MTH-113	X	X	X	
MTH-114	X	X	X	
MTH-120	X	X	X	
MTH-123	X	X		
MTH-125	X	X	X	
MTH-126	X	X	X	
MTH-190	X	X	X	
MTH-210	X	X	X	
MTH-230	X	X		
MTH-240		X		
MTH-250	X	X		

MTH 090 Pre-Algebra (3)..... .(3, 0)

Prerequisite: None

This course is designed as a review of the basic operations of arithmetic and an introduction to algebra. The emphasis is on operations with fractions, decimals, percents, and signed numbers. It is intended for the student who needs a review of arithmetic and pre-algebra skills. This course precedes technical math or beginning algebra. (1.4)

Proficiency Credit: Not Available
Pass/No Credit Not: Available

MTH 095 Preparatory Math for General Ed (6).....(6, 0)

Prerequisite: Grade of C or better in MTH 090 or appropriate placement score.

This course focuses on developing mathematical maturity through problem-solving, critical thinking, data analysis, and the writing and communication of mathematics. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. The instruction should emphasize the connections between verbal, numerical, symbolic and graphical representation of the concepts being taught whenever possible. Emphasis should be placed on modeling and problem-solving, with techniques and manipulations covered in context. The appropriate use of technology, such as a graphing calculator, is strongly encouraged. Course is repeatable three times. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 096 Basic Algebra (4).....(4, 0)

Prerequisite: Grade of C or better in MTH 090 or appropriate placement test score.

This course is designed to be a first course in algebra. Although emphasis is placed on techniques and manipulations, problem-solving and logical reasoning are main threads throughout the course. Topics include: operations and properties of real numbers; linear equations and inequalities in one and two variables; systems of linear equations in two variables; operations with polynomials including factoring; polynomial equations; and applications. Additionally, the course includes study skills strategies. Course is repeatable three times. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 097 Plane Geometry (3).....(3, 0)

Prerequisite: Grade of C or better in MTH 095 or MTH 096 or appropriate placement test score.

Plane Geometry is a one-semester course which covers the fundamental concepts of geometry for students who lack credit in one year of high school geometry or need a review of the subject matter. This course is designed to prepare students for further work in mathematics and many math-related fields. The subject is developed in the context of a logical system with constructions, numerical problems, symbolic and graphical representations, deductive reasoning, algebraic concepts, geometric theorems, integrating problem-solving, and applications throughout the course. Course is repeatable three times. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 098 Intermediate Algebra (4).....(4, 0)

Prerequisite: Grade of C or better in MTH 095 or MTH 096 or appropriate placement test score.

This course is designed to be a second course in algebra. Although emphasis is placed on techniques and manipulations, problem-solving and logical reasoning are main threads throughout the course. Topics include: factoring polynomials; absolute value equations and inequalities; rational and radical expressions and equations; complex numbers; quadratic and polynomial equations; properties of functions and their graphs, including polynomial and exponential functions; and applications. Course is repeatable three times. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 099 Combined Basic & Intermed. Algebra (6).....(6, 0)

Prerequisite: Appropriate placement score.

This course is designed to be a combination of basic and intermediate algebra. Although emphasis is placed on techniques and manipulations, problem-solving and logical reasoning are main threads throughout the course. Topics include: operations and properties of real numbers; linear equations and inequalities in one and two variables; systems of linear equations in two variables; operations of polynomials, including factoring; absolute value equations and inequalities; rational and radical expressions and equations; complex numbers; quadratic and polynomial equations; properties of functions and their graphs, including polynomial and exponential functions; and applications. Course is repeatable three times. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 102 General Education Statistics (3)(3, 0)

Prerequisite: Algebra: (1) grade of C or better in MTH 095, MTH 098, or 099; or (2) an ACT Math score of 23 or above or an appropriate placement score; or (3) placement into MTH 098 and a minimum high school un-weighted GPA of 3.5/4.0 with a grade of C or better in two semesters of second year high school algebra. [Geometry: (1) grade of C or better in MTH 097; or (2) appropriate score on geometry placement test; or (3) grade of C or better in two semesters of high school geometry. Reading: (1) grade of C or better in RDG 091 or LTC 099; or (2) an ACT Reading score of 18 or above or an appropriate placement score.

An introductory course in descriptive and inferential statistics for students in liberal arts and health-related fields. Applications and concepts are emphasized rather than theoretical formulations. Calculators and computers will be used to help make statistical ideas more accessible to students. (1.1)

IAI General Education: M1 902
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

MTH 104 Liberal Arts Mathematics (3)...(3, 0)

Prerequisite: Algebra: (1) grade of C or better in MTH 098 or 099; or (2) an ACT Math score of 23 or above or an appropriate placement score; or (3) placement into MTH 098 and a minimum high school un-weighted GPA of 3.5/4.0 with a grade of C or better in two semesters of second year high school algebra. Geometry: (1) grade of C or better in MTH 097; or (2) appropriate score on geometry placement test; or (3) grade of C or better in two semesters of high school geometry. Reading: (1) grade of C or better in RDG 091 or LTC 099; or (2) an ACT Reading score of 18 or above or an appropriate placement score.

This course focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Finance, statistics, and mathematical modeling are studied in depth, with one optional topic chosen from the following list: probability, graph theory, logic/set theory, and game theory. The use of graphing calculators and/or computers is required. (1.1)

IAI General Education: M1 904
Proficiency Credit: Not Available
Pass/No Credit: Not Available

The information highlighted in yellow has been corrected. Please refer to the Catalog Corrections page of this catalog for details.

MTH 107 Technical Math I (4).....(4, 0)

Prerequisite: MTH 090, consent of instructor, or appropriate score on placement test.

Intended for students in technical programs or pre-engineering technology programs where a coverage of basic mathematics is required. An integrated approach in algebra, plane geometry, and trigonometry. (1.2)

Proficiency Credit: Available (2 IRT)
Pass/No Credit: Not Available

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

MTH 109 Technical Mathematics II (4)...(4, 0)

Prerequisite: Grade of C or better in MTH 107 or IMT 107 or consent of instructor.

Continuation of MTH 107, Technical Mathematics I, and an introduction to further methods used in mathematics problem-solving needed for technology. (1.2)

Proficiency Credit: Available (2 IRT)
Pass/No Credit: Not Available

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

MTH 110 Math for Elementary Teaching I (3).....(3, 0)

Prerequisite: Algebra: (1) grade of C or better in MTH 098 or 099; or (2) an ACT Math score of 23 or above, or an appropriate placement score; or (3) placement into MTH 098 and a minimum high school un-weighted GPA of 3.5/4.0 with a grade of C or better in two semesters of second year high school algebra.

Geometry: (1) grade of C or better in MTH 097; or (2) appropriate score on geometry placement test; or (3) grade of C or better in two semesters of high school geometry. Reading: (1) grade of C or better in RDG 091 or LTC 099; or (2) an ACT Reading score of 18 or above, or an appropriate placement score.

The first course of a two-part sequence that meets the requirements for state certification in elementary teaching. Problem-solving and mathematical reasoning are main threads throughout the course. The course content includes: whole numbers, integers, rational numbers, sets, reasoning, numeration systems, number theory, and real numbers. Course pedagogy involves students as active participants in the learning process. The two-course sequence, MTH 110/113, fulfills the Illinois Transferable General Education Core Curriculum requirement only for students seeking state certification as elementary teachers or special education teachers. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 112 College Algebra (4).....(4, 0)

Prerequisite: Algebra: (1) grade of C or better in MTH 098 or 099; or (2) an ACT Math score of 23 or above, or an appropriate placement score; or (3) placement into MTH 098 and a minimum high school un-weighted GPA of 3.5/4.0 with a grade of C or better in two semesters of second year high school algebra.

Geometry: (1) grade of C or better in MTH 097; or (2) appropriate score on geometry placement test; or (3) grade of C or better in two semesters of high school geometry. Reading: (1) grade of C or better in RDG 091 or LTC 099; or (2) an ACT Reading score of 18 or above or an appropriate placement score.

Study of more advanced algebraic theory and techniques required for the study of calculus. Topics include: properties of functions and their graphs; classes of functions including polynomial, rational, exponential, and logarithmic; systems of equations; theory of equations, conic sections; sequences, series, and binomial expansion. (1.1)

Proficiency Credit: Available (2 C)
Pass/No Credit: Not Available

MTH 113 Math for Elementary Teaching II (3).....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 110.

The second course of a two-part sequence that meets the requirements for state certification in elementary teaching. Problem-solving and mathematical-reasoning are main threads throughout the course. The course content includes: functions, statistics, probability, geometric figures, and measurement. Course pedagogy involves students as active participants in the learning process. The two-course sequence, MTH 110/113, fulfills the Illinois Transferable General Education Core Curriculum requirement only for students seeking state certification as elementary teachers or special education teachers. (1.1)

IAI General Education: M1 903
Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 114 Trigonometry (3).....(3, 0)

Prerequisite: Grade of C or better in MTH 112 or appropriate placement test score. Concurrent enrollment in MTH 112 with consent of instructor.

The primary objective of this course is to prepare students for calculus and post-calculus courses. Topics include analytical geometry, trigonometric functions, trigonometric identities, inverse trigonometric functions, and solving trigonometric equations. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 120 Statistics I (4).....(4, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112, or appropriate placement test score and grade of C or better in MTH 097, or grade of C or better in two semesters of high school geometry, or appropriate score on the geometry placement test.

An introductory course in probability and statistics. The ability to handle basic algebraic manipulation is a prerequisite skill. The emphasis of the course is on the use rather than the derivation of the formulas and theorems. The aims of the course are to provide the student with a working knowledge of statistics in order to follow the statistics in the literature of his/her particular field and to provide an introduction for more advanced work in statistics. Major topics are: frequency distributions, sampling, testing hypotheses, regression, correlation, analysis of variance, chi-square, and probability. These and other topics are approached from a fundamental viewpoint to make the study both sound and useful. (1.1)

IAI General Education: M1 902
IAI Major: BUS 901
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

MTH 123 Computer Science for Engineers (4).....(4, 0)

Prerequisite: Grade of C or better in MTH 190 or equivalent college credit or consent of instructor.

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. This course will be taught using the C++ programming language. (1.1)

IAI Major: CS 911
Proficiency Credit: Not Available
Pass/No Credit: Available

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

MTH 125 Finite Math for Business & Mgmt (3).....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112, or appropriate placement test score and grade of C or better in MTH 097, or grade of C or better in two semesters of high school geometry, or appropriate score on the geometry placement test.

Emphasizes applications of mathematics in business and the social sciences. Topics include functions, graphical and algebraic methods for solving systems of linear equations, matrices and matrix algebra, systems of inequalities and linear programming, the simplex method, spreadsheet solutions to linear programming problems, set theory, logic and Boolean algebra, counting and probability theory, and Markov chain methods. (1.1)

IAI General Education: M1 906
Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 126 Calculus for Business/Social Science (4).....(4, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112, or appropriate placement test score and grade of C or better in MTH 097, or grade of C or better in two semesters of high school geometry, or appropriate score on the geometry placement test.

An introductory course in differential and integral calculus for students majoring in business or the social or life sciences. A working, rather than a theoretical, knowledge of calculus concepts and applications is emphasized. (1.1)

IAI General Education: M1 900-B
Proficiency Credit: Available (2 C)
Pass/No Credit: Not Available

MTH 190 Calculus with Analytic Geometry I (5).....(5, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112 and MTH 114, or appropriate placement test score.

First of three courses in the calculus sequence. Topics include limits, continuity, differentiation, product and quotient rules, implicit differentiation, related rates, extrema, first and second derivative tests, curve sketching, optimization, differentials, definite and indefinite integration, area, The Fundamental Theorem of Calculus, numerical integration, and differentiation and integration of transcendental functions, including exponential, logarithmic, trigonometric, inverse trigonometric, and hyperbolic. (1.1)

IAI General Education: M1 900-1
IAI Major: MTH 901
Proficiency Credit: Available (2 C)
Pass/No Credit: Not Available

MTH 210 Calculus with Analytic Geometry II (5).....(5, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 190 or equivalent college credit.

Second of three courses in the calculus sequence. Topics include the natural logarithmic function, exponential functions, inverse functions, inverse trigonometric functions, hyperbolic functions, applications of integration, integration techniques, indeterminate forms and L'Hopital's Rule, improper integrals, sequences and series, convergence tests, power series, Taylor polynomials, and Taylor series. (1.1)

IAI General Education: M1 900-2
IAI Major: MTH 902
Proficiency Credit: Available (2 C)
Pass/No Credit: Not Available

MTH 230 Calculus with Analytic Geometry III (5).....(5, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 210.

Third and final course in the calculus sequence. Topics include the following: vectors in 2 and 3 dimensions; planes and lines in space, surfaces and quadric surfaces, space curves; cylindrical and spherical coordinates; vector-valued functions and their graphs; functions of two or more variables; partial derivatives, directional derivatives, gradients; double and triple integrals; applications involving functions of several variables; vector fields, line integrals and Green's Theorem; parametric surfaces, surface integrals, the Divergence Theorem, and Stokes' Theorem. (1.1)

IAI General Education: M1 900-3
IAI Major: MTH 903
Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 240 Introduction to Linear Algebra (4).....(4, 0)

Prerequisite: Grade of C or better in MTH 210.

First course in vectors and matrices, vector spaces, and linear transformations. The ideas discussed not only serve as a good introduction to the more abstract courses a mathematics student meets at the junior-senior level, but they also have many useful applications outside of mathematics. Covers the following topics: vectors, matrices, operations on matrices, inverse of a matrix, solutions of systems of linear equations, rank of a matrix, vector spaces and subspaces, linear dependence and independence, basis and dimension, linear transformations, sums, composites, inverses of linear transformations, range and kernel of a linear transformation, and eigenvalues and eigenvectors, diagonalization, inner products and orthogonality, including the Gram-Schmidt process. Quadratic forms and other additional topics could be included, as time permits. (1.1)

IAI Major: MTH 911
Proficiency Credit: Not Available
Pass/No Credit: Not Available

MTH 250 Differential Equations (4) .....(4, 0)

Prerequisite: Grade of C or better in MTH 230.

Topics include linear equations of first order, linear equations with constant coefficients, general linear differential equations, variation of parameters, the method of undetermined coefficients, linear independence and the Wronskian, exact equations, separation of variables, and various applications of these. In addition, the course covers systems of linear differential equations, the Laplace transform, series methods in solving differential equations, and an introduction to boundary value problems. (1.1)

IAI Major: MTH 912
Proficiency Credit: Not Available
Pass/No Credit: Not Available

MECHANICAL SYSTEMS

(See IST/Maintenance Technology)

MEDICAL IMAGING

SPECIAL NOTE: For more information on ECC's advanced imaging programs, go to elgin.edu/medicalimaging.

A criminal background check and drug test MAY be required prior to enrollment.

MEDICAL IMAGING–ADVANCED MEDICAL IMAGING

Course	Fall	Spr	Sum	Varies
AMI-102	X			
AMI-110	X			
AMI-210		X		

AMI 102 Patient Care and Safety (2) .....(1, 2)

Prerequisite: Acceptance in to the Computed Tomography Imaging or the Magnetic Resonance Imaging Program.

Patient Care and Safety provides the student with patient care knowledge and skills related to specialized imaging procedures. The roles of the MR and CT technologists are defined as well as behavioral standards, and ethics and law related to the position. Medical records management concerns, including privacy and regulatory issues, are examined. This course will provide the student with patient assessment skills as it relates to advanced imaging procedures, a review of infection control and special considerations within these imaging environments. Contrast pharmacology, the theory and practice of basic techniques of venipuncture, and administering diagnostic contrast agents and/or intravenous medications will be discussed. Course content will provide basic emergency medicine and management of medical emergencies related to adverse contrast reactions. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

AMI 110 Advanced Sectional Anatomy I (2) .....(1, 2)

Prerequisite: Acceptance in to the Computed Tomography Imaging or the Magnetic Resonance Imaging program

Advanced Sectional Anatomy I will enhance the student's knowledge of gross radiographic anatomy through the observation of the human body from multiple orthogonal planes. The following anatomical regions of interest included in this course are: brain, face, neck, spine, upper and lower musculoskeletal regions. This course also familiarizes the student with the common pathologies found in magnetic resonance imaging and computed tomography through the appearance of normal and abnormal pathologies in various imaging planes. Pathological and traumatic disease processes associated with the skeletal, endocrine, and hemopoietic systems will be discussed to help the student identify these disease processes in common practice and make the associated imaging changes required to adequately demonstrate the patient's anatomy and pathology. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

AMI 210 Advanced Sectional Anatomy II (2) .....(1, 2)

Prerequisite: Grade of C or better in AMI 110

Advanced Sectional Anatomy II is the secondary anatomy and pathology course. It will further enhance the student's knowledge of gross radiographic anatomy and increase understanding of this anatomy through the observation from a three dimensional perspective. The student will be introduced to gross anatomy from a cross sectional perspective including the following regions/ systems: thorax, abdomen and pelvis. Pathological and traumatic disease processes associated with the respiratory, cardiovascular, abdomen, gastrointestinal, hepatobiliary, urinary, and reproductive systems. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics of normal and abnormal structures will be discussed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MEDICAL IMAGING–COMPUTED TOMOGRAPHY IMAGING

Course	Fall	Spr	Sum	Varies
CTI-100	X			
CTI-101	X			
CTI-103	X			
CTI-200		X		
CTI-201		X		
CTI-204		X		

CTI 100 CT Physical Principles I (3) .....(2, 2)

Prerequisite: Acceptance into the Computed Tomography Imaging program

CT Physical Principles I introduces the student to physical principles and image acquisition parameters of computed tomography, surveys instrumentation and digital processing parameters, and discusses scanning techniques as applied to single and multi-slice spiral CT. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CTI 101 CT Procedures I (3) .....(2, 2)

Prerequisite: Grade of C or better in CTI 100 or consent of program director

This course provides detailed coverage of procedures for CT imaging. Procedures include, but are not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout image, selectable scan parameters, filming and archiving of the images. CT procedures will be taught for differentiation of specific structures, patient symptomology and pathology. CT images studied will be reviewed for quality, anatomy and pathology. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CTI 103 CT Clinical Practicum I (3) .....(0, 15)

Prerequisite: Acceptance into the Computed Tomography Imaging program

In CT Clinical Practicum I content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CTI 200 CT Physical Principles II (3) .....(2, 2)

Prerequisite: Grade of C or better in CTI 100 or consent of program director

CT Physical Principles II introduces the student to the principles of single slice, multi-slice and volume scanning computed tomography as they pertain to radiation dose in adults and pediatrics. It will also cover post-processing techniques, PET/CT, and quality control. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CTI 201 CT Procedures II (3) .....(2, 2)

Prerequisite: Grade of C or better in CTI 103 or consent of program director

Content provides detailed coverage of procedures for CT imaging. Procedures include, but are not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout image, selectable scan parameters, filming and archiving of the images. CT procedures will be taught for differentiation of specific structures, patient symptomology and pathology. CT images studied will be reviewed for quality, anatomy and pathology. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

CTI 204 CT Clinical Practicum II (4) .....(0, 20)

Prerequisite: Grade of C or better in CTI 103 or consent of program director

In CT Clinical Practicum II content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. A comprehensive "mock" registry will be given at the conclusion of the course. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MEDICAL IMAGING–MAMMOGRAPHY

Course	Fall	Spr	Sum	Varies
MAM-101	X			
MAM-102	X			
MAM-103	X			
MAM-104	X			
MAM-105	X			
MAM-106		X		

MAM 101 Fundamentals of Breast Imaging (1) ……(1, 0)

Prerequisite: Acceptance into the mammography program.

This introductory course emphasizes the importance of patient care and education in the mammographic environment. Incidence and risk factors, signs, and symptoms associated with breast cancer for the male and female patient are discussed. Tumor staging of breast cancers and treatment options for the patient with breast cancer are summarized including the surgical, nonsurgical, and reconstructive aspects for the patient. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MAM 102 Instrumentation and QA (2) …(1, 2)

Prerequisite: Acceptance into the mammography program.

This course covers basic design of the mammography equipment and introduces the student to the role of technical components utilized in mammography and their affect on the mammographic image. Both analog and digital imaging equipment and the use of computer aided detection (CAD) are also discussed. The MQSA regulations and the various agencies that govern mammography including their purposes, processes, and frequency of inspection are included in this course, as well as the quality control testing required to maintain accreditation and the roles that technologists and the physicist play in performing these tests. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MAM 103 Breast Anatomy and Pathology (2) ……(2, 0)

Prerequisite: Acceptance into the mammography program.

Breast Anatomy and Pathology introduces the student to the basic terminology associated with the breast anatomy. Also defined are the aspects of the internal and external breast anatomy, cellular components, and the TDL (terminal ductal lobular unit) identifying their role in the breast anatomy. The student is also introduced to breast imaging terminology associated with mammography, the role of the pathologist, and how breast pathology is correlated to breast cancer. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MAM 104 Breast Imaging Techniques (2) ……(1, 2)

Prerequisite: Grade of C or better in MAM 102 or consent of program director.

Breast Imaging Techniques introduces the student to the technical factors that influence the mammographic image and allows the student the opportunity to evaluate and critique mammographic images. Also discussed is the required labeling for mammograms and the acceptable abbreviations. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MAM 105 Breast Imaging Procedures (3) ……(2, 2.5)

Prerequisite: Grade of C or better in MAM 103 or consent of program director.

This course introduces the standard views required for obtaining a mammogram and any additional views and positioning techniques associated with obtaining the required images. The course also discusses special patient situations which the mammographer may encounter during the mammographic exam and offers the student the opportunity to apply critical thinking skills. The course will also define and discuss the differences between a screening and diagnostic mammogram. Alternative imaging options and diagnostic procedures associated with the breast will also be reviewed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MAM 106 Mammography Clinical Practicum (3) ……(0, 15)

Prerequisite: Concurrent enrollment in MAM 105.

This course allows the student to apply the knowledge gained in the previous courses and practice positioning and quality control testing under the supervision of a registered mammographer in a clinical setting. This course also provides the opportunity to document clinical competence as required by the ARRT to apply for the advanced certification in mammography. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MEDICAL IMAGING–MAGNETIC RESONANCE IMAGING

Course	Fall	Spr	Sum	Varies
MRI-100	X			
MRI-101	X			
MRI-103	X			
MRI-200		X		
MRI-201		X		
MRI-204		X		
MRI-205			X	

MRI 100 MR Physical Principles (3) ……(2, 2)

Prerequisite: Acceptance into the magnetic resonance imaging program.

MR Physical Principles will introduce the fundamental principles that lend themselves to the creation of the magnetic resonance images through the understanding of basic quantum physics, instrumentation, and the manipulation of basic technical factors. This course's topics will cover magnetic molecular principles, image weighting and contrast, tissue characteristics, spatial localizations, MR system components, data collection and image formation, imaging parameters and their trade-offs, and MR safety. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MRI 101 MR Procedures I (3) ……..(2, 2)

Prerequisite: Grade of C or better in MRI 100 or consent of program director.

MR Procedures I will help the student begin to apply knowledge of MR physical principles, MR safety, sectional anatomy, MR instrumentation and image formation, and patient care within the MR environment. The student will be introduced to intravenous puncture techniques and contrast administration. This course also provides the student with slice and patient positioning, proper coil selection and positioning, imaging protocols, and techniques related to the central nervous system (CNS), neck, and spine. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MRI 103 MR Clinical Practicum I (2) .....(0, 10)

Prerequisite: Grade of C or better in MRI 100 or consent of program director

MR Clinical Practicum I encompass the clinical application of technical and professional aspects of magnetic resonance imaging within a healthcare setting. Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students will be rotated through different MR facilities and be exposed to MR personnel, examinations and educational materials necessary to competently achieve content objectives. The student will be required to demonstrate clinical competency in a number and variety of procedures as required by the American Registry of Radiologic Technologists (ARRT). Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in MR imaging and meet the clinical procedural examination requirements outlined in this course. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MRI 200 Clinical Aspects in MR (3) .....(2, 2)

Prerequisite: Grade of C or better in MRI 100 or consent of program director

Clinical Aspects of MR will introduce the student to clinical aspects of magnetic resonance imaging. Topics include pulse sequences, vascular imaging, artifacts and their compensation, contrast agent and their effects on the overall image, advanced imaging techniques and quality assurance. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MRI 201 MR Procedures II (3) .....(2, 2)

Prerequisite: Grade of C or better in MRI 101 or consent of program director

This procedures course will help the student begin to apply their knowledge of MR physical principles, MR safety, sectional anatomy, MR instrumentation and image formation, and patient care within the MR environment. The student will be introduced to intravenous puncture techniques and contrast administration. This course also provides the student with slice and patient positioning, proper coil selection and positioning, imaging protocols and techniques related to the muscular skeletal system, thorax, abdomen, pelvis, vascular examinations, and special procedures. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MRI 204 MR Clinical Practicum II (4) ....(0, 20)

Prerequisite: Grade of C or better in MRI 103 or consent of program director

This clinical course provides the student with additional clinical experience necessary to comply with the ARRT clinical experience requirements in order to be eligible to take the ARRT Advanced Certification Examination. It will encompass many of the same technical and professional aspects the prerequisite course, MRI 103; however, the focus here will be to increase the student's knowledge and confidence with more repetition within a healthcare setting. Technologists performing magnetic resonance imaging must competently apply basic protocols, recognize when and how to appropriately alter the standard protocol and recognize equipment and patient considerations that affect image quality. The technologist is responsible for maintaining a safe MRI environment. This course provides the necessary supervised clinical education to become proficient in these skills. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MRI 205 MR Clinical Practicum III (3) ...(0, 15)

Prerequisite: Grade of C or better in MRI 204 or consent of program director

This clinical course provides the student with additional clinical experience necessary to comply with the ARRT clinical experience requirements in order to be eligible to take the ARRT Advanced Certification Examination. It will encompass many of the same technical and professional aspects the prerequisite courses, MRI 103 and 204. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MEDICAL IMAGING–RADIOGRAPHY

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

SPECIAL NOTE: Explore the radiography program and come to an information session. For more details, go to elgin.edu/visitecc.

A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the Radiography (RAD) program. For more information, please refer to elgin.edu/radiography.

Course	Fall	Spr	Sum	Varies
RAD-101			X	
RAD-102			X	
RAD-103	X			
RAD-104	X			
RAD-105		X		
RAD-106		X		
RAD-107		X		
RAD-124	X			
RAD-134		X		
RAD-208			X	
RAD-209			X	
RAD-210			X	
RAD-211	X			
RAD-212	X			
RAD-220		X		
RAD-230		X		
RAD-240		X		
RAD-242			X	
RAD-256	X			
RAD-266		X		

RAD 101 Introduction to Radiography (1) .....(0, 3)

Prerequisite: Acceptance into the Radiography Program

This course introduces the student to Medical Imaging as it relates to the healthcare industry, and Radiologic technology as a profession. It includes an introduction to the healthcare delivery system, outlines the structure of the health system and roles of various departments and health professionals. Other topics include: the history of the profession, an introduction to the various professional organizations, quality customer service, an introduction to medical ethics and law with an emphasis on confidentiality and HIPAA regulations and basic radiation safety. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 102 Methods of Patient Care (2) . . . .(1, 3)

Prerequisite: Acceptance into the Radiography Program

This course provides the student with the basic concepts of patient care, including consideration for the physical, developmental and psychological needs of the patient and family. The course covers routine and emergency patient care procedures including: basic EKG, infection control, patient assessment, patient education, venipuncture and contrast injection, introduction to pharmacology, and interacting with the terminally ill. The course includes clinical demonstration of patient care skills. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 103 Radiographic Imaging I (3) . . . . .(2, 2)

Prerequisite: Grade of C or better in RAD 101 and RAD 102

Recommended: CHM 101 or CHM 112

This course covers x-ray tube construction, x-ray generation and a basic understanding of the prime factors that govern and influence the production of x-rays. Other topics include various types of image acquisition systems, digital image processing, and the control of scatter radiation with the use of grids and beam restriction. To a minor degree and from a historical perspective, conventional film/screen and automatic processing are also covered in this course. Laboratory demonstrations and activities are designed to reinforce concepts and enhance student understanding. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 104 Radiographic Procedures I (4) . .(3, 3)

Prerequisite: Grade of C or better in RAD 101 and RAD 102, and must be concurrently enrolled in BIO 246 or its equivalent from another accredited institution within the past 5 years

This course provides instruction in radiographic positions and procedures, including demonstrations, and presentation of radiographic images of the human body. The student learns the routine examinations and selected non-routine radiographic examinations of the following body segments: chest, abdomen, upper extremity, lower extremity and pelvis. The curriculum integrates the Radiographic Procedures I course and the Radiography Clinical Practicum I course to promote student's clinical competence in all assigned rotations as well as a thorough knowledge of related anatomy and positioning theory and concepts. It also integrates clinical applications of radiation protection and technique selection. This course includes laboratory experiences, which provide students opportunity for simulated practice. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 105 Radiographic Imaging II (3) . . . .(2, 2)

Prerequisite: Grade of C or better in RAD 103, RAD 104 and RAD 124

This course is a continuation of Radiographic Imaging I. It is designed to develop the student's understanding of the properties of a radiographic image and the factors that control or influence image quality for both digital and conventional imaging systems. In addition, concepts of technical factor selection are covered with an emphasis on their on image quality and patient exposure. This course includes demonstrations and laboratory activities to reinforce concepts and enhance student learning. Problem solving and critical thinking skills will be emphasized in technique formulation and exposure calculations. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 106 Radiographic Procedures II (4) . .(3, 3)

Prerequisite: Grade of C or better in RAD 103, RAD 104, RAD 124 and BIO 246

This course is a continuation of Radiographic Procedures I, and provides instruction in radiographic positions and procedures, including demonstrations, and presentation of radiographic images of the human body. The student learns all routine and selected non-routine procedures of the: bony thorax, spine, fluoroscopy, mobile radiography and surgery, cranium, facial bones and sinuses. The course includes laboratory experience, which provide students opportunity for simulated practice and is integrated with the Radiography Clinical Practicum II course. Following completion of Procedures II, the student is able to perform all routine radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 107 Radiologic Physics (2) . . . . . .(1, 3)

Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124

Recommended: CHM 101 or CHM 112

This course reviews the concepts of atomic structure and electromagnetism, and study of radiation -- its nature, production and medical applications. Covered topics include: the electromagnetic spectrum, radioactivity and half life, x-ray production and characteristics, the effects of technique selection on beam quality and quantity, the interaction of radiation with matter, and the circuitry and design of radiographic equipment. The course emphasizes clinical applications of physics concepts in the safe operation of high voltage radiographic equipment. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 124 Radiography Clinical Practicum I (3) . . . . . .(0, 15)

Prerequisite: Grade of C or better in RAD 101 and RAD 102

This course is the first in a series of five clinical courses. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations which reinforce concepts that are introduced in the Procedures I and Methods of Patient Care courses. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 255 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will begin documenting competency in radiographic and patient care procedures. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 134 Radiography Clinical Practicum II (3) . . . . . .(0, 15)

Prerequisite: Grade of C or better in RAD 103, RAD 104 and RAD 124

This course is a continuation of Radiography Clinical Practicum I. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations which reinforce concepts that are introduced in Procedures I and II. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 255 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 208 Radiography Procedures III (2) .(1, 3)

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107 and RAD 134

This course covers the advanced radiographic, fluoroscopic and invasive procedures, emphasizing patient care, procedural protocol, and equipment and accessories used. This course covers the following topic areas: trauma radiography, pediatric and geriatric radiography and special procedures (e.g. Myelography, Arthrography, ERCP, Bronchoscopy etc.). The course includes laboratory experience, which provide students opportunity for simulated practice and is integrated with the Radiography Clinical Practicum III course. Following completion of Procedures III, the student is able to perform all routine and special radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 209 Radiobiology & Radiation Protection (2) .....(1, 2)

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134

Recommended: CHM 101 or CHM 112

The radiation biology segment of this course provides an overview of the principles of the interaction of radiation with living systems. The course presents the effects of irradiation of biological molecules and organisms, and the factors affecting biological response. Covered topics include: early and late effects of radiation exposure, epidemiological studies of radiation effects, and the acute radiation syndromes. The radiation protection segment of this course provides the student with an overview of the principles and practices of radiation protection. The course emphasizes the responsibility of the radiologic sciences professional in providing radiation protection to the patient, personnel and the public. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 210 Radiographic & Sectional Anatomy (2) .....(2, 0)

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107 and RAD 134

This course provides the student with an understanding of anatomy from a radiographic and three dimensional perspective. The study of anatomy in the transverse, sagittal, and coronal planes enhances the student's understanding of gross anatomy and patient positioning. The course provides clinical application of information to the cross sectional imaging modalities of Computed Tomography and Magnetic Resonance Imaging. The course utilizes a body region approach to sectional anatomy, and emphasizes the location and relative position of the structures studied. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 211 Radiographic Imaging III (2) ....(1, 2)

Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208 and RAD 242

This course covers advanced imaging concepts including computed tomography, PACS and image intensified and digital fluoroscopic equipment and image recording devices. Additional topics include the concept of continuous quality improvement in the healthcare environment and the impact of legislation and accreditation standards on quality management programs. Also included are quality control and quality assurance procedures for a variety of imaging equipment and processes. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 212 Radiographic Pathology (2) .....(2, 0)

Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208, and RAD 242

This course presents a body system approach to the demonstration of human diseases through medical imaging. The course emphasizes adaptations of routine positioning and radiographic technique to best demonstrate pathology and maximize diagnostic quality. Covered topics include patient care considerations relative to disease processes. Discussions include which imaging method or modality will best demonstrate each pathological condition. The course includes review of radiographs and films from Computed Tomography, Ultrasound, Magnetic Resonance, Mammography, Special Procedures and Nuclear Medicine. Systems covered include the respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoetic system, endocrine, reproductive, and miscellaneous disorders. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 220 Pharmacolgy (2) .....(2, 0)

Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256

Recommended: CHM 101 or CHM 112

This course explores the role of the radiographer in the administration of contrast media and related medications. Covered topics include: the radiographer scope of practice, legal implications, pharmacology overview, drug measurements and dose calculations, contrast media, preventive care and emergency response to contrast media reactions, imaging pharmaceutical compatibility, select drug administration techniques, and documentation requirements. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 230 Medical Ethics and Law (2) .....(2, 0)

Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256

This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the radiologic sciences professional. Covered topics include: elements of ethical behavior, ethical issues and dilemmas in health care, interacting with the terminally ill patient, the scope of practice of radiologic sciences professionals, sources of law, elements of malpractice, employment issues, and litigation. The course emphasizes the student's ability to apply concepts of ethics and law in the development of professional attributes. Course requirements include leading class discussions of issues and case studies. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 240 Career Development (1) .....(0, 2)

Prerequisite: Grade of C or better in RAD 212, RAD 211 and RAD 256

This course provides the student an opportunity to conduct a self-assessment and review of each of the content areas of the ARRT examination to prepare for certification. Activities assist the student in organizing review efforts, and emphasizes the synthesis of information from across the curriculum through developmental testing and simulated registry examinations. This course also prepares the students for their professional roles and employment by mastering skills of career planning, resume and portfolio development, interviewing skills, in addition to the creation of a professional development plan. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 242 Radiography Clinical Practicum III (3) .....(0, 15)

Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107 and RAD 134

This course is a continuation of Radiography Clinical Practicum II. Structured, sequential, competency-based clinical assignments enable the student to progress through a series of clinical rotations which reinforce concepts that are introduced in Procedures I-III. Opportunities are provided for observation, assistance and participation in radiographic procedures with an emphasis on the actual performance of exams. Students will complete 170 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 256 Radiography Clinical Practicum IV (5) .....(0, 25)

Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208 and RAD 242

This course is a continuation of Radiography Clinical Practicum III. Opportunities are provided for the continued development of clinical competency and professional development. Emphasis is placed on application of concepts in the actual performance of procedures for both speed and accuracy. Students will complete 425 hours of clinical experience under direct/indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in a variety of procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RAD 266 Radiography Clinical Practicum V (5) .....(0, 25)

Prerequisite: Grade of C or better in RAD 212, RAD 211 and RAD 256

This course is a continuation of Radiography Clinical Practicum IV and provides opportunity for final student learning outcomes assessment. Clinical requirements include successful completion of final clinical competencies in all major areas of radiography including critical thinking and problem-solving. Successful completion of final competencies is a program graduation requirement. Emphasis in this course is on continued professional development and proficient and independent performance of all radiographic procedures, with opportunity for continued exploration of selected advanced imaging modalities. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MEDICAL OFFICE ASSISTANT

(See Office Administration Technology)

MEDICAL OFFICE PROFESSIONAL

(See Office Administration Technology)

MICROCOMPUTER SPECIALIST

(See Computer Information Sciences)

MICROSOFT CERTIFICATION PREPARATION

(See Office Administration Technology)

MIG WELDING

(See Welding)

MOLD MAKING

(See Industrial Manufacturing Technology)

MUSIC

MUS 104 may be used to fulfill the fine arts requirement for the Associate in Arts, Associate in Science, and Associate in Engineering Science degrees, and the liberal education requirement for the Associate of Applied Science degree.

MUS 105, 106 and 107 may be used to fulfill the fine arts requirements for the AA, AS, and AES Degrees, and the liberal education requirement in the AAS degree.

All MUS courses numbered 100 and above may be applied to the major field and elective requirement for the AA and AS degrees.

Students intending to major in Music must audition on their major instrument or in voice and complete theory and keyboarding examinations.

Course	Fall	Spr	Sum	Varies
MUS-100	X	X		
MUS-101	X	X	X	
MUS-102	X	X		
MUS-104	X	X		
MUS-105	X	X	X	
MUS-106				X
MUS-107				X
MUS-108			X	
MUS-109			X	
MUS-110	X	X		
MUS-111	X	X		
MUS-112	X	X		
MUS-113	X	X		
MUS-114	X	X		
MUS-115			X	
MUS-116	X	X	X	
MUS-120	X	X		
MUS-121	X	X		
MUS-122	X	X		
MUS-123	X	X		
MUS-124	X	X		
MUS-125	X	X		
MUS-126	X	X	X	
MUS-127	X	X	X	
MUS-128	X			
MUS-129		X		
MUS-130	X	X		
MUS-140	X	X	X	
MUS-150	X	X		
MUS-155		X		
MUS-160	X		X	
MUS-170	X	X		
MUS-171	X			
MUS-172		X		
MUS-205	X	X		
MUS-228	X			
MUS-229		X		
MUS-240	X	X	X	
MUS-297	X	X	X	

MUS 100 Introduction to Music Theory (2) .....(2, 0)

Prerequisite: None

Recommended: For students with no previous training as well as students with previous training who want a refresher course before entering MUS 128

Study of notation of melody, rhythm, meter as well as musical terminology. Writing, playing and singing of scales, intervals and triads. (1.1)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Available

MUS 101 Band (1) .....(0, 3)

Prerequisite: Audition or consent of instructor

A community concert band open to all qualified adults as well as college and high school students. A wide variety of the finest literature for concert band is studied, from classics to contemporary works. The band performs several times per semester. Repeatable to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 102 Jazz Lab Band (1) .....(0, 3)

Prerequisite: Audition or consent of instructor

Participation in the stage band will offer the opportunity for development of knowledge and performance skills of music in the modern idiom; swing, blues, jazz and rock. The band presents at least one annual concert in addition to performing for school functions and civic organizations. Repeatable to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 104 Musics of the World (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score

An introduction to music in various parts of the world with emphasis on the way in which music functions within society. (1.1)

IAI General Education: F1 903N
Proficiency Credit: Not Available
Pass/No Credit: Available

MUS 105 Music Appreciation (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Survey of main developments in music history beginning with Renaissance Period and extending through the 20th century. Listening to recordings as well as outside reading is required. (1.1)

IAI General Education: F1 900
Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

MUS 106 Music Literature from 1400 to 1750 (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

Includes extensive listening to recordings from the Middle Ages through Bach and Handel. Outside reading and term paper required. (1.1)

IAI General Education: F1 901
Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

MUS 107 Music Liter. from 1750 to Present (3)..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Continuation of 106 Music Literature from 1400 to 1750, covering the years from the Pre-Classical Period to the present. (1.1)

IAI General Education: F1 902
Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

MUS 108 Elgin Area Honors Choir (1) .... (0, 3)

Prerequisite: Audition and recommendation of high school or college choral director.

Repertoire of outstanding choral works. At least two concerts presented annually. Possibility of a small tour locally. Repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 109 Keyboard Harmony (2) ..... (2, 0)

Prerequisite: None

Recommended: Piano skills

A study of the basic principles of keyboard harmonization. The student will learn basic diatonic chords as well as receiving an introduction to altered chords. (1.1)

Proficiency Credit: Available (2 EIS)
Pass/No Credit: Not Available

MUS 110 Choir I (1) ..... (0, 3)

Prerequisite: Audition or consent of instructor.

Repertoire of outstanding choral works. Three to four concerts presented annually and a tour of area high schools. Rehearsals held every week. Repeatable to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 111 Choral Ensemble (1) ..... (0, 3)

Prerequisite: Audition or consent of instructor.

Repertoire includes standard vocal jazz tunes. Rehearsals held every week. Repeatable to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 112 Elgin Master Chorale (1) ..... (0, 3)

Prerequisite: Consent of instructor or concurrent enrollment in MUS 110.

The class will be a small chamber choir chosen from the membership of the Elgin Master Chorale. It will perform music from the literature for small choral groups, primarily but not exclusively from the Renaissance period. This is primarily a performance group; emphasis will be on musicianship and careful group performance. The group performs periodically throughout the year in concert or for local community groups. Course is repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 113 Chamber Vocal Ensemble (1) . . (0, 3)

Prerequisite: Consent of instructor.

Repertoire of outstanding choral works for small ensemble. Three to four concerts annually. Rehearses two times each week. Repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 114 Show Choir (1) ..... (0, 3)

Prerequisite: Consent of instructor.

Repertoire of popular and Broadway show tunes. Several mini-concerts and at least one major concert per semester. Rehearsals held three times per week. Repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 115 Sight Singing & Ear Training I (2) ..... (2, 0)

Prerequisite: None

The student learns to develop aural skills (pitch and rhythm) in order to read, hear, and sight-sing music. Class time is spent in singing melodies, practicing rhythms, and taking melodic and rhythmic dictation. (1.1)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Not Available

MUS 116 Musical Theater (1) ..... (0, 3)

Prerequisite: Audition

Presentation of a musical play during the semester, with multiple performances. Approximately six to eight weeks of rehearsals with performances over several weekends. Repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 120 Brass Ensemble (1) ..... (0, 3)

Prerequisite: Consent of instructor.

Development of greater playing skills and sight reading. Repeatable up to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 121 Woodwind Ensemble (1) ..... (0, 3)

Prerequisite: Consent of instructor.

Development of greater playing skills and sight reading. Repeatable up to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 122 Percussion Ensemble (1) ..... (0, 3)

Prerequisite: Consent of instructor.

Development of greater playing skills and sight reading. Repeatable up to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 123 String Ensemble (1) ..... (0, 3)

Prerequisite: Audition or consent of instructor

Development of greater playing skills and sight reading. Repeatable up to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 124 Symphony Orchestra (1) ..... (0, 3)

Prerequisite: Audition or consent of instructor.

Open to all students and adults in the area who qualify. At least five concerts presented each season. Repeatable to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 125 Intermediate Symphony Orchestra (1) ..... (0, 3)

Prerequisite: Audition or consent of instructor.

Open to all intermediate instrumental students who qualify. At least three concerts presented each season. Repeatable to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 126 Class Piano I (2) ..... (2, 0)

Prerequisite: None

Designed for beginning students with little or no experience on the piano. Fundamentals, scales, key signatures, rhythms, chord structure, and playing of easy melodies. Transposition encouraged. (1.1)

Proficiency Credit: Available (2 EIS)
Pass/No Credit: Available

MUS 127 Class Piano II (2) ..... (2, 0)

Prerequisite: C or better in MUS 126 or consent of instructor.

More advanced work of chordal structures, modulation transposition, and ability to perform works from classical and semiclassical literature. (1.1)

Proficiency Credit: Available (2 EIS)
Pass/No Credit: Available

MUS 128 Theory & Ear Training I (4) ..... (3, 2)

Prerequisite: MUS 100 or consent of instructor.

The study of music fundamentals (scales, intervals, triads, rhythm, and meter), basic principles of melody and harmony, melodic composition, and four-part harmony. Approximately one-third of classroom time is used for ear training and keyboard sessions. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

MUS 129 Theory & Ear Training II (4) ..... (3, 2)

Prerequisite: MUS 128 or placement.

A continuation of MUS 128, this course expands harmonic vocabulary to include dominant and non-dominant harmony, modulation, and principles of form. Four-part writing is emphasized, and ear training and keyboard exercises are continued. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

MUS 130 Advanced Symphony Orchestra (1) ..... (0, 3)

Prerequisite: Audition or consent of instructor.

Open to all advanced instrumental students who qualify. At least three concerts presented each season. Repeatable to a maximum of four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 140 Applied Music (1) ..... (0, 2)

Prerequisite: Students must be 16 or older. Students ages 15 and under may register in credit-free course CSX 140.

Private study in music performance. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Repeatable, but with a maximum of four accrued credits. (1.1)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Available

MUS 150 Intro Mus Prod: Listening & FX (3) ..... (2, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

This course is designed to train the ear of audio professionals and includes exercises designed to improve the student's ability to hear audio effects and errors in recordings. Students will analyze recordings, identify instrumentation and audio effects, identify stylistic influences, diagnose errors, and identify and implement corrective steps. (1.2)

Proficiency Credit: Available (2 ST)
Pass/No Credit: Not Available

MUS 155 Seminar in Music Business (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course is designed to provide students with knowledge and experience of the changing music industry. Students will develop an understanding of the many facets of the music business including promotion, distribution, copyright law, and legal issues. Students will review and create contracts that govern the relationships between producers, record labels, distributors, club owners, and investors. Students will learn the skills that are required to be successful and adaptable. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 160 Fundamentals of Music Technology (3) ..... (2, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

The course is an introduction to main concepts in the creation and manipulation of recorded music. The course will cover digital audio topics as well as MIDI technology. Students will create music using software synthesizers and manipulated digital audio. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 170 Recording Techniques 1: Rec./Acous. (3) ..... (2, 2)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

This course is an introduction to the technical and aesthetics aspects of recording digital audio. Students will learn the fundamentals of acoustics as they relate to studio design and live performance. Students will learn the technical specifications of microphones and recording technology. Students will learn the basics of industry-standard recording software. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 171 Recording Tech 2: Adv Rec and Mixing (3) ..... (2, 2)

Prerequisite: Grade of C or better in MUS 0170 and MUS 0150 or consent of instructor. Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

This course is a continuation of the recording techniques sequence. Students will apply knowledge of microphones and recording environments to multi-track recording projects. Students will learn basic mixing concepts and apply this knowledge to produce high-quality recordings using industry-standard software. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 172 Rec. Tech 3: Mastering and Distrib. (3) ..... (2, 2)

Prerequisite: Grade of C or better in MUS 0171 or consent of instructor. Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

This course is a continuation of the recording techniques sequence. Students will learn the mastering process, the final step of audio engineering. Students will learn how to assemble a unified music product. Students will learn how to deliver music from the studio to the consumer in today's changing distribution networks. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 205 Topics in Music (3) ..... (3, 0)

Prerequisite: None

Study of selected topics with discussion of representative areas in music (opera, gospel, improvisation, keyboard, literature, performance, practice, arranging). Certain topics require advanced knowledge or skills; students should review the course outline or consult the instructor before enrolling. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

MUS 228 Theory & Ear Training III (4) . . . (3, 2)

Prerequisite: MUS 129 or placement.

A continuation of Music 129, this course completes the harmonic vocabulary employed in the period of common practice, studies additional forms, and continues ear training and keyboard exercises. (1.1)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Available

MUS 229 Theory & Ear Training IV (4) . . . .(3, 2)

Prerequisite: MUS 228 or placement.

A continuation of MUS 228, this course introduces counterpoint and fugue. Compositional techniques of the Post Romantic and Contemporary periods are studied. (1.1)

Proficiency Credit: Available (2 EIST)
Pass/No Credit: Available

MUS 240 Applied Music (1) . . . . . .(0, 2)

Prerequisite: MUS 140 or consent of instructor.

Private study in music performance. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Repeatable, but with a maximum of four accrued credits. (1.1)

Proficiency Credit: Available (2 EIS)
Pass/No Credit: Available

MUS 297 Independent Study in Music (Variable Credit 1-3) . . . . . .(1-3, 0)

Prerequisite: Consent of instructor.

This will be an independent study in music, with varying topics. It is designed to provide students with additional study in a content area they would like to explore. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NURSING

All NUR courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science degrees. NUR 105 may only be counted in the GPA for seven hours.

Course	Fall	Spr	Sum	Varies
NUR-105	X	X	X	
NUR-120	X	X		
NUR-122	X	X		
NUR-124	X	X		
NUR-212	X	X		
NUR-214	X	X		
NUR-220	X	X		
NUR-222	X	X		
NUR-224	X	X		

The information highlighted in yellow has been corrected. Additionally, the course schedule for Nursing has been updated to include courses numbered 142, 144, 152, 242, and 252. Please refer to the Catalog Corrections page of this catalog for details.

NUR 105 Basic Nurse Assistant Trng Program (7). . . . . .(6, 3)

Prerequisite: Completion of PSB - HOA (Psychological Services Bureau Exam for Health Occupations Aptitude) with a 12th percentile in all categories of the exam.

The Basic Nurse Assistant course of Elgin Community College is designed to prepare qualified nurse assistants to provide patient care as members of a health care team in hospitals, extended care facilities, community agencies, and home health care agencies. The nurse assistant course is a seven credit course. It meets the requirements and guidelines set by the state of Illinois Department of Public Health for the Basic Nurse Aide Training Program. Successful completion of the Basic Nurse Assistant Program at ECC involves completing the mandatory hours of theory and hours of clinical instruction and demonstrating manual skills competency. For certification one must pass the Illinois State Competency Written Examination. (1.2)

Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: Students enrolled in this program are required to have the following: 1) criminal background check, 2) drug test, 3) completed medical form (includes lab tests to prove immunity to common illnesses, TB test, Tdap and flu shot), 4) health insurance, 5) BLS healthcare provider CPR certification, 6) textbook, uniform, and gait belt, and 7) social security number in order to take the Illinois certification exam, which is required to work as a nurse assistant. The cost associated with these requirements is approximately $450 plus the cost for health insurance. Please refer to the college catalog or elgin.edu/nursing for more information. The last day to register for NUR 105 is 11 days before the start of the term. Students must take the PSB exam prior to registering for class and score in the 12th percentile or better in all sections. All students in the program must attend the BNA orientation day which will take place prior to the start of the actual ECC semester to begin to learn strategies to be successful in the program. In addition, students must attend the first class day of the semester and the last class day of the semester for the BNA course. Failure to do so will result in automatic withdrawal and/or failure from the program.

NUR 120 Common Health Challenges (4.5) ..... (3, 4.5)

Prerequisite: Grade of C or better in NUR 114 and NUR 116

The student identifies actual and/or potential alterations in health for persons across the lifespan, focusing on the adult and older adult in a variety of settings. Utilizing the nursing process, the student demonstrates basic competency in the role of the professional nurse in caring for persons with common health needs. Appling critical thinking skills, the student develops a plan of care based on principles of evidence-based practice and the nursing process to provide safe and holistic nursing care. Information technology in the delivery of nursing care is used. In development of role as a professional, the student begins to collaborate with members of the health care team. Various clinical settings are used to enhance the student experience. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 122 Caring for Women and Children (4.5) ..... (3, 4.5)

Prerequisite: Grade of C or better in NUR 114 and NUR 116

The student examines the impact of child-bearing and wellness/illness concepts within the contemporary family. Utilizing the nursing process the student assists the family in health promotion and wellness behaviors and provides nursing care during the perinatal period and for common health problems of women and children. Applying critical thinking skills, the student develops a plan of care based on principles of evidence-based practice and the nursing process to provide safe and holistic nursing care. Information technology in the delivery of nursing care is used. In development of role as a professional, the student begins to collaborate with members of the health care team. Various clinical settings are used to enhance the student experience. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 124 Professional Aspects of Nursing (1) ..... (1, 0)

Prerequisite: Grade of C or better in NUR 114 and NUR 116

The profession of nursing and its historical and current contribution to society is explored. The student analyzes the relationship of critical thinking to competent nursing care. The process and purpose of licensure is presented and the student differentiates between levels of practice. The relationship between ethical and legal standards and role parameters are discussed. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 212 Complex Health Challenges I (5) ..... (3.5, 4.5)

Prerequisite: Grade of C or better in NUR 120, NUR 122, NUR 124 and BIO 265

The student utilizes the nursing process to provide holistic care for persons throughout the lifespan whose needs are affected by complex conditions of circulation, oxygenation and elimination. The student demonstrates growth in professional behaviors and in the professional role of the nurse in the promotion and delivery of quality, holistic care utilizing various care settings. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 214 Complex Health Challenges II (5) ..... (3.5, 4.5)

Prerequisite: Grade of C or better in NUR 120, NUR 122, NUR 124 and BIO 265

The student utilizes the nursing process to provide holistic care for persons throughout the lifespan whose needs are affected by complex conditions of metabolism and immune function. The student demonstrates growth in professional behaviors and in the professional role of the nurse in the promotion and delivery of quality, holistic care utilizing various care settings. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 220 Complex Health Challenges III (4.5) ..... (3, 4.5)

Prerequisite: Grade of C or better in NUR 212 and NUR 214. Concurrent enrollment in NUR 222 and NUR 224

The student utilizes the nursing process to provide holistic care for persons throughout the lifespan whose needs are affected by complex conditions of neurological and behavioral health. A community focus helps students understand the process of adaptation and rehabilitation in the health care environment with a multidisciplinary approach and emphasis on resources, economics, and trends for continuity of care. The student demonstrates growth in professional behaviors and in the role of the nurse in the promotion and delivery of quality, holistic care utilizing various care settings. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 222 Integrative Nursing Experience (4.5) ..... (1.5, 9)

Prerequisite: Grade of C or better in NUR 220 and NUR 224

The focus of this course is on caring for persons whose needs are affected by complex, acute and chronic conditions. It is expected that the student integrates knowledge, skills and professional values in caring for persons in a variety of medical-surgical settings and through discussion of case studies and simulations. As the student performs in the roles of the novice nurse, growth toward the professional behaviors of caring, role competence, critical thinking and self-directed learning are evidenced. The clinical experience allows the student the opportunity to demonstrate their competence in the roles of communicator, teacher, and provider of care while placing an emphasis on the role of manager of care for a group of patients. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NUR 224 Professional Socialization (1) .. (1, 0)

Prerequisite: Concurrent enrollment in NUR 220 and NUR 222

Development of the role of the professional nurse is the focus of this course. Concepts related to professionalism, role socialization, ethics, law and critical thinking skills necessary to begin practice as a Registered Professional Nurse are included. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

OFFICE ADMINISTRATION TECHNOLOGY

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

NOTE: Mandatory orientations for courses 140, 141, 142, 143, 144, 146, 240, 241, 242, 243, 245, 246 for new students scheduled the first week of classes. For details, go to elgin.edu/orientation**.**

Course	Fall	Spr	Sum	Varies
OAT-100	X	X	X	
OAT-101	X	X		
OAT-102	X	X		
OAT-103	X	X		
OAT-110	X	X		
OAT-119				X
OAT-122	X	X		
OAT-123	X	X		
OAT-126	X	X		
OAT-127	X	X		
OAT-130	X	X		
OAT-132	X	X		
OAT-135	X	X		
OAT-140	X	X	X	
OAT-141	X	X	X	
OAT-142	X	X	X	
OAT-143	X	X	X	
OAT-144	X	X	X	
OAT-145	X	X	X	
OAT-146	X	X	X	
OAT-147	X	X	X	
OAT-148	X	X		
OAT-149	X	X		
OAT-210	X	X		
OAT-240	X	X	X	
OAT-241	X	X	X	
OAT-242	X	X	X	
OAT-243	X	X	X	
OAT-245	X	X	X	
OAT-246				X
OAT-247				X
OAT-250				X
OAT-251				X
OAT-252				X
OAT-253				X
OAT-260		X		
OTS-100	X	X	X	
OTS-101	X	X	X	
OTS-105	X	X		

OAT 100 Professional Development Skills (1) .....(1, 0)

Prerequisite: None

This course, which is designed to be one of the first taken in the OAT series, introduces students to skills needed for success both in college and in the workplace. Topics covered include career assessment and exploration, communication, human relations, personal management, professionalism, and time management. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 101 Document Production I (3) .....(3, 0)

Prerequisite: Grade of C or better in OTS 100 or passing score on OTS 100 proficiency examination

Students will use computers to keyboard and format basic business letters, memos, tables, reports. Students continue using computers to develop speed and accuracy in both production and straight copy. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 102 Document Production II (3) .....(3, 0)

Prerequisite: Grade of C or better in OAT 101 and OTS 101 or passing score on OAT 101 and OTS 101 proficiency examination and grade of C or better in OAT 126 and OAT 127

Students continue using computers to develop speed and accuracy in both production and straight copy. Emphasis is placed on advanced skills for formatting business letters, memos, tables, forms, and reports. Proofreading, editing, and language skills are reinforced. (1.2)

Proficiency Credit: Available (2 SL)
Pass/No Credit: Not Available

OAT 103 Document Production III (3) .....(0-3, 0-6)

Prerequisite: Grade of C or better in OAT 102 and OAT 130 or passing score on OAT 102 and/or OAT 130 proficiency examinations and grade of C or better in OAT 141 and OAT 142 and OAT 143

Students develop an employable production rate for the keyboarding of business letters, reports, and statistical data. Emphasis is placed on correctly prioritizing work and developing a high degree of speed and accuracy. Instruction is individualized. Students work independently on computers either in a classroom setting or in the OAT Instructional Center. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

OAT 110 Introduction to Virtual Assistance (1) .....(1, 0)

Prerequisite: None

This course introduces students to skills needed for success in the virtual assistance industry. Virtual Assistants are business owners who work from their own office to provide administrative, creative, and/or technical services to clients. Topics covered include self-assessment, communication, human relations, time management, professionalism, self-employment considerations, and skills evaluation. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

OAT 119 Office Skills Enhancer (1-3) .....(0, 2-6)

Prerequisite: Grade of C or better in OAT 100 or COL 101 and OAT 101

The purpose of this course is to provide meaningful experiences outside the traditional classroom for students studying or working in the field of office administration. This course allows students to work individually to improve present skills and/or to learn new skills. Learning outcomes are individualized, based on the student's goals and instructor's recommendations. Students work independently under the supervision of a faculty member of the Office Administration Technology Department. Students may register for course at any time during the school year. Repeatable four times for maximum of 12 credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 122 Medical Terminology I (3) .....(3, 0)

Prerequisite: None

Emphasis is placed on development of medical vocabulary through the combination of word elements. Medical prefixes, suffixes, and anatomic roots are combined to form anatomic, diagnostic, symptomatic, and operative terms. Noun, verb, and adjective suffixes are presented, as well as plural endings that derive from Latin and Greek languages. Additional emphasis is placed on correct pronunciation, spelling, and abbreviation of medical terms. (1.2)

Proficiency Credit: Available (2 T)
Pass/No Credit: Available

OAT 123 Medical Terminology II (3) ..... (3, 0)

Prerequisite: Grade of C or better in OAT 122 or 70% or better score on proficiency examination.

This course is designed to build on knowledge acquired in Medical Terminology I. A systems approach to presentation of diagnostic, symptomatic, and operative terms will again be employed, but with whole words and eponyms. Additionally, terms associated with diagnostic testing, laboratory, radiology, pharmacology, and various other specialty areas will be represented. Common medical abbreviations, acronyms, and symbols will be discussed as they pertain to each system presented. Emphasis will be placed on correct spelling and pronunciation of terms. (1.2)

Proficiency Credit: Available (2 TL)
Pass/No Credit: Not Available

OAT 126 Word Processing Applications I (1.5) ..... (1.5, 0)

Prerequisite: Grade of C or better in OTS 100 or concurrent enrollment in OTS 100 or passing score on OTS 100 proficiency examination and grade of C or better in OAT 130 or OAT 144.

This course is designed to meet today's business needs for word processing applications on the personal computer. Students learn word processing software used in the community and surrounding area businesses. Course is repeatable to a maximum of 4.5 credit hours. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 127 Word Processing Applications II (1.5) ..... (1.5, 0)

Prerequisite: Grade of C or better in OAT 126 or passing score on OAT 126 proficiency examination.

This course provides practical application experience and intermediate instruction for the particular word processing software offered. Course is repeatable to a maximum of 4.5 credit hours. (1.2)

Proficiency Credit: Available (2 SL)
Pass/No Credit: Available

OAT 130 Software Applications for the Office (3) ..... (3, 0)

Prerequisite: Prerequisite: Grade of C or better in OTS 100 or concurrent enrollment in OTS 100 or passing score on OTS 100 proficiency examination

Designed primarily for students planning to major in a field of commerce; students are acquainted with and trained in the use of business computer packages, including word processing, database management, spreadsheets, presentations, desktop publishing, and Internet-access methods. (1.2)

IAI Major: BUS 902
Proficiency Credit: Available (2 SL)
Pass/No Credit: Available

OAT 132 Applied Business Language Skills (3) ..... (3, 0)

Prerequisite: None

Recommended: Keyboarding skills recommended or concurrent enrollment in OTS 100 or OAT 101.

This course emphasizes business language skills that are commonly applied in the business environment. Basic grammar, usage, and style rules are reviewed using an up-to-date business reference manual. In addition, special emphasis is placed on editing and proofreading procedures as they apply to business documents. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 135 Executive Machine Transcription (3) ..... (1, 4)

Prerequisite: Grade of C or better in OAT 102 and OAT 126 and OAT 132.

This course is designed to develop basic machine transcription skills. The student will build transcription speed and accuracy while producing a mailable copy through the development and practice of grammar, punctuation, proofreading, spelling, formatting, and word usage. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

OAT 140 Word Processing I (1) ..... (0-1, 0-2)

Prerequisite: None

This course includes hands-on instruction in word processing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 141 Spreadsheet I (1) ..... (0-1, 0-2)

Prerequisite: None

This course includes hands-on instruction in spreadsheet applications as they apply to the skills needed by office support personnel. This course covers the fundamentals of Excel and emphasizes the worksheet development cycle. Course is repeatable to three credits. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 142 Presentations I (1) ..... (0-1, 0-2)

Prerequisite: None

This course includes hands-on instruction in presentation applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 143 Database I (1) ..... (0-1, 0-2)

Prerequisite: None

This course includes hands-on instruction in database applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 144 Operating Systems I (1) ..... (0-1, 0-2)

Prerequisite: None

This course is designed to introduce the student to the capabilities of Microsoft Windows as they apply to the skills needed by office support personnel. This course covers the primary components of the Windows environment, the many ways you can customize Windows to fit your own particular needs, and the file management systems. Course is repeatable to three credits. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 145 Desktop Publishing I (1) ..... (0-1, 0-2)

Prerequisite: None

This course includes hands-on instruction in desktop publishing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 146 Personal Information Management I (1) ..... (0-1, 0-2)

Prerequisite: None

This course includes hands-on instruction in personal information management applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OAT 147 Special Topics: Applications/ Ofc I (1) ..... (0-1, 0-2)

Prerequisite: None

This course includes hands-on instruction in basic software applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 148 Medical Machine Transcription (3) ..... (1, 4)

Prerequisite: Grade of C or better in OAT 102, OAT 126, and OAT 132.

This course is designed to develop basic machine transcription skills for the medical field. The student will build transcription speed and accuracy while producing a mailable copy through the development and practice of grammar, punctuation, proofreading, spelling, formatting, and word usage. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

OAT 149 Legal Machine Transcription (3) ..... (1, 4)

Prerequisite: Grade of C or better in OAT 102, OAT 126, and OAT 132.

This course is designed to develop basic machine transcription skills for the legal environment. The student will build transcription speed and accuracy while producing a mailable copy through the development and practice of grammar, punctuation, proofreading, spelling, formatting, and word usage. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

OAT 210 Virtual Assistant Procedures (4) ..... (4, 0)

Prerequisite: OAT 110 and grade of C or better in BUS 101, ENT 101, and OAT 132.

This course is designed for students who want to run their own virtual assistant businesses. Topics covered include setting up a home office, evaluating marketing techniques to create a marketing plan, getting familiar with common VA tools and technologies, applying skills set, and reviewing virtual office procedures. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

OAT 240 Word Processing II (1) ..... (0-1, 0-2)

Prerequisite: Grade of C or better in OAT 140 or passing score on OAT 140 proficiency examination.

This course includes hands-on instruction in advanced word processing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 241 Spreadsheet II (1) ..... (0-1, 0-2)

Prerequisite: Grade of C or better in OAT 141 or passing score on OAT 141 proficiency examination.

This course includes hands-on instruction in advanced spreadsheet applications as they apply to skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 242 Presentations II (1) ..... (0-1, 0-2)

Prerequisite: Grade of C or better in OAT 142 or passing score on OAT 142 proficiency examination.

This course includes hands-on instruction in advanced presentations applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 243 Database II (1) ..... (0-1, 0-2)

Prerequisite: Grade of C or better in OAT 143 or passing score on OAT 143 proficiency examination.

This course includes hands-on instruction in advanced database applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 245 Desktop Publishing II (1) ... (0-1, 0-2)

Prerequisite: Grade of C or better in OAT 145 or passing score on OAT 145 proficiency examination.

This course includes hands-on instruction in advanced desktop publishing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 246 Personal Information Management II (1) ..... (0-1, 0-2)

Prerequisite: Grade of C or better in OAT 146 or passing score on OAT 146 proficiency examination.

This course includes hands-on instruction in advanced personal information management applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 247 Special Topics: Applications/ Ofc II (1) ..... (0-1, 0-2)

Prerequisite: Grade of C or better in OAT 147 or successful completion of placement test.

This course includes hands-on instruction in advanced software applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 250 Microsoft Word Certification (1.5) ..... (1, 1)

Prerequisite: Grade of C or better in OAT 240 or consent of instructor.

This course prepares individuals for the Microsoft Office Specialist Certification exams in Word. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 251 Microsoft Excel Certification (1.5) ..... (1, 1)

Prerequisite: Grade of C or better in OAT 241 or CIS 143 or consent of instructor.

This course prepares individuals for the Microsoft Office Specialist Certification exams in Excel®. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 252 Microsoft PowerPoint Certification (1.5) ..... (1, 1)

Prerequisite: Grade of C or better in OAT 242 or consent of instructor.

This course prepares individuals for the Microsoft Office Specialist Certification exams in PowerPoint®. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 253 Microsoft Access Certification (1.5) ..... (1, 1)

Prerequisite: Grade of C or better in OAT 243 or CIS 142 or consent of instructor.

This course prepares individuals for the Microsoft Office Specialist Certification exams in Access®. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree to certificate. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OAT 260 Administration Office Procedures (3) ..... (3, 0)

Prerequisite: Grade of C or better in OAT 100 or COL 101, OAT 132, BUS 101, and OAT 103 or concurrent enrollment in OAT 103.

This capstone class will assess the student's overall knowledge of office administration procedures and skills for working as an office professional. Additional information for employment in an office setting will be provided. Units include business meeting procedures, human relations, job applications, office administration duties, office protocol, receptionist duties, records management, traditional mail and e-mail, telephone techniques, and travel. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

OTS 100 Keyboarding (1) ..... (1, 0)

Prerequisite: None

Keyboarding is a skill needed today by all people and all professions. This course introduces the alphanumeric touch system of keyboarding. The touch system means keyboarding without looking at the keyboard. (1.2)

Proficiency Credit: Available (3 S)
Pass/No Credit: Available

OTS 101 Keyboarding – Speed & Accuracy (2) ..... (2, 0)

Prerequisite: Grade of C or better in OTS 100 or passing score on OTS 100 proficiency examination.

This course is designed to review, correct and improve touch-keyboarding techniques to increase speed and improve accuracy. Student's skill level is assessed at the beginning of the class. Course is repeatable to four credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OTS 105 Office Data Entry Skills (3) ..... (0, 6)

Prerequisite: Grade of C or better in OTS 100 or passing score on OTS 100 proficiency examination.

Ten-Key Mastery is a class that is designed to teach the numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations help the student meet employments standards. Ten-Key Mastery is a class that is especially helpful to people in the fields of data entry, accounting, secretarial, insurance, banking and finance, and any other work that requires numeric input. There are a lot of entry level data entry jobs that can be obtained for those proficient in 10-key. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Available

OFFICE ASSISTANT

(See Office Administration Technology)

PARALEGAL

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

Course	Fall	Spr	Sum	Varies
PAR-101	X	X		
PAR-108	X	X		
PAR-111				X
PAR-115				X
PAR-136		X		
PAR-201	X	X		
PAR-203	X			
PAR-204	X	X		
PAR-205		X		
PAR-206	X	X		
PAR-207	X	X		
PAR-211				X
PAR-215				X
PAR-221	X			
PAR-223				X
PAR-235	X	X	X	
PAR-237				X
PAR-239	X	X	X	

PAR 101 Introduction to Law (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course introduces students to the skills they need to perform substantive legal work under the direction of a licensed attorney. Students will locate and interpret cases and statutes and learn the basic structure of legal analysis. This course includes legal terminology, legal citation, ethics, investigation skills, and a thorough discussion of the structure of both the federal and state judicial systems. Students will be introduced to legal technologies, including legal research databases, court databases, and case management software. (1.2)

Proficiency Credit: Available (2 T)
Pass/No Credit: Not Available

The duplicate information highlighted in yellow has been deleted. Please refer to the Catalog Corrections page for corrections to the catalog.

PAR 108 Family Law (3) ..... (3, 0)

Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.

This course examines Illinois domestic relations law. Students are required to analyze the relevant statutes, identify tax consequences, and draft pleadings for dissolution of marriage and other family law matters. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 111 Contract Law (3) ..... (3, 0)

Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.

Students will be introduced to contract law theory and the practical aspects of preparing, evaluating, and implementing contracts. Assignments include substantial online legal research and drafting contract clauses. The course emphasizes the ethical issues in contract law. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 115 Elder Law (3) ..... (3, 0)

Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.

This class focuses on the ethical issues and practical skills necessary to assist senior citizen clients in a law office setting. Students gain exposure to federal administrative law by looking at social security requirements related to Medicaid and Medicare. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 136 Law Office Practice (3) ..... (3, 0)

Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.

This course is designed to familiarize students with routine law office procedures, services available to law offices, and equipment used in law offices. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 201 Litigation (3) ..... (3, 0)

Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.

This course explores civil procedure and pleading, from interviewing a client through post-trial proceedings, including discovery and file management. Students are required to prepare several written assignments. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 203 Real Property Law (3) ..... (3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
This course includes study of the law, procedures, and documents related to the sale and lease of real estate. The focus is on functions normally performed by a law office, lender, or title company, rather than the responsibilities of a broker or sales agent. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 204 Legal Research (3) ..... (3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
This hybrid course requires extensive independent legal research and analysis using federal and multi-state materials. Students will utilize the internet and computerized legal research subscription services supplied by the college. Instruction will focus on locating relevant, current, and highest legal authorities. Students will use primary sources to analyze fact patterns and reach logical, well-supported conclusions. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 205 Wills, Trusts and Probate (3) ... (3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
This course teaches students to prepare estate planning documents, handle probate estates, transfer assets without probate, and administer trusts, under the supervision of an attorney. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 206 Legal Writing (3) ..... (3, 0)
Prerequisite: PAR 101, PAR 201 and PAR 204.
Students will learn advanced concepts related to legal writing and analysis. Assignments may include client letters, objective memoranda, or drafting transactional documents. The class is designed to teach students to write and edit for the legal profession. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 207 Criminal Law Procedure (3) ..... (3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
This course focuses on the Illinois criminal law statutes and constitutional rights applicable to criminal prosecutions. Students are introduced to procedures relating to arrest, investigation, and trial, and to the corrections system. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 211 Bankruptcy and Debtor-Creditor Relat (3) ..... (3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
This course introduces students to bankruptcy debtor/creditor law. Students learn collection procedures, including, but not limited to, "skip-tracing", enforcing money judgments, effecting special rights of creditors, mortgage foreclosure and mechanics' liens, working with pre-judgment or provisional remedies, and guaranteeing debtors' procedural due process rights. Students also learn two forms of bankruptcy relief – liquidation and rehabilitation. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 215 Environmental Law (3) ..... (3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
Students will learn the substantive law and the practical skills for working with environmental law issues. The course involves substantial online factual and legal research. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 221 Tort and Insurance Law (3) ..... (3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
This course focuses on the elements of torts and litigation procedures relevant to tort suits, with an emphasis on medical evidence. Various aspects of insurance law and claims procedures are also discussed. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 223 Business Organizations (3) ..... (3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
This course focuses on the choice, formation, and maintenance of business entities under Illinois law. Students must research the facts and forms relevant to those issues. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 235 Internship (Variable Credit 1–3) ..... . (0, 5–12)
Prerequisite: PAR 101, PAR 201, and PAR 204 or consent of instructor.
Recommended: Concurrent enrollment in PAR 239.
Designed to be taken during the student's final semester in the paralegal program, this course requires students to perform substantive paralegal work in a law office, legal department, government agency, or in other approved settings. All internship work must be completed under the supervision of an attorney or staff member. A total of 80 hours of internship is necessary for each hour of class credit. Students are encouraged to arrange their own internships and will work with the course instructor to verify that the arrangement meets the requirements for credit. Virtual internship experiences and alternative field work may be available for students who are unable to obtain a traditional internship; however, the same hour requirement must be met. Students will be responsible for keeping a journal detailing the work they have done. Students will share their experiences with fellow interns using online discussion boards. Course is repeatable to two credits. (1.2)
Proficiency Credit: Available (2 E)
Pass/No Credit: Not Available

PAR 237 Special Topics in Legal Assisting (Variable Credit 1–3) ..... . (1–3, 0)
Prerequisite: (1) PAR 101 or (2) ENG 102 and CMS 101 and any one of the following math classes: MTH 102, MTH 104, MTH 120, MTH 125, MTH 126, MTH 190, MTH 210, MTH 230.
Application of legal assisting principles to specific problems through case studies, simulation, special projects, or problem solving procedures. No topics/problem will be offered more than twice in three years. Course is repeatable to nine credits. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PAR 239 Paralegal Capstone (1) ..... (1, 0)
Prerequisite: PAR 101, PAR 201, and PAR 204 or consent of instructor.
Recommended: Concurrent enrollment in PAR 235.
Designed to be taken during the student's final semester in the paralegal program, this course prepares students for their first paralegal job. Students will create a final portfolio and paralegal resume and prepare to enter the job force with the knowledge, attitude, and skills required to exceed the expectations of their employers. The course will challenge students to apply their knowledge in client-specific situations that require integrative thinking about legal services and ethics. (1.2)
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PASTRY ARTS
(See Culinary Arts and Hospitality)

PHLEBOTOMY
(See Clinical Laboratory Technology)

PHYSICAL EDUCATION

(Includes co-educational, health, and classes for men, women, and P.E. majors.)

Only FOUR hours of PHC courses numbered 100 and above may be applied to the Associate in Arts and Associate in Science Degrees.

All PHC, PEM, and PHR courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS Degrees.

Course	Fall	Spr	Sum	Varies
PHC-109	X	X	X	
PHC-110	X	X	X	
PHC-111	X			
PHC-113	X	X	X	
PHC-115	X	X		
PHC-130	X			
PHC-132				X
PHC-167	X	X	X	
PHC-200		X		

PHC 109 Physical Fitness I (Variable Credit .5-3) ..... .(0, 1-6)

Prerequisite: None

This activity based course is designed to teach students the basic principles of fitness and wellness. The fitness center offers orientations on the proper use of the aerobic, Cybex strength training and free weight equipment as well as instruction on beginning an exercise program. This course does not have a scheduled class time; students may come in to work out any time the fitness center is open. This course is repeatable to three credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: In cooperation with the establishment of the college Wellness/Fitness Center, students may enroll in PHC 109 Physical Fitness I or PHC 110 Physical Fitness II. Students enrolling for the first-time should enroll in PHC 109. Students with previous credit in PHC 109 need to enroll in PHC 110. PHC 109, PHC 110 and PHC 167 sections 110 & 111 are designed specifically for students 60 years old and over.

PHC 110 Physical Fitness II (Variable Credit .5-3) ..... .(0, 1-6)

Prerequisite: PHC 109

This course is designed to maintain and/or improve upon the level of fitness reached in Physical Fitness I. This course does not have a scheduled class time; students may come in to work out any time the fitness center is open. This course is repeatable to three credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: In cooperation with the establishment of the college Wellness/Fitness Center, students may enroll in PHC 109 Physical Fitness I or PHC 110 Physical Fitness II. Students enrolling for the first-time should enroll in PHC 109. Students with previous credit in PHC 109 need to enroll in PHC 110. PHC 109, PHC 110, and PHC 167 sections 110 & 111 are designed specifically for students 60 years old and over.

PHC 111 Individualized Fitness Programming (1) ..... .(1, 0)

Prerequisite: None

This course is specifically for health and wellness management students. Through this semester long course the student has the opportunity to work one-on-one with a certified personal trainer. This course will focus on the personal trainer/client relationship from the pre-screening process through the individual exercise design and progression. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

PHC 113 Tennis I (Variable Credit .5-1) ..... .(0, 1-2)

Prerequisite: None

Emphasis on individual skills including forehand and backhand strokes and serving. Course is repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHC 115 Intermediate Tennis (Variable Credit .5-1) ..... .(0, 1-2)

Prerequisite: PHC 113 or consent of instructor.

Designed to develop advanced skills, knowledge, and attitudes for effective course play. Course is repeatable to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHC 130 Beginning Fitness Walking (1) ..... .(0, 2)

Prerequisite: None

Introduction to walking for fitness. Establish overall fitness goals, review walking technique, gear, and general training guidelines. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHC 132 Advanced Fitness Walking (1) ...(0, 2)

Prerequisite: PHC 130 or consent of instructor.

This course is designed to develop skills, knowledge, and attitudes necessary to advance students through their fitness walking program. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHC 167 Free Exercise (Variable Credit 1-2) ..... .(0, 2-4)

Prerequisite: None

This course is contract-based and permits the student to log in hours in both the Fitness Center and an outside activity that is not offered by the college. The student is required to log in a predetermined number of hours in the Fitness Center and may supplement his/her total with a preapproved activity. Course is repeatable three times up to eight credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: In cooperation with the establishment of the college Wellness/Fitness Center, students may enroll in PHC 109 Physical Fitness I or PHC 110 Physical Fitness II. Students enrolling for the first-time should enroll in PHC 109. Students with previous credit in PHC 109 need to enroll in PHC 110. PHC 109, PHC 110, and PHC 167 sections 110 & 111 are designed specifically for students 60 years old and over.

PHC 200 Fundamentals of Weight Training (1) ..... .(0, 2)

Prerequisite: None

This course is designed for men and women and introduces the proper techniques of weight training. Emphasis will also be placed on flexibility, power, and strength programs. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHYSICAL EDUCATION – HEALTH

Course	Fall	Spr	Sum	Varies
PHR-101	X	X	X	
PHR-102	X	X	X	
PHR-110	X			
PHR-115		X		

PHR 101 Health (3) ..... .(3, 0)

Prerequisite: None

Basic concepts of holistic health are introduced in this course. The interrelationship of the mind, body, and spirit are emphasized in such topics as exercise, nutrition, aging, stress, substance abuse, violence, personal relationships, and major health problems. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHR 102 First Aid and Safety (3) .....(3, 0)

Prerequisite: None

This course is designed to develop the knowledge and skills of CPR and first aid capabilities for students who may be required to provide the initial emergency care necessary to sustain life until the victim of an accident or sudden illness is cared for by qualified personnel. American Red Cross advanced first aid certificates will be issued upon successful completion of this course. (1.1)

Proficiency Credit: Available (2 E)
Pass/No Credit: Not Available

PHR 110 Active for Life (2) .....(2, 0)

Prerequisite: None

Active for Life is an evidence-based course that uses established behavior change models such as the stages of readiness to change and empower people to overcome their barriers to physical activity. Students find ways to fit physical activity into their daily lives and maintain a lifelong habit of physical activity even when difficult situations arise. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHR 115 Healthy Eating for Life (2) .....(2, 0)

Prerequisite: None

Healthy Eating for Life is an evidence-based, cognitive behavioral approach to helping people change their diets. Students learn how to identify the reasons for their poor eating choices and acquire the lifestyle-management skills they need to improve their eating permanently. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHYSICAL EDUCATION – P.E. MAJORS

Course	Fall	Spr	Sum	Varies
PEM-220	X	X		

PEM 220 Phys Educ at Elem Level (3).....(2, 2)

Prerequisite: None

This course is an introduction to elementary school physical education activities and curriculum with an emphasis on understanding human movement and developmental needs of children, planning developmental learning experiences, and classroom management and instruction techniques. (1.1)

Proficiency Credit: Available (2 E)
Pass/No Credit: Not Available

PHYSICAL THERAPIST ASSISTANT

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

SPECIAL NOTE: Explore the physical therapist assistant program and come to an information session. For more details, go to elgin.edu/visitecc.

A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the Physical Therapist Assistant (PTA) program. For more information please refer to elgin.edu/physicaltherapy.

Course	Fall	Spr	Sum	Varies
PTA-110	X			
PTA-112	X			
PTA-114		X		
PTA-120	X			
PTA-122		X		
PTA-123		X		
PTA-125			X	
PTA-231	X			
PTA-232	X			
PTA-241		X		
PTA-242		X		
PTA-250		X		

PTA 110 Therapeutic Exercise (0.5) .....(0, 1)

Prerequisite: Acceptance into the Physical Therapist Assistant Program

This first semester lab exercise course will meet one day a week for the semester. Instruction in a variety of therapeutic exercises will be performed, for example: cardiovascular, balance, co-ordination, strengthening, Swiss ball, foam roller, core, basic types of passive, active assisted and active range of motion exercises. The student will learn proper body alignment and posture during performance of exercises. Other topics will include safety related to guarding and monitoring physical status and physiological responses during exercise. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 112 Documentation Communication (3) .....(3, 0)

Prerequisite: Acceptance into the Physical Therapist Assistance Program

This course introduces forms of documentation with emphasis on the SOAP format. Medical terminology related to physical therapy and the healthcare environment is an integral part of the course. Legal and ethical procedures regarding documentation are discussed. Students will be able to document an accurate and effective SOAP note utilizing appropriate medical terminology at the conclusion of this course. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 114 Pathology (3) .....(3, 0)

Prerequisite: Concurrent enrollment in PTA 122

This pathology course will provide the student with the scientific study of the nature of various diseases and related causes, processes, development and consequences. Clinical application of knowledge will be expected in concurrent and following physical therapist assistant courses. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 120 Physical Therapist Assisting I (4) .....(3, 2)

Prerequisite: Acceptance into PTA program; Grade of C or better in BIO 110 or BIO 113 or concurrent enrollment in BIO 110 or BIO 113 and concurrent enrollment in PTA 110 and PTA 112

This course introduces the student to the history and principles of physical therapy; standards of practice and conduct for physical therapists and physical therapist assistants; the PT/PTA preferred relationship and respective roles and responsibilities; state and federal laws governing the practice of physical therapists and assistants; overview of the structure and organization of the U.S. health care system; general information about the professional organization and its impact on practice; principles and concepts related to patient practitioner interactions including psycho-social issues and cultural awareness; principles of patient education; documentation standards; basics of patient care services including transfers, assistive devices, patient instruction; data collection including vital signs, arousal, mentation and cognition; infection control measures; concepts of professional communications; basic clerical functions; and expected professional behaviors. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 122 Physical Therapist Assisting II (4) .....(2, 4)

Prerequisite: Concurrent enrollment in PTA 114 and PTA 123 and Grade of C or better in PTA 110, PTA 112, PTA 120.

Grade of C or better in BIO 240 or BIO 246 or concurrent enrollment in BIO 240 or BIO 246

This course further develops and refines patient care skills acquired in PTA 120, with additional emphasis on range of motion, functional training, professional behavior and compliance with professional guidelines. Areas of study will include joint range of motion and measurement, basic pharmacology, introduction to soft tissue mobilization and massage, lymphatic drainage, study and practice of physical and electrotherapeutic agents, mechanical and manual traction. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 123 Clinical Practicum I (3) .....(0, 9)

Prerequisite: Concurrent enrollment in PTA 122.

This clinical experience provides an opportunity to apply skills from PTA 120 and concurrent PTA 122 in a clinical setting under direct supervision of a clinical instructor. This first of three affiliations meets two eight hour days per week for nine weeks (144 hours total). Weekly academic projects will be completed with supervision of the clinical instructor emphasizing and utilizing the knowledge gained and correlating with PTA 122 classroom knowledge and skills. Completion of a 15 minute oral presentation, including educational supplemental materials, to the clinical staff members on a topic approved by the Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) is required (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 125 Kinesiology (4) .....(2, 4)

Prerequisite: Grade of C or better in PTA 114, PTA 122 and PTA 123.

Kinesiology is the study of human movement. The neuromuscular and musculoskeletal systems and their function in relation to activity is presented. Instruction in biomechanics, kinetics, osteo- and arthrokinematics assists in understanding joint structure and muscle function. Each major joint of the musculoskeletal system is studied and accompanied by palpation and observation during laboratory activities. Topics also include pathomechanics, muscle physiology, physical laws and principles of leverage, posture and gait. All course information will be related to the application of clinical practice. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 231 Physical Therapist Assisting III (5) .....(3, 4)

Prerequisite: Grade of C or better in PTA 125; concurrent enrollment in PTA 232.

This course further develops and refines patient care skills acquired in PTA 120 and PTA 122 with additional emphasis on fundamental orthopedic management and the musculoskeletal system. Participants will become familiar with interventions in rehabilitation of orthopedic surgeries and injuries commonly seen in physical therapy, associated interventions and data collection techniques. Specialized topics include wound care, burns, and considerations for specific and varied patient populations including orthopedics, sports injury, geriatrics, and joint replacement, uncomplicated pregnancy and post-partum status. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 232 Clinical Practicum II (5) .....(0, 15)

Prerequisite: Concurrent enrollment in PTA 231.

This clinical experience provides an opportunity to apply skills acquired in all previous PTA curriculum courses and concurrent PTA 231 in a clinical setting under direct supervision of a clinical instructor. This second of three affiliations meets three eight hour days per week for 10 weeks (total of 240 hours). The affiliation will try to be varied from the previous clinical experience and may be in one of the following settings: acute care, outpatient, rehabilitation, pediatrics, skilled nursing facility, neuro or orthopedic setting. Completion of an oral presentation, including educational supplemental materials, to the clinical staff members on a topic approved by the Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) is required. Emphasis on utilizing the knowledge gained in current and previous PTA courses with safe demonstration of skills in the clinical setting. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 241 Physical Therapist Assisting IV (5) .....(3, 4)

Prerequisite: Grade of C or better in PTA 231 and PTA 232 and concurrent enrollment in PTA 242.

This course includes the theory and practice of skills needed in clinical practice as a PTA regarding interventions for patients needing amputation & prosthetic training, neurological deficits due to disease or trauma, common pediatric disorders, cardiac and pulmonary conditions. Other topics of study will include the psychosocial issues related to rehabilitation, environmental barriers and adaptive modifications, prescription wheel chair seating systems, a study of normal and abnormal motor development, neurotherapeutic rehabilitation techniques, and the effects of aging on functional movement across the lifespan. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 242 Clinical Practicum III (5) .....(0, 15)

Prerequisite: Concurrent enrollment in PTA 241

Supervised clinical practice in a physical therapy department or facility. Students will have the opportunity and be expected to apply skills and knowledge learned in all prior PTA classroom and clinical courses, including knowledge and skills concurrently taught in PTA 241. This third rotation is a full time, 40 hours per week, for six weeks clinical experience for a total of 240 clinical hours. Completion of an oral presentation, including educational supplemental materials, to the clinical staff member on a topic approved by the Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) is required; as well as a project for the clinical site. Emphasis on utilizing the knowledge gained in the PTA program with demonstration of critical thinking and problem solving abilities related to the clinical setting expected. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PTA 250 Physical Therapist Assistant Seminar (2) .....(2, 0)

Prerequisite: Concurrent enrollment in PTA 241 and PTA 242.

Course explores current issues in Physical Therapy, including career options, professional organizations and governmental regulations, and the role of the physical therapist assistant as an integral member of the health care team is discussed. Students prepare for the physical therapist assistant licensing exam. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PHYSICS

PHY 111 fulfills the physical sciences requirement and the lab science requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

PHY 101 fulfills the physical science requirement and the lab science requirement for the AA, AS, and AFA degrees.

All PHY courses numbered 100 and above, except PHY 105 and 113, may be used to fulfill the lab science requirement for the Associate in Liberal Studies degrees.

All PHY courses numbered 100 and above may be used to fulfill the math/science requirements for the Associate of Applied Science degree.

All PHY courses numbered 100 and above may also be applied to the major field and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
PHY-101	X	X	X	
PHY-102		X		
PHY-105				X
PHY-111	X			
PHY-112		X		
PHY-113			X	

PHY 101 General Physics. . . . . (5)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: MTH 114.

Recommended: For students in liberal arts and pre-professional programs.

The first half of a one-year algebra and trigonometry-based introductory physics course taken by pre-medical, pharmacy, biology, and architectural majors and others. The study of mechanics, elasticity, fluids, heat, and thermodynamics is supplemented by laboratory experiments. (1.1)

IAI General Education: P1 900L
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

PHY 102 General Physics (5) . . . . . (3, 4)

Prerequisite: PHY 101

Recommended: For students in liberal arts and pre-professional programs.

The second half of a one-year algebra and trigonometry-based introductory physics course including lectures, demonstrations, and laboratory. Subject matter includes electricity and magnetism, circuits, light and optics, and modern physics. (1.1)

Proficiency Credit: Available (3 C)
Pass/No Credit: Available

PHY 105 Technical Physics (4) . . . . . (2, 4)

Prerequisite: IMT 107 or MTH 107 or MTH 098 or MTH 099 or grade of C or better in two years high school algebra or consent of instructor.

One-semester course designed for students in any of the technical programs. Includes study of forces and motion, vectors, heat, sound, and fluid mechanics. Demonstrations, discussions, and student laboratory experiments. (1.2)

Proficiency Credit: Available (2 LT)
Pass/No Credit: Available

PHY 111 Engineering Physics (5). . . . . (3, 4)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Math: MTH 190 or consent of instructor.

Lectures with demonstrations, discussions, problem-solving, and laboratory. For students in engineering, mathematics, or any of the physical sciences. Topics include Newton's Laws, work and energy, rotations, statics, collisions, gravitation, fluids, oscillations, systems of particles, and thermodynamics. (1.1)

IAI General Education: P2 900L
IAI Major: PHY 911
Proficiency Credit: Available (3 C)
Pass/No Credit: Available

PHY 112 Engineering Physics (5) . . . . . (3, 4)

Prerequisite: PHY 111

Lectures with demonstrations, discussions, problem-solving, and laboratory. For students in engineering, mathematics, or any of the physical sciences. Topics include Coulomb's Law, electric fields, Gauss' Law, electric potential, capacitance, circuits, magnetic forces and fields, Ampere's Law, induction, electromagnetic waves, polarization, and optics. (1.1)

Proficiency Credit: Available (3 C)
Pass/No Credit: Available

PHY 113 Modern Physics (1) . . . . . (1, 0)

Prerequisite: PHY 112

Lectures with demonstrations, discussions, and problem-solving. For students in engineering, mathematics, or any of the physical sciences. Topics include relativity, photons and matter waves, the Bohr atom, uncertainty principle, and wave mechanics. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

POLITICAL SCIENCE

POS 150, 151, 152, 250, 251, and 253 may be used to fulfill the social science requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

All POS courses numbered 100 and above may be used to fulfill the social science requirement for the Associate in Liberal Studies and Associate of Applied Science degrees.

All POS courses numbered 100 and above may be applied to the area of concentration and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
POS-141				X
POS-150	X	X	X	
POS-151	X			
POS-152		X		
POS-219				X
POS-250	X			
POS-251		X		
POS-253				X
POS-297	X	X	X	

POS 141 Topics in Government (Variable Credit 1-3) . . . . . .(1-3, 0)

Prerequisite: None

Designed to introduce the student to the complexities and challenges involved in a disciplined study of government. Each topical section will concentrate on an intensive study and investigation of a particular topic in political science. Repeatable to twelve credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

POS 150 American Government–National (3) . . . . . .(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.+

Designed to introduce the beginning student to the problems of government with particular reference to the experience and practices of the United States. A study is made of the historical origin, the constitutional basis, the structure, powers and functions of the national government. (1.1)

IAI General Education: S5 900
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

POS 151 American Government, State and Local (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Study of state, county and municipal government with emphasis on the structure and problems of government in Illinois. (1.1)

IAI General Education: S5 902
Proficiency Credit: Not Available
Pass/No Credit: Not Available

POS 152 Principles of Political Science (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course offers an introduction to the principles, theories and methods of political science, focusing on the nature and development of political science as a discipline, political processes, political institutions and the interrelationship between elements in varied political systems. (1.1)

IAI General Education: S5 903
Proficiency Credit: Not Available
Pass/No Credit: Not Available

POS 219 Honors Seminar in Government (1) .....(1, 0)

Prerequisite: None

Recommended: Honors status

A seminar which complements a particular government course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology, and/or more penetrating research. Course is repeatable to three credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

POS 250 Comparative Political Systems (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Comparative study of European political systems with other countries in Asia, Africa and Latin America. Attention will be given to problems, institutions and political processes of the governments studied. (1.1)

IAI General Education: S5 905
Proficiency Credit: Available (2 C)
Pass/No Credit: Not Available

POS 251 International Relations (3).....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Examination of factors affecting international politics including imperialism, balance of power, sovereignty, and international cooperation. Emphasis will be given to contemporary world problems and their historic development. Issues concerning gender, class, race, and ethnicity will be analyzed with an international focus. (1.1)

IAI General Education: S5 904
Proficiency Credit: Not Available
Pass/No Credit: Not Available

POS 253 Non-Western Comparative Government (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.+

This course offers a comparative examination of the political culture and systems of selected Non-Western countries including the political ideologies, common governmental problems, causes of political stability, instability and revolution and techniques of political analysis. (1.1)

IAI General Education: S5 906N
Proficiency Credit: Available (2)
Pass/No Credit: Not Available

POS 297 Independent Study in Government (Variable Credit 1-3) .....(1-3, 0)

Prerequisite: Consent of instructor.

The student is to have identified a special study project and request advice and direction from the political science faculty. The program will be carried out under the direction of one or more faculty members who will modify the proposal in accordance with departmental requirements for the credit involved. Repeatable three times to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PRACTICING PROFESSIONAL PROE

(See Computer Aided Design)

PSYCHOLOGY

PSY 100, 212, 214, 215, and 218 may be used to fulfill the behavioral sciences requirement in the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees.

All PSY courses numbered 100 and above may be used to fulfill the behavioral science requirement for the Associate in Liberal Studies and Associate of Applied Science degrees.

All PSY courses numbered 100 and above may also be applied to the major field and elective requirement in the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
PSY-100	X	X	X	
PSY-201				X
PSY-210	X			
PSY-211	X	X		
PSY-212	X	X	X	
PSY-213	X			
PSY-214	X			
PSY-215	X	X		
PSY-216	X	X	X	
PSY-218	X	X	X	
PSY-220				X
PSY-221		X		
PSY-225	X			

PSY 100 Intro to Psychology (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.+

Introductory analysis of human behavior with emphasis on practical application of the basic principles of everyday situations. Areas covered include Introduction/Research, Methods/History of Psychology, Biology and Behavior, Learning, Memory, Motivation and Emotion, Personality Theory and Assessment, Psychological Disorders, Therapies, and Social Psychology. (1.1)

IAI General Education: S6 900
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

PSY 201 Experimental Psychology (3) . . . .(1, 4)

Prerequisite: Grade of C or better in PSY 100 or consent of instructor.

A laboratory course designed to give students a basic understanding of the research behind the empirical knowledge and theories presented in other psychology courses. Students will receive hands-on experience with psychological laboratory equipment and an introduction to the issues involved with doing research with humans. Students will learn how to design and conduct a psychological research project in an ethical manner. (1.1)

Proficiency Credit: Not available
Pass/No Credit: Not Available

PSY 210 Personality (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in PSY 100 or consent of instructor.

An introductory treatment of some of the major theories about the structure, dynamics and development of the human personality (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PSY 211 Educational Psychology (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in PSY 212 or PSY 213.

This course concerns psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instruction, including assessment. Emphasis will also be placed on learner-centered instruction and diversity. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A minimum 5-hour clinical component is required for this class. Students may be required to complete a background check/ fingerprinting process in order to participate in the clinical. Students will be responsible for any fee charged.

PSY 212 Child Psychology (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in PSY 100 or consent of instructor.

This course covers the child's psychological development from conception through adolescence. Discussion includes the impact of family, peers, school and culture on biosocial, cognitive and psychosocial development. (1.1)

IAI General Education: S6 903
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PSY 213 Psychology of Adolescence (3) . . .(3, 0)

Prerequisite: Grade of C or better in PSY 100 or consent of instructor.

Development in the biosocial, cognitive and psychosocial domains will be explored from pre-adolescence into early adulthood. Emphasis will be placed on discussion of key issues in adolescent development including cognitive and moral development, social relationships, identity, family and culture. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PSY 214 Adulthood and Aging (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in PSY 100 or consent of instructor.

Psychological development from early adulthood through old age. Emphasis will be placed on biological, cognitive, social and personality development across adulthood. (1.1)

IAI General Education: S6 905
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PSY 215 Social Psychology (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in PSY 100 or SOC 100 or consent of instructor

The scientific study of social factors in individual and group behavior. Topics of investigation include affiliation, social perception, attraction, attitudes, power, altruism, aggression, group structures and group dynamics. (1.1)

IAI General Education: S8 900
Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is offered concurrently as SOC 215. The student must decide whether to earn credits in Psychology (PSY) or Sociology (SOC) prior to enrolling.

PSY 216 Abnormal Psychology (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in PSY 100 or consent of instructor

An inquiry into the causes, assessment and treatment of abnormal behavior. Theories and research findings are studied with a focus on factors related to normal versus deviate patterns of behavioral development. Special emphasis will be placed on various life adjustments and their role in the prevention of maladaptive behaviors as stated in DSM IV-TR. (1.1)

IAI Major: PSY 905
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PSY 218 Human Growth and Development (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in PSY 100 or consent of instructor.

A study of the physical, social, emotional, and intellectual development of the individual from the prenatal period through adulthood. (1.1)

IAI General Education: S6 902
Proficiency Credit: Not Available
Pass/No Credit: Not Available

PSY 220 Special Topics in Psychology (Variable Credit 1-3) . . . . . .(1-3, 0)

Prerequisite: PSY 100 and consent of instructor.

Designed to satisfy specific needs or interest of degree programs, students and the community. This course, however, would not necessarily be accepted by a senior institution as credit towards a major in psychology. The following guidelines are to be used in selecting topics: 1) adequate and available literature in psychology; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of psychology. Repeatable: Maximum six credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PSY 221 Forensic Psychology (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in PSY 100

A practical foundation in the major areas of forensic psychology, such as police psychology, criminal profiling, testimony gathering, risk assessment, competency assessment, trial consultation, victimology, and psychological factors affecting the decisions regarding the ultimate issue. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

PSY 225 Human Sexuality (3) . . . . . .(3, 0)

Prerequisite: Grade of C or better in SOC 100 or PSY 100

Study of social and psychological aspects of human sexuality. Includes sexual development, cultural influences, motivation and emotion, sex-role identification, values, and decision making. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: This course is offered concurrently as SOC 225. The student must decide whether to earn credits in Psychology (PSY) or Sociology (SOC) prior to enrolling.

PUBLIC SAFETY COMMUNICATIONS

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

Course	Fall	Spr	Sum	Varies
PSC-105	X	X		
PSC-206				X
PSC-207	X	X	X	
PSC-208				X
PSC-209				X
PSC-210				X
PSC-211				X
PSC-212			X	
PSC-235				X

PSC 105 Public Safety Telecommunicator (6) ..... (6, 0)

Prerequisite: None

A basic course which includes the state training boards' recommended curriculum for 9-1-1 telecommunicators (dispatchers). (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

PSC 206 Public Safety Answering Point(PSAP) (3) ..... (3, 0)

Prerequisite: Grade of C or better in PSC 105 or consent of program director

The course pulls together all information for previous PSC courses and integrates it to teach the student the process necessary for information gathering, call processing and method(s), call prioritization, and the composition of standard radio phraseology in accordance with general industry guidelines. (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

PSC 207 Pub Saf Answering Point Application (2) ..... (0.5, 3)

Prerequisite: Grade of C or better in PSC 105 or consent of program director

This course covers the application of knowledge and skills acquired through the PSC 9-1-1 program. The students will develop their skills in information gathering, call processing, call prioritization, radio phraseology and multi-skill tasking in a simulated 9-1-1 center using a Motorola CENTRACOM II radio console and associated equipment. (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

PSC 208 Emergency Medical Dispatch (3) ..... (3, 0)

Prerequisite: Grade of C or better in PSC 206 and PSC 207 or consent of program director; can concurrently enrollment in PSC 209

This course provides a comprehensive understanding of the relationship, structure, similarities, and the differences among the components of the Medical Priority Dispatch System (MPDS). It provides a generalist view of various response modes based on availability of resources within the community being served. Topics will include the history, philosophy, and content of the emergency medical dispatch function, the relationship regarding response protocols with law enforcement, fire services and emergency medical services, and it includes the psychological and medico-legal elements, and the medical priority rationale in dispatch protocols. (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

PSC 209 Pub Saf Answering Point Practicum (3) ..... (1, 10)

Prerequisite: Grade of C or better in PSC 206 and PSC 207 and PSC 208 or consent of program director; can concurrently enroll in PSC 208. Must pass a criminal background check by the interning agency and any other requirement of the interning agency

This course allows the student to experience the day-to-day activity of a public safety agency. The agency may be a public (9-1-1 center) agency or a related industry in the private sector. This experience includes rotating shifts and gaining experience in a live environment. (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

PSC 210 Telecommunications Systems and Tech (3) ..... (3, 0)

Prerequisite: Grade of C or better in PSC 105 or consent of program director

This course covers the basic theory of telecommunications equipment and associated systems that are currently being used in the public safety industry and the rules and regulations that determine the operation of that equipment. The rules of entry, modification, cancellation and location procedures for Illinois' Criminal Justice Data Network will be covered. (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

PSC 211 Career Management (2) ..... (2, 0)

Prerequisite: None

This course offers a highly individualized approach to developing career management skills. Students will create résumés, write cover letters, thank you letters, complete job application forms, and participate in an employment interview. Consideration will also be given to critical attitudes needed for career success. (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

PSC 212 Legal Aspects/ Pub Saf Communications (2) ..... (2, 0)

Prerequisite: None

This course covers the legal issues surrounding the 9-1-1 industry which includes terminology, legal processes, Tort liability, Illinois Data Practices Act, and safeguards to minimize vicarious liability for both the employee and the agency and work effectively with officers of the court. (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

PSC 235 Issues in Pub Saf Communications (Variable Credit 0.5-3) ..... (0.5-3, 0)

Prerequisite: Grade of C or better in PSC 105 or consent of program director.

Discussion and analysis of specific topics related to 9-1-1 dispatch centers. Focus of the class will be on day-to-day issues of telecommunications in the public safety sector and the interaction with the police, courts, fire, corrections, or private security in contemporary American society. Emphasis is on promoting dialogue between students and practitioners from different areas of the criminal justice system and public safety communications systems. Topics will vary. Course is repeatable a total of four times up to 12 credits. (1.2)

Proficiency Credit: Available (2 FER)
Pass/No Credit: Not Available

READING

COLLEGE-LEVEL READING COURSES

RDG 110 may be applied to the major field and elective requirement for the Associate in Arts and Associate in Science degrees. This course can only be counted once toward GPA and graduation.

DEVELOPMENTAL READING COURSES

Developmental courses are numbered below 100. Developmental courses do not transfer and cannot be used to fulfill the requirements of any associate degree; however, students must complete these courses in order to enroll in most college-level courses.

ECC offers two pathways for students to strengthen skills needed to succeed in college-level courses:

A. RDG 085, 090, and 091 focus on comprehension and critical thinking skills. Students needing development in writing skills must enroll in RDG courses in addition to the developmental ENG courses.

B. LTC 099 focuses on reading and writing skills. Students will not need to enroll in ENG/RDG courses to prepare for college-level courses as successful completion of this course will satisfy both reading and writing minimum competency standards.

Students are placed into a developmental course based on the results of the reading placement test (for more information visit elgin.edu/testing). Once a student enrolls in his/her first developmental course, he/she must complete the sequence to meet minimum competencies for college-level courses. Students who perform very well in their developmental courses may request approval from their instructor to re-take the placement test.

Course	Fall	Spr	Sum	Varies
RDG-085	X			
RDG-090	X	X	X	
RDG-091	X	X	X	
LTC-099	X	X	X	
RDG-110	X	X		

RDG 085 Reading (3) . . . . . (3, 0)

Prerequisite: Appropriate placement score.

First semester of a three-semester sequence to improve reading ability through reading, writing, and discussion. Emphasis is on developing reading comprehension strategies in order to develop vocabulary and apply word-recognition and comprehension strategies. Students will apply what they learn through class discussions and written responses. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RDG 090 Fundamentals of College Reading Literacy (3) . . . . . (3, 0)

Prerequisite: Grade of C or better in RDG 085 or appropriate placement score.

In this course, students will begin to develop strategies to strengthen comprehension, vocabulary, and strategic thinking. This is the first semester of a two-course sequence to prepare students to use college-level literacy approaches to meet demands of increasingly complex texts. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RDG 091 Advanced Academic Reading & Inquiry (3) . . . . . (3, 0)

Prerequisite: Grade of C or better in RDG 090 or appropriate placement score.

In this course, students will use college-level reading literacy approaches to meet the demands of increasingly complex college texts. This is the second semester of a two-course sequence to develop students to successfully read complex disciplinary texts. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

LTC 099 College Literacy (5) . . . . . (5, 0)

Prerequisite: Appropriate placement score.

In this pre-college level course, students will develop their literacy skills using literacy tasks (reading, writing, thinking, speaking, and listening) to make meaning from college level texts. Integration of reading and writing strategies will help students develop academic approaches needed for success in college-level courses. A grade of C or better in this course allows the student to enroll in college-level courses with a minimum reading (RDG 091) and writing (ENG 098) competency requirements. (1.4)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RDG 110 Learning Strategies for College Text (3) . . . . . (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099 or concurrent enrollment in ENG 098 or LTC 099.

Reading 110 offers a student instruction in improving comprehension by developing efficient study skill strategies in note-taking, test-taking, textbook marking, goal setting, time management skills, memory techniques, and effective listening as well as study systems and vocabulary development. The student will develop the skills necessary to be successful in college-level reading. Repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

RESTAURANT MANAGEMENT

(See Culinary Arts and Hospitality)

RESTAURANT OPERATIONS

(See Culinary Arts and Hospitality)

RETAIL MANAGEMENT

(See Marketing/Retail)

RUSSIAN

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

All RSN courses numbered 100 and above may also be applied to the major field and elective requirement in the AA and AS degrees.

RSN 101 require that students contact the language coordinator in order to gain proficiency credits.

Course	Fall	Spr	Sum	Varies
RSN-101				X

RSN 101 Elementary Russian (4) .....(4, 0)

Prerequisite: None

Designed to give the student a foundation in the grammatical structure of the language with special emphasis on the alphabet, pronunciation, listening practice, and reading of simple phrases. (1.1)

Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

SHEET METAL MECHANICS

(See Heating, Air Conditioning and Refrigeration)

SOCIAL SCIENCES

(See Economics, Geography, History, International Studies, and Political Science)

SOCIOLOGY

SOC 100, 201, 209, 210, 215, and 220 may be used to fulfill the behavioral science requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science degrees.

All SOC courses numbered 100 and above may be applied to the major field and elective requirement in the AA and AS degrees.

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

Course	Fall	Spr	Sum	Varies
SOC-100	X	X	X	
SOC-101		X		
SOC-201	X			
SOC-209	X	X		
SOC-210	X	X		
SOC-215		X		
SOC-220		X		
SOC-225	X			
SOC-230	X	X		

SOC 100 Principles of Sociology (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

This course examines human society and the complex relationships that exist between individuals, groups, and institutions. This examination will be facilitated by focusing on methods and theories used in analyzing and understanding changes taking place in contemporary society. (1.1)

IAI General Education: S7 900
Proficiency Credit: Available (3 C)
Pass/No Credit: Not Available

SOC 101 Introduction to Family Violence (3) .....(3, 0)

Prerequisite: None

This course will examine the issues of family violence from the various perspectives of children, spouses, and the elderly. The course will focus on the dynamics, signs and symptoms, prevention, and possible interventions for each age group. Students will examine physical abuse and neglect, sexual abuse and harassment, emotional abuse, and exploitation. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as FMV 101. The student must decide whether to earn credits in sociology (SOC) or human services (FMV) prior to enrolling.

SOC 201 Social Problems (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Recommend: SOC 100.

This course utilizes sociological concepts and methods in the investigation and analysis of major social problems, including methods for alleviating them, such as: alcoholism, crime, drug addiction, mental illness, ethnic prejudice, and marital discord. (1.1)

IAI General Education: S7 901
Proficiency Credit: Not Available
Pass/No Credit: Not Available

SOC 209 Racial and Ethnic Relations (3) ..(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Study of the ethnic diversity of American society. The course will examine American ethnic groups originating in European and non-European areas but will focus on non-European. Particular attention will be paid to ethnic and racial identity development, racism, ethnocentric biases and attitudes, group interaction, and group interdependence. (1.1)

IAI General Education: S7 903D
Proficiency Credit: Not Available
Pass/No Credit: Not Available

SOC 210 Marriage and Family (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Recommended: SOC 100.

A sociological analysis of the family and its various forms and functions. The course analyzes marital practices and family structures in a variety of cultural settings, and may investigate the extent to which societal customs and mores affect the individual's conceptualization of these areas. (1.1)

IAI General Education: S7 902
Proficiency Credit: Not Available
Pass/No Credit: Not Available

SOC 215 Social Psychology (3) .....(3, 0)

Prerequisite: Grade of C or better in PSY 100 or SOC 100 or consent of instructor.

The scientific study of social factors in individual and group behavior. Topics of investigation include the self, social perception, attraction, intimacy, social influence, attitudes, persuasion, altruism, aggression, group structures, and group dynamics. (1.1)

IAI General Education: S8 900
Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as PSY 215. The student must decide whether to earn credits in sociology (SOC) or psychology (PSY) prior to enrolling.

SOC 220 Gender Roles and Social Change (3) .....(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Other: SOC 100 or consent of instructor

The study of gender roles and inequality in the context of a changing world: examination of the causes, behavioral effects, societal behavioral prescriptions, as well as the context of change in a variety of social and institutional contexts. (1.1)

IAI General Education: S7 904D
Proficiency Credit: Not Available
Pass/No Credit: Not Available

SOC 225 Human Sexuality (3) .....(3, 0)

Prerequisite: Grade of C or better in SOC 100 or PSY 100.

Study of social and psychological aspects of human sexuality. Includes sexual development, cultural influences, motivation and emotion, sex-role identification, values, and decision making. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as PSY 225. The student must decide whether to earn credits in Sociology (SOC) or Psychology (PSY) prior to enrolling.

SOC 230 Criminology (3) .....(3, 0)

Prerequisite: None

Recommended: SOC 100

Nature of adult and juvenile crime with historic and conventional theories of causation. Interrelationship of punishment to solution and correction. A thorough study is made of the classes of crime, types of criminals, and procedures utilized in rehabilitating criminals. The various measures employed in deterring crime are also an integral part of this course. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available
NOTE: This course is offered concurrently as CRJ 230. The student must decide whether to earn credits in Sociology (SOC) or Criminal Justice (CRJ) prior to enrolling.

SPANISH

SPN 101, 102, 201 and 202 require that students contact the spanish coordinator in order to gain proficiency credits.

SPN 202 may be used to fulfill the humanities requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science degrees.

All SPN courses numbered 100 and above may be used to fulfill the liberal education requirement for the Associate of Applied Science degree.

All SPN courses numbered 100 and above may be applied to the major field and elective requirement for the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
SPN-101	X	X	X	
SPN-102	X	X	X	
SPN-201	X	X	X	
SPN-202	X	X	X	
SPN-211	X			
SPN-212				X
SPN-231				X
SPN-232				X
SPN-241				X
SPN-242				X
SPN-251				X
SPN-252				X
SPN-261				X
SPN-262				X
SPN-281				X

SPN 101 Elementary Spanish I (4) .....(4, 0)

Prerequisite: Students who are native speakers or who have previous knowledge of the language are strongly encouraged to take placement testing in the Testing Center. Students may apply to receive (proficiency) credit for each course for which they demonstrate mastery through placement testing.

Designed for students who have had no previous background in Spanish. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition, and conversation. Emphasis placed on the acquisition of the following skills: listening, speaking, reading, and writing. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

SPN 102 Elementary Spanish II (4) .....(4, 0)

Prerequisite: SPN 101 or 1 year H.S. Spanish or 1 college semester Spanish or placement. Continuation of SPN 101 Elementary Spanish. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

SPN 201 Intermediate Spanish I (4) ..... (4, 0)

Prerequisite: SPN 102 or 2 years H.S. Spanish or 2 college semesters Spanish or placement.

Includes grammar review from SPN 101 and 102. Specifically focuses on more complex grammatical concepts, composition, vocabulary building, and practice in conversation. Supplementary intermediate-level material may be read in class or as outside assignments. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

SPN 202 Intermediate Spanish II (4) ..... (4, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score. Other: SPN 201 or 3 years H.S. Spanish or 3 college semesters Spanish or placement.

Course begins with brief SPN 201 grammar review. Additional activities focus on studying and applying increasingly complex grammatical concepts and vocabulary. Supplementary intermediate-level material may be read, listened to, or watched in class or as outside assignments. (1.1)

IAI General Education: H1 900
Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

SPN 211 Conversational Spanish I (3) .... (3, 0)

Prerequisite: SPN 102 or 2 years H.S. Spanish or 2 college semesters Spanish or placement.

Recommended: Concurrent enrollment in SPN 201 or higher.

Strictly a conversation course that allows students to apply principles learned in SPN 101 and 102. Students develop confidence in speaking as they interact with each other and with instructor in Spanish. Guidance is provided for topics of discussion, appropriate vocabulary and structure, but explanations, when necessary, are kept to a minimum. This course is a booster for the basic language skills. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: This course is not a substitute for SPN 201 and 202 which are required for foreign language majors.

SPN 212 Conversational Spanish II (3) ... (3, 0)

Prerequisite: SPN 201 or 3 years H.S. Spanish or 3 college semesters Spanish or placement.

Recommended: Concurrent enrollment in SPN 202 or higher.

Students aim at becoming more fluent speakers as all conversations in class will be in Spanish. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

NOTE: This course is not a substitute for SPN 201 and 202, which foreign language majors must take to complete requirements.

SPN 231 Spanish for Medical Personnel I (3) ..... (3, 0)

Prerequisite: None

Recommended: Students interested in additional general grammar instruction may concurrently enroll in SPN 101 or higher.

Teaches the basic Spanish communication skills and grammar necessary to provide medical care and attention to Spanish-speaking patients in a variety of medical settings such as the medical office, the hospital, and others. In addition to workplace Spanish language, discussions cover cultural issues pertinent to the relationships between health care providers and Hispanic patients, parents or relatives, and community members. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

SPN 232 Spanish for Medical Personnel II (3) ..... (3, 0)

Prerequisite: SPN 101 or SPN 231.

Recommended: Students interested in additional general grammar instruction may concurrently enroll in SPN 102 or higher.

Continuation of Spanish for Medical Personnel I, with emphasis on more advanced speaking and writing communication skills. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

SPN 241 Spanish for Teachers I (3) ..... (3, 0)

Prerequisite: None

Recommended: Students interested in additional general grammar instruction may concurrently enroll in SPN 101 or higher.

Teaches the basic Spanish communication skills and grammar necessary to provide instruction to monolingual and bilingual Hispanic students and to carry out other protocols in a variety of educational settings. Discussions cover cultural issues pertinent to the relationships between non-Hispanic teachers, administrators and other school personnel, and Hispanic students, parents, and community members. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

SPN 242 Spanish for Teachers II (3) ..... (3, 0)

Prerequisite: SPN 241

Recommended: Students interested in additional general grammar instruction may concurrently enroll in SPN 102 or higher.

Continuation of Spanish for Teachers I, with emphasis on more advanced speaking and writing communication skills. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

SPN 251 Spanish for Spanish Speakers I (4) ..... (4, 0)

Prerequisite: None

Recommended: Students interested in additional conversation and composition instruction may concurrently enroll in SPN 261.

This class is designed for students who speak Spanish at home but have had little or no formal education in the Spanish language. The goal of the course is to enhance the student's knowledge of his/her native language and culture by exploring the nuances of the Spanish language in a variety of contexts, with emphasis on speaking, reading, writing, vocabulary, and correct spelling and accentuation. The course will be taught mostly in Spanish and will replace SPN 101 for native and near-native speakers. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

SPN 252 Spanish for Spanish Speakers II (4) ..... (4, 0)

Prerequisite: SPN 251

Recommended: Students interested in additional conversation and composition instruction may concurrently enroll in SPN 261 or higher.

Continuation of Spanish for Spanish Speakers I, with emphasis on more advanced writing communication skills. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

SPN 261 Spanish Conversation Composition (3) ..... (3, 0)

Prerequisite: SPN 202 or 4 years H.S. Spanish or 4 college semesters Spanish or placement.

Intensive work aimed at developing speaking and writing skills. Considerable attention paid to spontaneous conversation styles and precise composition work. The enhancement of comprehension skills is supported through the use of audio and video tapes and films. (1.1)

Proficiency Credit: Available (2 HICT)
Pass/No Credit: Available

SPN 262 Advanced Spanish Composition Conv (3) . . . . . (3, 0)

Prerequisite: SPN 261 or 5 college semesters Spanish or placement.

Continuation of SPN 261 Spanish Conversation and Composition, with emphasis on compositions based on literary works of Latin American authors, current newspapers and periodicals. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

SPN 281 Topics in Spanish (3) . . . . . (3, 0)

Prerequisite: SPN 202 or SPN 212 or SPN 261 or SPN 262 or concurrent enrollment in SPN 212 or SPN 261 or SPN 262 or consent of instructor.

This course deals with a particular topic of interest from the Spanish and Latin American culture and civilization in Spain, Latin America, and the United States. It will study and discuss representative works from a literary movement, a period, a country or geographical zone, a particular genre, author(s), and others. The goal is to increase the student's understanding and appreciation of the particular topic. This class will be conducted completely in Spanish. Course is repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

SPEECH

(See Communication Studies)

SUBSTANCE ABUSE COUNSELING

(See Human Services)

SUPERVISORY AND ADMINISTRATIVE MANAGEMENT

(See Management)

SURGICAL TECHNOLOGY

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

Course	Fall	Spr	Sum	Varies
SGT-102		X		
SGT-105		X		
SGT-111	X			
SGT-120		X		

SGT 102 Intro to Surgical Technology (5) (5, 0)

Prerequisite: Admission to the surgical technology program and a minimum of a C grade in each of BIO 240 or BIO 246 and HPE 112 or concurrent enrollment in BIO 240 or BIO 246 and HPE 112. Must be concurrently enrolled in SGT 105.

This course introduces the student to the role, necessary skills, and working environment of the surgical technologist. Beginning principles of microbiology are explored as they relate to the infectious process, and the practice of aseptic technique. Preoperative care of the surgical patient will also be studies. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the surgical technology (SGT) program. For more information please refer to elgin.edu/surgicaltech.

SGT 105 Concepts of Pharmacology & Anesthesia (3) . . . . . (3, 0)

Prerequisite: Admission to the surgical technology program and a minimum of a C grade in each of BIO 240 or BIO 246 and HPE 112 or concurrent enrollment in BIO 240 or BIO 246 and HPE 112. Must be concurrently enrolled in SGT 102.

This course introduces the surgical technology student to the science of drugs and anesthesia. The medications and anesthesia methods utilized in today's operating room are presented. The student will learn the procedure and techniques necessary to safely manage drugs before and during an operative procedure. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the surgical technology (SGT) program. For more information please refer to elgin.edu/surgicaltech.

SGT 111 Surgical Technology II (12) (5.5, 19.5)

Prerequisite: Grade of C or better in each of BIO 240 or BIO 245 and BIO 246, HPE 112, SGT 102, and SGT 105; can concurrently enroll in PSY 100.

This course introduces the surgical technology student to principles of asepsis, instrumentation, wound healing, and operating room equipment. The student participates, with supervision, in the perioperative care of surgical client, utilizing beginning skills of aseptic technique, instrumentation, and environmental control. Emergency and resuscitative techniques will be included. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the Surgical Technology (SGT) program. For more information please refer to elgin.edu/surgicaltech.

SGT 120 Surgical Technology III (14) . . . . (6, 24)

Prerequisite: Grade of C or better in SGT 111 and PSY 100

Common surgical procedures will be studied in detail while the student is provided opportunities to reinforce this knowledge and further develop perioperative skills by personally assisting the surgeon in the operating room. Job-seeking skills will also be presented. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

NOTE: A criminal background check, drug test, and appropriate PSB-HOA test scores are required for the Surgical Technology (SGT) program. For more information please refer to elgin.edu/surgicaltech.

TECHNOLOGY, GENERAL CORE

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

The following courses are applicable to more than one technical area. Consult the Career & Technical Education Curricula section for individual program requirements.

Course	Fall	Spr	Sum	Varies
GET-107				X
GET-114				X
GET-118				X
GET-119				X
GET-217				X

GET 107 Technical Graphics (3) .....(3, 0)

Prerequisite: None

Directed toward reading and understanding technical drawings used in Industry. Includes interpretation of the basic theory of the orthographic projection, standard component definitions, and assembly views. Introduction to abbreviations, symbols, and manufacturing terminology used in prints, interpretation of specifications, and component construction. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

GET 114 Electrical Controls (3) .....(2, 2)

Prerequisite: None

A study of the basic theories used in electrical control systems. Topics included are: component identification, schematic diagrams, Ohm's Law, Kirchoff's Law, series and parallel circuits, power magnetism, switches, relays, alternating current fundamentals, transformers, basic motor and generator principles. Introduction to common solid state control devices will be presented. The course includes the use of instruments for making various types of electrical measurements. Troubleshooting techniques will be stressed. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

GET 118 Hydraulics and Pneumatics (5) ..(4, 2)

Prerequisite: High school algebra or MTH 096 or consent of instructor

The introduction to hydraulic systems and components and the reading of hydraulic and electrical schematics. Demonstrations on an injection molding machine to illustrate electro-mechanical hydraulic interaction are utilized. (1.2)

Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

GET 119 Introduction to Industrial Robots (4) .....(2, 4)

Prerequisite: None

A course designed to provide the student with theoretical and practical experience using an industrial grade robot. Theory will include safety in the robotic environment, principles of robotic operation, robot task description, and elements of programming. The relationship of the Cartesian Coordinate system of measurement to the operation of an industrial robot will be covered. The student will understand the principles of compound and tool transformations and perform these operations. The student will communicate with the robot control system through keyboard and teach pendant. The student will gain experience in robot control program storage, retrieval, and editing. (1.2)

Proficiency Credit: Available (2 SER)
Pass/No Credit: Not Available

GET 217 Indust. Mfg. Processes & Materials (3).....(3, 0)

Prerequisite: None

An understanding of modern manufacturing processes and materials is of vital importance to ensure products are designed for economical production. This course provides an understanding of the principles, practices, and materials in manufacturing, what they can or cannot do, how they can be utilized most effectively, and the economics of the various processes and materials. The major divisions of this course include specific attention to each of the main classes of processes and the materials relating to them. The principles of economics are stressed repeatedly with each topic studied. (1.2)

IAI Major: IND 913
Proficiency Credit: Available (2 LETSIR)
Pass/No Credit: Not Available

THEATRE

THE 100, 122, and 124 fulfill the fine arts requirement for the Associate in Arts, Associate in Science, and Associate in Engineering Science degrees.

THE 100 and 122 may be used to fulfill the liberal education requirement for the Associate of Applied Science degree.

All THE courses numbered 100 and above may also be applied to the major field and elective requirements in the AA and AS degrees.

Course	Fall	Spr	Sum	Varies
THE-100	X	X	X	
THE-110	X	X		
THE-122		X		
THE-124	X			
THE-132	X	X		
THE-134	X	X		
THE-136		X		
THE-142	X			
THE-144		X		
THE-150	X	X		
THE-160				X
THE-161				X
THE-162	X	X	X	
THE-164				X
THE-166				X
THE-168				X
THE-170				X
THE-210				X
THE-231				X
THE-232				X
THE-233				X
THE-234				X
THE-235				X
THE-236				X
THE-241				X
THE-242				X
THE-243				X
THE-244				X
THE-245				X
THE-246				X
THE-247				X
THE-248				X

THE 100 Theatre Appreciation (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

An introduction to theatre as a performing art. Students study the audience, actor, critic, director, designer, and playwright through critical, social, and historical perspectives as they read plays and view both video and live performances. Note special topics sections which focus on Chicago theatre or offer short-term travel courses to New York, Canada, Greece, London, and other international theatre centers. Course is repeatable to 12 credits. (1.1)

IAI General Education: F1 907
Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 110 Drama Performance Ensemble I (Variable Credit 1-3) ..... (0, 3-9)

Prerequisite: Completion of successful audition or consent of instructor.

This course is open to all who audition and are cast in ECC's fall or spring production. Students learn such skills as script analysis, acting, voice, and movement technique, as required. Repeatable three times up to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Available

THE 122 Intro-Theatre History & Literature (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

An introduction to the history, literature and collaborative art of theatre from ritual beginnings to contemporary dramatic literature. Students survey the history of Western and non-Western theatre, read and analyze representative plays from major periods of drama, and view video and live performances. (1.1)

IAI General Education: F1 908
Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

THE 124 American Drama (3) ..... (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20 or above, or an appropriate placement score.

Examines the history and diversity of theatre literature in the United States. Plays studied include American classics as well as neglected voices from African, Asian, Hispanic American, feminist, political, gay, and lesbian theatre. (1.1)

IAI General Education: F1 909D
Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 132 Acting I (3) ..... (3, 0)

Prerequisite: None.

Basic principles of the actor's craft are explored, including skills in acting, movement, voice, improvisation, character analysis, and monologue study. (1.1)

IAI Major: TA 914
Proficiency Credit: Available (2 EIT)
Pass/No Credit: Not Available

THE 134 Improvisation for the Theatre (3) ..... (3, 0)

Prerequisite: None.

Improvisation technique helps actors think on their feet and improves communication, concentration, timing, and teamwork. Course is repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 136 Acting II (3) ..... (3, 0)

Prerequisite: None.

This course strengthens the actor's craft by emphasizing text analysis, character development, psychophysical actions, and powerful objectives through rehearsal and performance of selected scenes. Requires strong memorization skills and outside rehearsal time. Course is repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 142 Movement for the Stage (3) .... (3, 0)

Prerequisite: None.

Explores a variety of movement skills including neutral and character mask, mime, Laban technique, and yoga, as well as centering and energy practices from the martial arts of aikido and t'ai chi. These skills are then applied to acting and character study. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 144 Voice and Speech for the Stage (3) ..... (3, 0)

Prerequisite: None.

Voice and speech skills for the stage actor include vocal warm-ups, vocal health, breath support, relaxation and resonance, projection, articulation, and dialects. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 150 Theatre Dance (3) ..... (3, 0)

Prerequisite: None

Training and practice in theatre dance technique used in the American musical theatre. Dance styles include basic ballet, jazz, tap, and ballroom. Course is repeatable up to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 160 Introduction to Theatre Technology (3) ..... (2, 3)

Prerequisite: None

This course takes a hands-on approach to the fundamentals of technical theatre including stagecraft, set construction, stage lighting and production methods. Students quickly gain practical experience by applying classroom learning to work on theatre projects. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 161 Scenic Design and Technology (3) ..... (2, 3)

Prerequisite: None.

Course teaches methods of approaching, developing, and completing set designs through the detailed study of scenic history, styles research, scenic techniques and script analysis. By designing several simple theoretical projects, students develop and expand their critical and creative thinking skills while increasing their knowledge of the artistic and technical demands of scenic design. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 162 Technical Theatre Practicum (3) ..... (1, 10)

Prerequisite: None

Focused on practical work experience, students perform vital technical roles on theatrical productions under faculty and staff supervision. Course is repeatable to 12 credits. (1.1)

Proficiency Credit: Available (2)
Pass/No Credit: Not Available

THE 164 Lighting Design and Technology (3) ..... (2, 3)

Prerequisite: None.

Learn the art and science of stage lighting while developing your creative skills. This project-based class teaches you how to analyze a script, create and execute a theatrical light plot as well as how to work with state-of-the-art lighting equipment including robotics. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 166 Theatrical Sound Design & Technology..... (3)

Prerequisite: None.

This course is an introduction to sound design and technology for the theatre. Students will explore acoustic phenomena and perception, the relationship of sound to dramatic text, image, and movement and the integration of sound design and technology in performance. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 168 Stage Makeup (3) ..... (2, 3)

Prerequisite: None.

This course will give you hands-on experience in make-up design and application, from character analysis through the realization of design ideas on the human face. Students will understand how make-up design communicates vital information about character and how it plays an essential role in the stylistic concept of a production. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 170 Stage Management (3) ..... (2.5, 1)

Prerequisite: None.

Concentrates on skills needed by today's stage managers -- organizational skills, leadership, time management, and professionalism in the theatrical world. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 210 Literature Performance Ensemble (3) ..... (3, 0)

Prerequisite: Completion of successful audition or consent of instructor.

Students will study, adapt and perform literature, such as essays, letters, novels, poetry, and short stories, with an emphasis on the use of voice and movement to interpret and communicate the work to an audience. Course is repeatable up to 12 credits. (1.1)

IAI Major: TA 916
Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 231 Internship in Theatre (1) ..... (0, 5)

Prerequisite: None

Offers credit for work experience with professional theatre organizations in technical theatre, administration, design, or performance. Course is repeatable up to four credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 232 Internship in Theatre (2) ..... (0, 10)

Prerequisite: None

Offers credit for work experience with professional theatre organizations in technical theatre, administration, design, or performance. Course is repeatable up to eight credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 233 Internship in Theatre (3) ..... (0, 15)

Prerequisite: None

Offers credit for work experience with professional theatre organizations in technical theatre, administration, design, or performance. Course is repeatable up to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 234 Special Topics: Theatre (1) ..... (1, 0)

Prerequisite: None

Offers an opportunity to study specialized topics in theatre history, literature, production or performance. Can be focused on a particular research subject, author, genre, style, technique or historical period. Course is repeatable up to four credits. (1.1)

Proficiency Credit: Available (2)
Pass/No Credit: Not Available

THE 235 Special Topics: Theatre (2) ..... (2, 0)

Prerequisite: None

Offers an opportunity to study specialized topics in theatre history, literature, production or performance. Can be focused on a particular research subject, author, genre, style, technique or historical period. Course is repeatable up to eight credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 236 Special Topics: Theatre (3) ..... (3, 0)

Prerequisite: None

Offers an opportunity to study specialized topics in theatre history, literature, production or performance. Can be focused on a particular research subject, author, genre, style, technique or historical period. Course is repeatable up to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 241 Stage Combat I (3) ..... (3, 0)

Prerequisite: None

Focuses on unarmed combat including falls, throws, and sparring techniques from judo, karate, aikido, wrestling, boxing, and barroom brawling. Taken in sequence with THE 242-Stage Combat II, students will have the opportunity to take the Society of American Fight Directors Actor/Combatant exam. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 242 Stage Combat II (3) ..... (3, 0)

Prerequisite: None

Focuses on Medieval and Renaissance weapons such as quarterstaff, broadsword and rapier and dagger used in Shakespeare and other period plays. Taken in sequence with THE 241, Stage Combat I, students will have the opportunity to take the Society of American Fight Directors Actor/Combatant exam. Course is repeatable to 12 credits. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 243 Stage Combat: Single Sword (3) (3, 0)

Prerequisite: None

This course focuses on single sword combat for theatre and film with swashbuckling fencing techniques used in Hollywood films like The Mark of Zorro and Captain Blood. Students may have the opportunity to take the Society of American Fight Directors skills proficiency test at the end of class. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 244 Stage Combat: Small Sword (3) (3, 0)

Prerequisite: None

This course focuses on small sword combat for theatre and film using fencing techniques developed in the 17th century French court and performed in the works of Moliére and other Restoration playwrights. Students may have the opportunity to take the Society of American Fight Directors skills proficiency test at the end of class. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 245 Stage Combat: Knife (3) .....(3, 0)

Prerequisite: None

This course focuses on knife combat for theatre and film using street fighting styles found in contemporary plays and musicals like West Side Story and Carousel. Students may have the opportunity to take the Society of American Fight Directors skills proficiency test at the end of class. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 246 Stage Combat: Quarterstaff (3) .....(3, 0)

Prerequisite: None

This course focuses on quarterstaff combat for theatre and film using staff techniques performed in Medieval, Renaissance and Asian drama. Students may have the opportunity to take the Society of American Fight Directors skills proficiency test at the end of class. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 247 Stage Combat: Broadsword (3) ..(3, 0)

Prerequisite: None

This course focuses on broadsword combat for theatre and film as used in Medieval and Renaissance drama. Students may have the opportunity to take the Society of American Fight Directors skills proficiency test at the end of class. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

THE 248 Stage Combat: Sword and Shield (3) .....(3, 0)

Prerequisite: None

This course focuses on sword and shield combat for theatre and film as used in Greek, Roman and Medieval drama. Students may have the opportunity to take the Society of American Fight Directors skills proficiency test at the end of class. (1.1)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

TOOL & DIE MAKING

(See Industrial Manufacturing Technology)

TRANSMISSION & DRIVETRAIN SPECIALIST

(See Automotive)

TRUCK DRIVING

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

Completion of BRG 101, BRG 201 and BRG 202 will prepare the student to take the necessary exams to obtain a license to operate a tractor trailer.

Course	Fall	Spr	Sum	Varies
BRG-101	X	X	X	
BRG-201	X	X	X	
BRG-202	X	X	X	
BRG-203	X	X	X	

BRG 101 Truck Driving I (6) .....(6, 0)

Prerequisite: Consent of instructor

This course will include vehicle systems, D.O.T. rules and regulations, logs and all legal topics of interest to trucking and transportation. Additional topics include defensive driving, cargo handling, and hazardous materials. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BRG 201 Truck Driving II (6) .....(2, 12)

Prerequisite: BRG 101

This course covers the yard and on the road aspects of tractor trailer driving. Students will receive extensive hands on experience in backing, parking, startup, and preventive maintenance. There will be actual on the road driving by students. Completion of BRG 101 and BRG 201 will prepare the student to take the necessary exams to obtain a license to operate a tractor trailer. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BRG 202 Truck Driving III (4) .....(4, 0)

Prerequisite: Consent of instructor

This course is an extension of BRG 101 and BRG 201 with further study of the topics and skills covered in those two courses. Also included will be additional information on maintenance, communications, costs, dispatching, and operations. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

BRG 203 Defensive Driving Techniques (2) .....(2, 0)

Prerequisite: Consent of Instructor

This course will address the core concepts of defensive driving, preventable collisions, and personal responsibility, driving to protect others and hazard recognition. The course will also address lighting conditions, weather conditions, road conditions and traffic conditions. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

VIDEOGRAPHY AND MOTION GRAPHICS

(See Communication Design)

WELDING

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

Course	Fall	Spr	Sum	Varies
WEL-101	X	X		
WEL-102	X	X		
WEL-111				X
WEL-112				X
WEL-113				X
WEL-120				X
WEL-208	X	X		
WEL-210				X
WEL-211				X
WEL-212				X
WEL-214				X
WEL-215				X
WEL-218	X	X		
WEL-220	X	X		
WEL-221				X
WEL-234				X

WEL 101 Welding I (2) ..... .(1, 2)

Prerequisite: None

Basic concepts of oxy-acetylene welding and electric welding for beginners. Includes arc welding and gas welding, brazing and cutting in the flat position. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Available

WEL 102 Welding II (4) ..... .(2, 4)

Prerequisite: Grade of C or better in WEL 101 or consent of instructor

Advanced techniques and skill improvement in oxyacetylene welding and arc welding. The lab experiences in basic MIG and TIG (Heliarc) welding will be provided. An introduction to weld testing will be included. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Not Available

WEL 111 Welding Safety (3) .....(3, 0)

Prerequisite: None

The student will become aware of the importance of developing a safe work attitude as it applies to the welding industry. Safe handling of various gases, welding equipment and related tools will be covered. Emphasis will be on creating and maintaining a safe welding environment. (1.2)

Proficiency Credit: Available (3 LETSI)
Pass/No Credit: Not Available

WEL 112 Applied Welding Theory (3) . . . .(2, 2)

Prerequisite: WEL 102 or concurrent enrollment in WEL 102

A course which will provide both lab and classroom experiences to cover the basic theory of all major welding processes. Processes covered include: shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, flux core arc welding, submerged arc welding, plasma arc welding, and oxyacetylene welding. (1.2)

Proficiency Credit: Available (2 EILMST)
Pass/No Credit: Not Available

WEL 113 Welding Power Sources and Setup (3) . . . . . .(2, 2)

Prerequisite: WEL 102 or concurrent enrollment in WEL 102

Designed to familiarize the student with the differences between various types of welding power sources. The student will learn through lab experiences the proper set-up and "fine-tuning" techniques which will result in a quality weld. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

WEL 120 Blueprint Reading for Welders (2) . . . . . .(1, 2)

Prerequisite: None

Prepares the student to interpret drawings as applied in the welding trade and to become familiar with welding symbols and their significance. (1.2)

Proficiency Credit: Available (3 LETSIR)
Pass/No Credit: Available

WEL 208 Welding III (4) . . . . . .(2, 4)

Prerequisite: Grade of C or better in WEL 102 or consent of instructor.

The student will perform weld using mild steel in all positions and will include arc, gas tungsten arc (TIG), submerged arc welding (SAW), and gas metal arc (MIG) processes. The student will become comfortable in the operation of plasma arc cutting. Emphasis will be on development of a degree of skill necessary to pass welder qualification tests in all positions. (1.2)

Proficiency Credit: Available (3 LETSI)
Pass/No Credit: Not Available

WEL 210 Welding IV (4) . . . . . .(2, 4)

Prerequisite: WEL 120 and 208 or consent of instructor

Students will construct welding projects employing arc, oxy-acetylene, gas metal arc (MIG), gas tungsten ARC (TIG), or any combination of these welding processes using a welding blueprint as a guide. (1.2)

Proficiency Credit: Available (3 LETSI)
Pass/No Credit: Not Available

WEL 211 TIG Welding Techniques (4) . . . . .(2, 4)

Prerequisite: WEL 101 or consent of instructor

This course is for students who need to develop skills in gas tungsten arc welding (TIG). The student will select appropriate machine settings. All position welds on hot and cold rolled and galvanized mild steel, stainless steel, and aluminum and cast iron will be produced. Process variations include standard and pulse mode operation. (1.2)

Proficiency Credit: Available (2 ES)
Pass/No Credit: Not Available

WEL 212 MIG Welding Techniques (4) . . . .(2, 4)

Prerequisite: WEL 101 or consent of instructor

This course is for students who need to develop skills in gas metal arc welding (MIG). The student will set up welding equipment and produce welds in all positions. Process variations to be used include short circuit and spray transfer with solid wire, flux cored (inner shield and dual shield) and submerged arc welding. Metals to be welded include mild steel, stainless steel, and aluminum. (1.2)

Proficiency Credit: Available (2 ES)
Pass/No Credit: Not Available

WEL 214 Cutting Processes (2) . . . . . .(1, 2)

Prerequisite: Grade of C or better in WEL 101 or consent of instructor.

This is a skill building course which will allow the student an opportunity to gain proficiency in all major industrial arc and oxy-fuel cutting processes - manual, semi-automatic and automatic. Processes include Plasma Arc, Air Carbon Arc, Shielded Metal Arc, Exothermic, and Oxy-Fuel Cutting. The student will also learn to operate an optical tracer and CNC controls. (1.2)

Proficiency Credit: Available (3 LETSI)
Pass/No Credit: Not Available

WEL 215 Advanced Welding Techniques (4) . . . . . .(2, 4)

Prerequisite: WEL 102

This is a skill development course designed to help the student produce quality welds on cast iron, aluminum, medium carbon steel, and other metals requiring special weld treatment. Other weld troubleshooting techniques will be covered starting with precise metal identification, locating and eliminating cracks, visual inspection, and proper pre- and post-weld treatment. (1.2)

Proficiency Credit: Available (3 LETSI)
Pass/No Credit: Not Available

WEL 218 ARC Welder Qualification (3) . . .(2, 2)

Prerequisite: Grade of C or better in WEL 102 or consent of instructor

Welder certification is required by an increasing number of area employers. The purpose of this class is to help the student attain arc welder certification. Students must pass two guided bend tests to receive certification. This certification will meet the requirements of AWS D1.1 Structural Welding Code (limited thickness) and the needs of many area manufacturers. However, some employers may require additional or re-certification. Repeatable to nine credits. (1.2)

Proficiency Credit: Available (2 SE)
Pass/No Credit: Available

WEL 220 MIG Welder Qualification (3) . . .(2, 2)

Prerequisite: Grade of C or better in WEL 102 or consent of instructor

Welder certification is required by an increasing number of area employers. The purpose of this class is to help the student attain MIG welder certification. Students must pass two guided bend tests to receive certification. This certification will meet the requirements of AWS D1.1 Structural Welding Code (limited thickness) and the needs of many area manufacturers. However, some employers may require additional or re-certification. Repeatable to nine credits. (1.2)

Proficiency Credit: Available (2 SE)
Pass/No Credit: Available

WEL 221 Adv. Blueprint Reading for Welders (2) . . . . . .(1, 2)

Prerequisite: WEL 120

This course is designed to aid the student in becoming proficient in reading more complex welding blueprints. Emphasis will be on developing the ability to transfer the two-dimensional print to the actual three-dimensional object. The student will gain experience in related mathematical calculations. Students will learn spreadsheet manipulation by working up a job quote. (1.2)

Proficiency Credit: Available (3 LETSI)
Pass/No Credit: Not Available

WEL 234 Special Topics in Welding (Variable Credit 1-3) . . . . . .(.5-1, 1-4)

Prerequisite: Consent of instructor

Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of welding. Course is repeatable to 12 credits. (1.2)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ADULT BASIC EDUCATION

These classes are pre-college level courses designed for adults with less than a 9th grade reading and/or math level who want to improve basic skills in reading, math, writing, or computers. To enroll, you must be at least 16 years of age and cannot also be enrolled in high school. All classes are offered free of charge to eligible students. Registration takes place in Building K. Placement testing is required. Classes are offered at the college and other area locations. These courses are not applicable toward any associate degree or vocational certificate. Upon successful completion of one adult basic or secondary education (ABE, ASE, AMT, or ARW) class and the High School Equivalency (HSE/GED®) test, you will receive free in-district tuition for one three-credit-hour college class.

Stevens Amendment: Approximately $436,363 (35%) of the Illinois Adult Education and Literacy Program cost at ECC is federally funded under Title II, Adult Education and Family Literacy of the Workforce Investment Act of 1998.

Course	Fall	Spr	Sum	Varies
ABE-008	X	X	X	
ABE-009	X	X	X	
ABE-018	X	X	X	
ABE-019	X	X	X	
ABE-028	X	X	X	
ABE-029	X	X	X	
ABE-040				X
ABE-041				X
ABE-054				X
ABE-055				X
ABE-060				X
ABE-061				X
ABE-070				X
ABE-071				X
ABE-083	X	X		
ABE-085				X
AMT-010	X	X	X	
AMT-020	X	X	X	
AMT-030	X	X	X	
AMT-040	X	X	X	
AMT-045				X
ARW-010	X	X	X	
ARW-020	X	X	X	
ARW-030	X	X	X	
ARW-040	X	X	X	

ABE 008 Ad Basic Ed 1 English Lang Learner (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 0-3.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This course is intended to prepare beginning English language learners for success within the community. Students will learn to express themselves in everyday situations using high-frequency words and phrases. English literacy skills will be introduced in this course, building common vocabulary throughout. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 009 Ad Basic Ed 2 English Lang Learner (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 4.0-8.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This course is for individuals who do not have English as their first language but want to communicate within the local community. Students will strengthen their oral skills through collaborative learning activities. They will work to achieve writing proficiency through various forms of simple writing using common life-skills vocabulary. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 018 Ad Basic Ed 11 English Lang Learner (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 0-3.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This course is intended to prepare intermediate English language learners for academic success in college and career. Students will learn to express themselves using formal and informal speech, and to critically listen to a variety of oral language. Literacy skills, including the process of writing a paragraph, will be included in this course; building academic vocabulary throughout. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 019 Ad Basic Ed 12 English Lang Learner (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 4.0-8.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This course is for individuals who do not have English as their first language but want to pursue academic college courses or enter the workforce. Students will strengthen their oral skills through collaborative learning activities that reinforce basic academic and job-related vocabulary. They will work to achieve writing proficiency at the paragraph level using intermediate English grammar and sentence structures. (1.7)

Proficiency Credit: Available
Pass/No Credit: Available

ABE 028 Ad Basic Ed 21 English Lang Learner (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 0-3.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This course is intended to prepare advanced English language learners for academic success in college. Students will learn to express themselves using formal and informal speech, and to critically listen to a variety of oral language. Literacy skills, including the process of research writing, will be included in this course; building academic vocabulary throughout. (1.7)

Proficiency Credit: Available
Pass/No Credit: Available

ABE 029 Ad Basic Ed 22 English Lang Learner (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 4.0-8.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This course is for individuals who do not have English as their first language but want to pursue academic college courses. Students will strengthen their oral skills through presentations and collaborative learning activities. They will work to achieve writing proficiency through research and various forms of writing, increasing academic vocabulary usage throughout. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 054 Intro to Industrial Arts Careers (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

Students will explore the requirements, expectations, and outlooks for different careers in industrial arts. Students will work on modules in academic success, career awareness, and career development while developing the basic academic and soft skills necessary for success in a manufacturing program of study. Self-assessment and review of skills will assist students with planning a path toward long and short-term goals. Course is repeatable three times to 24 credits. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 055 Intro to Industrial Arts Careers (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

Students will explore the requirements, expectations, and outlook for different careers in industrial arts. Students will work on modules in academic success, career awareness, and career development while developing the basic academic and soft skills necessary for success in a manufacturing program of study. Self-assessment and review of skills will assist students with planning a path toward their short term and long term goals. Course is repeatable three times to 24 credits. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 060 Contextualized Beginning ABE (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the academic skills, occupational knowledge, and communication skills necessary for successful transition to study in their chosen career field. Instruction will include study skills and career self-assessment. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 061 Contextualized Intermediate ABE (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the academic skills, occupational knowledge, and communication skills necessary for successful transition to study in their chosen career field. Instruction will include study skills and career self-assessment. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 070 Thriving in the Workplace (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the necessary attitudes, behaviors, and skills required by employers to be successful in the workplace. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 071 Thriving in the Workplace (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the necessary attitudes, behaviors, and skills required by employers to be successful in the workplace. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 083 Basic Computer Skills (Variable Credit .5-3) ..... .(.5-3, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

This course is designed to introduce the ABE student to basic computer skills using individualized and group methods of instruction. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ABE 085 Writing II (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic writing course that integrates reading with writing while focusing on paragraph organization and development. This course introduces the student to the writing process and helps the student develop his/her writing process. This course also helps the student prepare for the GED® essay test. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 010 Beginning Math Literacy I (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic math course with the emphasis on developing number concepts and the addition and subtraction of whole numbers and decimals. The content also includes place value, time concepts, shape identification, and linear measurement. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 020 Beginning Math Basic Education II (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic math course focusing on the four operations of whole numbers and decimals as well as the critical thinking skills to solve these problems. The content also includes an understanding of fractions and geometry in relation to perimeter and area. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 030 Low Intermediate Math Basic Educ III (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic math course with the emphasis on fractions, measurement, graphs. The course content includes an understanding of the coordinate plane, angles, and lines as well as area and perimeter of various geometrical shapes. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 040 High Interm Math Basic Educ IV A (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic math course emphasizing the concepts of ratios and proportions, percent, and solving equations. The course content also includes defining and evaluating functions. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 045 High Interm Math Basic Educ IV B (Variable Credit 0.5-6) .....(0.5-6, 0)

Prerequisite: Appropriate adult education placement test, no U.S. high school diploma/ U.S. GED, or department consent.

A basic math course emphasizing geometry including surface area, volume, and Pythagorean Theorem. The course content also includes data analysis and probability. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ARW 010 Beginning Reading/Writing Literacy I (Variable Credit 0.5-6) …….(0.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic course in reading for the fundamentals of alphabetics, fluency, vocabulary acquisition and comprehension in literature and informational texts. Knowledge gained from reading will be integrated to actual practice in simplistic writing of Standard English grammar. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ARW 020 Beginning Reading/Writ Basic Educ II (Variable Credit 0.5-6) …….(0.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic course in reading for the fundamentals of alphabetics, fluency, vocabulary acquisition and comprehension in literature and informational texts. Knowledge gained from reading will be integrated to actual practice in simplistic writing of Standard English grammar. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ARW 030 Low Interm Reading/Writ Basic Ed III (Variable Credit 0.5-6) …….(0.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic course in reading for the fundamentals of fluency, vocabulary acquisition and comprehension in literature and informational texts. The focus of reading will explore a range of texts and tasks. Knowledge gained from reading will be integrated in paragraph writing that encompasses a range of task, purpose and audience. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ARW 040 High Interm Reading/Writ Basic Ed IV (Variable Credit 0.5-6) …….(0.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic course in reading for the fundamentals of fluency, vocabulary acquisition and comprehension in literature, and informational texts-History/Social Studies, Science/Technical Subjects, Functional/Workplace Skills. The focus of reading will explore a range of texts and tasks. Knowledge gained from reading will be integrated in paragraph writing that encompasses a range of task, purpose and audience. Writing will emphasize on discipline-specific tasks requiring the mastery of complex sentence structures utilizing the eight basic parts of speech. (1.7)

Proficiency Credit: Not Available
Pass/No Credit: Available

ADULT SECONDARY EDUCATION: THE GED® PROGRAM

ASE classes prepare students to pass the nationally accepted High School Equivalency (HSE/GED®) test. To enroll, you must be at least 16 years of age and cannot also be enrolled in high school. All classes are offered free of charge to eligible students. Some courses are offered in Spanish (see course description). Registration takes place in Building K. Placement testing is required. Classes are offered at the college and other area locations. These courses are not applicable toward any associate degree or vocational certificate. Upon successful completion of at least one adult basic or secondary education (ABE, ASE, AMT, or ARW) class and the High School Equivalency (HSE/GED®) test, you will receive free in-district tuition for one three-credit-hour college class.

Stevens Amendment: Approximately $436,363 (35%) of the Illinois Adult Education and Literacy Program cost at ECC is federally funded under Title II, Adult Education and Family Literacy of the Workforce Investment Act of 1998.

Course	Fall	Spr	Sum	Varies
ASE-010	X	X	X	
ASE-020	X	X	X	
ASE-030	X	X	X	
ASE-050				X
ASE-052				X
ASE-056				X
ASE-062				X
ASE-072				X
ASE-092				X
ASE-094				X
ASE-097				X
ASE-098				X
ASE-099	X	X	X	
AMT-050	X	X	X	
AMT-051	X	X	X	
AMT-055				X
AMT-056				X
AMT-060	X	X	X	
AMT-061	X	X	X	
ARW-050	X	X	X	
ARW-051	X	X	X	
ARW-060	X	X	X	
ARW-061	X	X	X	

ASE 010 Ad Sec Ed 1 English Lang Learner
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 9.0-12.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This is a language preparation course for success in the community. Students will refine their oral skills while increasing their vocabulary throughout the course. They will learn to communicate in common community situations and use various forms of writing. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 020 Ad Sec Ed 11 English Lang Learner
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 9.0-12.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This is a language preparation course for success in college-level classes and the workforce. Students will refine their oral presentation and collaboration skills while increasing their academic level vocabulary throughout the course. They will learn to use various styles of writing. They will also be exposed to college and academic culture systems in the United States and learn about workforce skills required for success in a job. (1.8)

Proficiency Credit: Available
Pass/No Credit: Available

ASE 030 Ad Sec Ed 21 English Lang Learner
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: A student must take an approved adult education test and score between 9.0-12.9 GLE on the TABE test, be a non-native speaker of English who needs to work on basic skills, and receive departmental consent.

This is a language preparation course for success in college-level classes. Students will refine their oral presentation and collaboration skills while increasing their academic level vocabulary throughout the course. They will learn to conduct academic research, using various styles of writing. They will also be exposed to college and academic culture systems in the United States in preparation for enrollment in college. (1.8)

Proficiency Credit: Available
Pass/No Credit: Available

ASE 050 Intro to Healthcare Professions
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

Students will explore different healthcare professions while learning and practicing general skills for employment in a chosen profession. Students will observe different healthcare workers and students in their learning and potential work environments when they visit local healthcare facilities and the college's clinical facilities. The course will examine the entrance requirements for each healthcare program of study. Assessment and review of academic and employment skills will assist students in the design of an individual academic and career path toward their short-term and long-term goals. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 052 Intro to Early Childhood Educ Profes
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

Students will gain knowledge of the career pathways and educational/vocational requirements in the field of early childhood education. Through contextualized instruction, students will expand their oral and written skills, be introduced to legal and cultural issues in the field, and reflect on themselves as potential early childhood education professionals. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 056 Intro to Industrial Arts Careers
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

This course is designed for students who are interested in manufacturing careers and are concurrently working to improve basic skills through enrollment in the adult secondary education program. Students will have a reading or math level between a 9.0 and 12.9 G.L.E. and will be lacking a high school diploma. A small number of ESL students may be served who have transitioned into the ABE program, have the equivalency of a high school diploma, but have limited English language skills. Students will explore the requirements, expectations, and outlooks for different careers in industrial arts. Students will work on modules in academic success, career awareness, and career development while developing the basic academic and soft skills necessary for success in a manufacturing program of study. Self-assessment and review of skills will assist students with planning a path toward their short-term and long-term goals. Course is repeatable three times to 24 credits. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 062 Contextualized ASE
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the academic skills, occupational knowledge, and communication skills necessary for successful transition to study in their chosen career field. Instruction will include study skills and career self-assessment. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 072 Thriving in the Workplace
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the necessary attitudes, behaviors, and skills required by employers to be successful in the workplace. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 092 Writing II
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A basic writing course that integrates reading with writing while focusing on paragraph organization and development. This course introduces the student to the writing process and helps the student develop his/her writing process. This course also helps the student prepare for the GED® essay test. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 094 Constitution Review
(Variable Credit .5-3) ..... .(.5-3, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A review class of the Declaration of Independence, the U.S. Constitution, the Illinois Constitution, and flag etiquette, this class is designed only for ABE/GED students who never passed the Constitution Test in an Illinois high school and who need to obtain a GED® certificate. Upon completion of this class, the student will take the approved county-wide Constitution Test, which, if passed, fulfills his/her GED® requirement in Illinois. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 097 GED Review in Spanish (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

The General Educational Development (GED®) Review in Spanish prepares Spanish-speaking adults to pass the state high school equivalency exams: Language Arts: Reading; Language Arts: Writing; Social Studies; Science; and Math. Government age specifications must be met for GED testing. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 098 Introduction to GED (1.5) .....(1.5, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

This course is specifically designed for individuals preparing to enroll in GED® classes. The course provides an overview of the GED test, GED test registration procedures, GED practice tests, goal setting, career exploration, and ECC resources. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ASE 099 GED Review (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

The General Educational Development (GED®) Review class prepares adults to pass the state high school diploma equivalency exams: Language Arts: Reading; Language Arts: Writing; Social Studies; Science; and Math. Government age specifications must be met for GED testing. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 050 Low ASE Math V A (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A math course emphasizing algebraic expressions, equations, polynomials, inequalities, and functions. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 051 Low ASE Math V A in Spanish (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A math course emphasizing algebraic expressions, equations, polynomials, inequalities, and functions. Course will be taught in Spanish. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 055 Low ASE Math V B (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A math course emphasizing geometry to include properties of angles, slopes, circles, and volume. This course also includes the basics of statistics and probability. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 056 Low ASE Math V B in Spanish (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A math course emphasizing geometry to include properties of angles, slopes, circles, and volume. This course also includes the basics of statistics and probability. Course will be taught in Spanish. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 060 High ASE Math VI (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A math course designed to cover a combination of intermediate algebra and geometry. The content will also include basic trigonometry as well as rules for probability. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

AMT 061 High ASE Math VI in Spanish (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A math course designed to cover a combination of intermediate algebra and geometry. The content will also include basic trigonometry as well as rules for probability. Course will be taught in Spanish. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available
Proficiency Credit: Not Available
Pass/No Credit: Available

ARW 050 Low ASE Reading/Writ Content Area V (Variable Credit .5-6) .....(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A course in reading development for content-specific vocabulary acquisition, comprehension in literature, and source texts-history/social studies, science/technical subjects, functional/workplace skills. Knowledge gained from reading will be integrated in passage writing that encompasses a range of tasks, purpose, and audience. The emphasis on writing will include discipline-specific tasks requiring the mastery of complex sentence structures utilizing the eight basic parts of speech. Students will learn to extract content-based evidence by analyzing arguments and organizing and gathering evidence found in source text. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ARW 051 Low ASE Rdg/Writ Content Area V Span (Variable Credit .5-6).....(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A course in reading development for content-specific vocabulary acquisition, comprehension in literature, and source texts-history/social studies, science/technical subjects, functional/workplace skills. Knowledge gained from reading will be integrated in passage writing that encompasses a range of tasks, purpose, and audience. The emphasis on writing will include discipline-specific tasks requiring the mastery of complex sentence structures utilizing the eight basic parts of speech. Students will learn to extract content-based evidence by analyzing arguments and organizing and gathering evidence found in source text. Course will be taught in Spanish. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ARW 060 High ASE Read/Writ Content Area VI (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A course in reading development for content-specific vocabulary acquisition, comprehension in literature, and source texts-history/social studies, science/technical subjects, functional/workplace skills. Knowledge gained from reading will be integrated in passage writing that encompasses a range of tasks, purpose, and audience. Students will refine literacy skills to extract content-based evidence by analyzing, organizing, and gathering evidence found in source text. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Available

ARW 061 High ASE Rdg/Writ Cont Area VI Span (Variable Credit .5-6) .....(.5-6, 0)

Prerequisite: Appropriate adult education placement test score. No U.S high school diploma or U.S. high school equivalency certificate.

A course in reading development for content-specific vocabulary acquisition, comprehension in literature, and source texts-history/social studies, science/technical subjects, functional/workplace skills. Knowledge gained from reading will be integrated in passage writing that encompasses a range of tasks, purpose, and audience. Students will refine literacy skills to extract content-based evidence by analyzing, organizing, and gathering evidence found in source text. Course will be taught in Spanish. (1.8)

Proficiency Credit: Not Available
Pass/No Credit: Not Available

ENGLISH AS A SECOND LANGUAGE

ADULT BASIC EDUCATION CENTER-PART TIME PROGRAM

English as a Second Language (ESL) instruction at ECC is for all non-native English speakers from any language, group, or nationality. Instruction includes reading, writing, listening, and speaking and is conducted entirely in English. Classroom instruction and college support services provide immigrant students the opportunity to progress toward self-sufficiency and economic success. Courses are offered Monday-Thursday mornings and evenings on campus. Courses are offered at other area locations Monday-Thursday primarily in the evenings. All classes are offered free of charge to eligible immigrant students. For class placement and registration, students must come to Building K. Students will attend a pre-course workshop to prepare themselves for language learning success before they enroll into ESL classes. Students on visas need to contact the office to determine eligibility for the program as students with certain types of visas are not permitted to enroll in the free adult education program.

Beginning ESL Instruction

These courses include ESL 010-013, ESL 020, and ESL 023. The purpose of these courses is to equip students with basic survival skills. Upon completing the beginning levels, students are able to function in familiar social situations, make inquiries related to everyday activities, express opinions, write simple sentences, and read familiar, simple texts. Upon completion of the High Beginning level, students may choose to take the EL/Civics capstone course and exit the program or to transition to intermediate ESL instruction in order to work on career or academic readiness.

Intermediate ESL Instruction

These courses include ESL 014-016, ESL 021, ESL 024, ESL 034, and ESL 035. The purpose of these classes is to equip students with the skills needed either for career or academic readiness. Upon completion of the high intermediate levels, students may exit the program to successfully pursue career/vocational training, transition to advanced/academic ESL, or enter the workforce. An academic advisor is available to help students make the transition.

Advanced ESL Instruction

These courses include ESL 017-019, ESL 025, and ESL 022. The purpose of these classes is to prepare students to enter college-level classes. Students who want to enroll in advanced ESL classes must first meet with an ESL staff member and take the appropriate placement tests. Students who want to take ESL 019 must enroll in the Learning Community with ENG 101. This option is only available during the spring semester. Upon completion of the advanced levels, students are ready to enroll in college degree programs.

Upon completion of the Advanced Level classes (ESL 019), students receive free in-district tuition for one three-credit hour college class.

INTENSIVE ENGLISH PROGRAM

This full-time academic program for all English language learners is ideal for learning English through immersion. The Intensive English Program uses proven methods designed to accelerate second language learning by following the highly effective and innovative Focal Skills Approach to language learning. Emphasis is placed on language skills and cultural understanding necessary to enroll in college courses or to excel in the workplace. This course can also provide support for language learners enrolled in credit classes. There are 4 modules – Listening, Reading, Writing and Pre-Collegiate. In addition to the modules, students select from a variety of elective courses to enrich their studies.

Enrollment is always open. All new students must take an initial placement test. Prospective students may take the placement test and enroll in August, September, October and November for Fall Semester. Spring Semester enrollment is in January, February, March and April. After an initial assessment, students are assigned to one of the four modules.

Every four weeks students are re-assessed and have the opportunity to move to the next module or remain in the same module for more practice. During the Fall and Spring semesters, classes meet for 20 hours a week, Monday through Thursday from 9 to 11:20 a.m. and 12:00 p.m. to 2:30 p.m. At the beginning of the Fall and Spring semesters students also have the opportunity for placement in the IEP/ENG 101 Learning Community. Students who successfully complete the learning community will receive ENG 101 credit. Summer Intensive Workshops are also held and meet from 9 am to 1:00 pm, Monday through Thursday. Summer workshops are offered in June and July.

The Intensive English Program (IEP) meets the requirements of a full course of study for F-1 international students and is appropriate for students on other types of visas. Student have the option of attending 10-12 hours per week if not holding F-1 visa. A certificate is awarded to students following completion of each module. With the successful completion of the Pre-Collegiate level, a three-credit, in-district tuition waiver is awarded.

Course	Fall	Spr	Sum	Varies
ESL 010	X	X	X	
ESL 011	X	X	X	
ESL 012	X	X	X	
ESL 013	X	X	X	
ESL 014	X	X	X	
ESL 015	X	X	X	
ESL 016	X	X	X	
ESL 017	X	X		
ESL 018	X	X		
ESL 019	X	X		
ESL 020				X
ESL 021				X
ESL 022				X
ESL 023	X	X	X	
ESL 024	X	X	X	
ESL 025			X	
ESL 034	X	X		
ESL 035	X	X		
ESL 040				X
ESL 041				X
ESL 050				X
ESL 051				X
ESL 052				X
ESL 053				X
ESL 055				X
ESL 056				X
ESL 060				X
ESL 061				X
ESL 062				X
ESL 071				X
ESL 072				X
ESL 077	X	X	X	
ESL 078	X	X	X	

CITIZENSHIP

ESL 077 Pre-Citizenship
(Variable Credit 0.5-3) ..... .(0.5-3, 0)

Prerequisite: Must have a valid "Resident Alien" card and take an ESL placement test

The objective of this course is to give the student information about the structure, function, powers, responsibilities, and the role of government in the lives of an individual, to understand the court system, and to be aware of how the justice system protects the rights of the individual, as well as creating the necessity for involved, responsible participants/citizens. Course is repeatable four times up to 12 credits. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 078 Citizenship
(Variable Credit 0.5-3) ..... .(0.5-3, 0)

Prerequisite: Must be eligible for naturalization application, take an ESL placement test, placing into Low Beginning ESL

This course is specifically designed for English speaking individuals preparing for naturalization interview/test required for U.S. citizenship. The course provides an overview of significant historical events; facts and concepts of federal, state, and local government; current political, governmental and social information; explanations of U.S. culture and institutions; and citizen rights and responsibilities. Course is repeatable four times up to 12 credit hours. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

BEGINNING PROFICIENCY

ESL 010 Beginning ESL Literacy
(Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: Placement Test

Beginning ESL Literacy is for individuals with little or no knowledge of English, but, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, listening, and writing. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. They will also learn to become full participants in routine classroom settings. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 011 Low Beginning ESL A
(Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: A student must take an approved ESL Test and departmental consent.

Low Beginning ESL A is for individuals with minimal knowledge of English; but, are literate in their first language. At this level, students will develop language survival skills in speaking, writing, and listening. Students will also understand and develop the learning skills and study habits necessary for successful language learning. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 012 Low Beginning ESL B
(Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: A student must take an approved ESL Test and departmental consent.

Low Beginning ESL B is for individuals with little or no knowledge of English, but, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, writing and listening. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 013 High Beginning ESL
(Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: A student must take an approved ESL Test and departmental consent.

High Beginning ESL is for individuals with a limited knowledge of English grammar and vocabulary. At this level, students will develop skills in order to express everyday needs while mastering new vocabulary. They will begin to demonstrate proficiency in writing simple sentences. They will also begin to develop reading comprehension by reading simple paragraphs. Repeatable to 12 credits. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 020 High Beginning ESL Speaking
(Variable Credit 3-6) ..... .(3-6, 0)

Prerequisite: Placement test and demonstration of high beginning literacy skills

This course is for individuals who would like to improve their oral English skills to meet a level of confidence for daily usage. Students will participate actively in classroom activities to improve both listening comprehension and communication skills to express every day needs while learning new vocabulary and phrases. Repeatable to 12 credits. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 023 High Beginning ESL Writing
(Variable Credit 3-6) ..... .(3-6, 0)

Prerequisite: Placement test, teacher recommendation, or mastery of learning outcomes (excluding writing) in High Beginning ESL

High Beginning ESL Writing is for individuals with a limited knowledge of English grammar and vocabulary. At this level students will develop writing skills in order to express everyday needs. They will demonstrate mastery in writing simple sentences. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 040 English Literacy/Civics I
(Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: Adult Ed. Pre-test and departmental consent

EL Civics I is for students with limited knowledge of written English who want to develop skills to communicate within their communities. They will enhance their roles as informed parents, workers, neighbors, and community participants by becoming informed and understanding community resources, consumer economics, health, health care, and wellness. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 060 High Beginning Contextualized ESL (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the language, occupational knowledge, and communication skills necessary for successful transition to study in their chosen career field. Instruction will include study skills and career self-assessment. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

INTERMEDIATE PROFICIENCY

ESL 014 Low Intermediate ESL (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: A student must take an approved ESL test and departmental consent.

Low Intermediate ESL is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs. At this level, students will develop writing proficiency while increasing vocabulary and grammar skills as they learn to complete authentic forms, write short notes, and compose short paragraphs by means of technology. Students will also develop critical reading and listening skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 015 High Intermediate ESL A (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: A student must take an approved ESL test and departmental consent.

High Intermediate ESL A is for individuals who have a foundation in English and who demonstrate proficiency in expressing everyday needs in conversation and written form. At this level, students will demonstrate writing proficiency while expanding vocabulary and building grammar skills as they write formal letters, as well as detailed, logical paragraphs by means of technology. Students will also develop critical reading and listening skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts and classroom discussions. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 016 High Intermediate ESL B (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

High Intermediate ESL B is for individuals who have a foundation in English and who demonstrate proficiency in expressing everyday needs in conversation and written from. Grammar and vocabulary continue to be presented in order to improve a student's conversational skills, telephone skills, and social interactions. Students will continue to develop and apply critical reading skills as they read authentic materials on relevant topics and non-prose information. Students will develop writing mastery in composing high intermediate level paragraphs and producing business documents by means of technology. A student must complete and pass with a grade of 75% or better at the end of this course before allowed entrance to Advanced 1. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 021 High Intermediate ESL Speaking (Variable Credit 3-6) ..... .(3-6, 0)

Prerequisite: Placement test and/or mastery of intermediate level grammar is required.

This course is for individuals who have an advanced level foundation in written English but need more practice in oral classroom communications. Students will gain confidence in speaking and pronunciation through active participation in classroom activities, including informal speeches/reports to class. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 024 High Intermediate ESL Writing (Variable Credit 3-6) ..... .(3-6, 0)

Prerequisite: Placement test, teacher recommendation, or mastery of learning outcomes (excluding writing) in Intermediate Beginning ESL.

High Intermediate ESL Writing is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs. At this level, students will develop writing proficiency while increasing vocabulary and grammar skills as they learn to complete authentic forms, write short notes, and compose short paragraphs. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 034 Low Intermediate ESL Writing/ Reading (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: Placement by program assessment or successful completion of ESL 013 or ESL 023.

Low Intermediate ESL Writing/Reading is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency while expanding vocabulary and grammar skills as they learn to complete authentic forms, write short notes and compose short paragraphs. Students will learn to apply reading and writing strategies and develop critical reading skills. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 035 High Intermed. ESL Writing/Reading (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: Placement by program or successful completion of ESL 014 or ESL 034.

High Intermediate ESL Writing/Reading is for individuals who have a foundation in English and demonstrate proficiency in expressing daily needs in written form. At this level, students will demonstrate writing proficiency while expanding vocabulary and building grammar skills as they write formal letters, as well as detailed, logical paragraphs by means of technology. Students will learn to apply reading and writing strategies and develop critical reading skills. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 041 English Literacy/Civics II (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: Adult Education pre-test and departmental consent.

EL/Civics II is for individuals with a limited knowledge of English grammar and vocabulary. Students will enhance their roles as informed parents, workers, neighbors, and community participants by participating in activities related to employment, democratic processes, and school systems in the United States. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 050 Intro to Healthcare Professions (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

Students will explore different healthcare professions while learning and practicing general skills for employment in a chosen profession. Students will observe different healthcare workers and students in their learning and potential work environments when they visit local healthcare facilities and the college's clinical facilities. The course will examine the entrance requirements for each healthcare program of study. Assessment and review of academic and employment skills will assist students in the design of an individual academic and career path toward their short-term and long-term goals. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 052 Intro to Early Childhood Educ Profes (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

Students will gain knowledge of the career pathways and educational/vocational requirements in the field of early childhood education. Through contextualized instruction, students will expand their oral and written skills, be introduced to legal and cultural issues in the field, and reflect on themselves as potential early childhood education professionals. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 055 Intro to Industrial Arts Careers (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

This course is designed for students who are interested in manufacturing careers and are concurrently working to improve basic skills through enrollment in the English as a Second Language Program. Students will score into the low or high intermediate ESL levels on the CASAS exam. A small number of ESL students may be served who have the equivalency of a high school diploma but have limited English language skills. Students will explore the requirements, expectations, and outlook for different careers in industrial arts. Students will work on modules in academic success, career awareness, and career development while developing the basic academic and soft skills necessary for success in a manufacturing program of study. Self-assessment and review of skills will assist students with planning a path toward their short-term and long-term goals. Course is repeatable three times to 24 credits. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 056 Intro to Industrial Arts Careers (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

This course is designed for students who are interested in manufacturing careers and are concurrently working to improve basic skills through enrollment in the English as a Second Language Program. Students will score into the advanced ESL levels on the CASAS exam. A small number of ESL students may be served who have the equivalency of a high school diploma but have limited English language skills. Students will explore the requirements, expectations, and outlooks for different careers in industrial arts. Students will work on modules in academic success, career awareness, and career development while developing the basic academic and soft skills necessary for success in a manufacturing program of study. Self-assessment and review of skills will assist students with planning a path toward their short-term and long-term goals. Course is repeatable three times to 24 credits. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 061 Intermediate Contextualized ESL (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the language, occupational knowledge, and communication skills necessary for successful transition towards study in their chosen career field. Instruction will include study skills and career self-assessment. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 071 Thriving in the Workplace (Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the necessary attitudes, behaviors, and skills required by employers to be successful in the workplace. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ADVANCED PROFICIENCY

ESL 017 Advanced ESL A (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: A student must take an approved ESL test and departmental consent.

Advanced ESL A is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written from. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write short, logical essays, formal letters, and prepare a simple resume by means of technology. They will develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 018 Advanced ESL B (Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: A student must take an approved ESL test and departmental consent.

Advanced ESL B is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write by means of technology, logical multi-paragraph essays using narration and description. They will demonstrate mastery in writing short, logical essays and formal letters by means of technology. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a variety of authentic materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Mastery of advanced level grammar is required at this level before pursuing Advanced ESL C. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 019 Advanced ESL C
(Variable Credit 0.5-6) ..... .(0.5-6, 0)

Prerequisite: A student must take an approved ESL test and departmental consent.

Advanced ESL C is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect, comparison/contrast, and persuasion. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of authentic materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 022 Advanced ESL Speaking
(Variable Credit 3-6) ..... .(3-6, 0)

Prerequisite: Placement test.

This course is for individuals who are strong with written English but want to participate more effectively with speaking skills in work, classroom and social situations. Student will participate in classroom discussions, community research and self-assessment to foster skills of continual improvement in spoken English ability. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 025 Advanced ESL Writing
(Variable Credit 3-6) ..... .(3-6, 0)

Prerequisite: Placement test, teacher recommendation, or mastery of learning outcomes (excluding writing) in Advanced Beginning ESL.

Advanced ESL Writing is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write paragraphs, short, logical essays, and formal letters. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 051 Intro to Healthcare Professions
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

Students will explore different healthcare professions while learning and practicing general skills for employment in a chosen profession. Students will observe different healthcare workers and students in their learning and potential work environments when they visit local healthcare facilities and the college's clinical facilities. The course will examine the entrance requirements for each healthcare program of study. Assessment and review of academic and employment skills will assist students in the design of an individual academic and career path toward their short-term and long-term goals. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 053 Intro to Early Childhood Educ Profes
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Co-enrollment in an approved adult education course and departmental consent.

Students will gain knowledge of the career pathways and educational/vocational requirements in the field of early childhood education. Through contextualized instruction, students will expand their oral and written skills, be introduced to legal and cultural issues in the field, and reflect on themselves as potential early childhood education professionals. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 062 Advanced Contextualized ESL
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the language, occupational knowledge, and communication skills necessary for successful transition towards study in their chosen career field. Instruction will include study skills and career disposition assessment. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

ESL 072 Thriving in the Workplace
(Variable Credit .5-6) ..... .(.5-6, 0)

Prerequisite: Appropriate adult education placement test and departmental consent.

Students will gain the necessary attitudes, behaviors, and skills required by employers to be successful in the workplace. (1.9)

Proficiency Credit: Not Available
Pass/No Credit: Available

College Employees

The internet address of the college is: elgin.edu. To e-mail an individual at the college, use the first initial and last name of the person you wish to contact followed by @elgin.edu. Example: jdoe@elgin.edu

FULL-TIME ADMINISTRATORS

President's Office

David Sam, *President*
BA, Illinois State University
MALD, Tufts University
MBA, Northwestern University
JD, University of Akron
PhD, Tufts University
LLM, University of Dundee, United Kingdom

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AS, Elgin Community College

Susan Franck, *Executive Assistant*

Marilyn Prentice, *Paralegal and EEO/AA, Title IX & FOIA Compliance Officer*
Certificate: Caap Level I-Affirm Act Professional, American Association for Affirmative Action
Certificate: Freedom of Information Act, State of Illinois
Certificate: Paralegal Certificate, American Institute for Paralegal Studies
BA, Judson University
MBA, Roosevelt University

Maria Medina, *Administrative Assistant III*

Communications

Toya Webb, *Executive Director of Communications*
MS, Roosevelt University

Community Engagement & Legislative Affairs

Paula Amenta, *Managing Director of Community Engmnt & Legislative Affairs*
AA, Elgin Community College
BA, North Central College
MS, Roosevelt University

ECC Police Department

Emad Eassa, *Chief of Police*
Certificate: Criminal Justice Education, University of Virginia
Certificate: Dept of Law Enforcement, State of Illinois
Certificate: IL Wireless Info Network Training, State of Illinois
Certificate: Law Enforcement Agencies Data System, State of Illinois
BS, Western Illinois University
MS, Lewis University

Tami Haukedahl, *Deputy Chief of Police*
Certificate: National Incident Management System, Emergency Management Institute
Certificate: National Response Plan, Emergency Management Institute
BS, Illinois State University

Mark Hinchy, *Deputy Chief of Police*
BA, Xavier University

Joseph Kaczynski, *Administrative Assistant I*

Tonya Stetina, *Administrative Assistant I*

Laurence Brouk, *Police Officer*

Frank Gutierrez, *Police Officer*

Lorie Hermesdorf, *Police Officer*
Certificate: Respiratory Care Technician, College of DuPage
AAS, College of DuPage

Philip Hernandez, *Police Officer*

Robert Huber, *Police Officer*
BA, University of Wisconsin-Eau Claire

David Jannusch, *Police Officer*

James Jenkner, *Police Officer*

Daniel Keen, *Police Officer*

Joseph Lullo, *Police Officer*

Claudio Mercado, *Police Officer*

Juan Morales, *Police Officer*

William Powell, *Police Officer*

Victor Valdez, *Police Officer*

Theodore Vernon, *Police Officer*

Robert White, *Police Officer*

Human Resources

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PhD, University of Missouri

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BS, Illinois State University

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MBA, Academy for International Mngmt & Engineering Studies

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BA, Judson University

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BS, DeVry University

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BA, Fontbonne University

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AAS, Illinois Central College

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Nance Ohlendorf, *Manager of Custodial Services*

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Certificate: Vocational Specialist, Elgin Community College
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AS, Elgin Community College

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MPA, Anna Maria College

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MA, Ural State University
PhD, Ural State University

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Shannon Lasota, *Director of Culinary Arts Center Events*
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MA, Appalachian State University

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MLIS, Dominican University

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Deborah Wollenberg, *Director of CLT & Histotechnology Programs*
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Joshua Worsham, *Director of the Tutoring Center*
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FULL-TIME FACULTY

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MA, Northern Illinois University

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hHD, University of Illinois at Urbana-Champaign

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MS, Illinois State University

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MS, University of Wisconsin-Milwaukee

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Certificate: Pediatric Nurse, American Nurses Credentialing Center
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Michael Castritsis, *Building Engineer*

Patrick Hayes, *Building Engineer*

William Lietzow, *Building Engineer*

John Manning, *Lead Building Engineer*

Vincent Marzano, *Building Engineer*

Joseph Sobol, *Building Engineer*

Steve Testin, *Building Engineer*

Brian Trejo, *Building Engineer*

Andrew Triplett, *Building Engineer*
Certificate: Refrig/Air Conditioning Technician, Electrical Joint Apprenticeship and Training Trust

Eric Witt, *Building Engineer*

SUPPORT STAFF

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Melody Arnold, *Switchboard Operator*

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Douglas Danley, *Senior Web Designer and Developer*
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AS, Elgin Community College

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Juan Lara, *Custodian I*

Maria Martinez, *Custodian I*

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Certificate: Introduction to Unix, William Rainey Harper College
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Certificate: State Teacher Certification Board, State of Illinois
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Dr. Warren Bosch, *Professor of Chemistry,* 1982–2002

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B. David Das, *Professor II of Psychology,* 1988–2008

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Patricia Dumoulin, *Professor of Business 1971–2001*

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Walter F. Garrett, *Professor of Humanities,* 1969–1994

Elizabeth Gerity, *Professor of Biology,* 1984–1999

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Karen Gordon, *Professor of English Composition,* 1989–2005

Maureen Gramiak, *1989–2015*

Richard Green, *Professor II of Automotive,* 1978–2008

LaVon Grosland, *Mathematics Instructor,* 1971–1989

Roger Gustafson, *Professor of Visual Arts,* 1981–2004

Dr. Robert Hanson, *Professor of Music,* 1977–2002

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Paul Hegele, *Professor of Management,* 1969–2000

Sherry Hellmuth, *Professor II of Accounting,* 1994–2008

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Dorothy Hines, *Psychology Instructor,* 1966–1984

Donald F. Holstrom, *Mathematics Instructor,* 1966–1990

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Hersh Hubbs, *Human Services Instructor,* 1972–1984

Dr. Patricia Jachowicz, *Professor I/Counselor,* 1996–2012

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Robert Jenson, *Chemistry Instructor,* 1958–1983

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Dr. James A. Kichefski, *Computer Aided Design & Drafting Instructor,* 1985–1987

Margaret Kienitz, *Professor of Nursing,* 1971–2002

James R. Kimmey, *Professor of Computer Aided Design & Drafting,* 1968–1995

Carolyn Kirk, *Professor of Office Administration,* 1979–1998

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Dr. Jane Lehmann, *Professor of Reading,* 1967–2002

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Loren Long, *Accounting Instructor,* 1967–1990

Christopher Lozier, *Counselor,* 1970–2002

Everett Ludley, *Physics Instructor,* 1966–1973

Judy Mavros, *Counselor,* 1980–2003

Nick Mavros, *Professor of Mathematics,* 1970–2002

Jane McBride, *Professor of Travel & Tourism,* 1990–2002

Dr. Jack McCrary, *Professor of Counseling,* 1976–1994

Linda L McEwan, *Professor II/Librarian,* 1970–2008

Julie Monterrubio, *Instructor of French and Spanish,* 1994–2011

Candice Moore, *2009–2015*

Maurice E. Munch, *Machine Tool Instructor,* 1970–1986

Edythe Nagler, *Science Instructor,* 1966–1984

Dr. John Near, *Psychology Professor,* 1967–1998

Duane Nelson, *Professor of Humanities,* 1966–1998

Robert Nowlin, *Professor of Psychology,* 1972–2002

S. Ruth Ogden, *Business Instructor,* 1967–1978

Allan Olsen, *Professor of Business,* 1972–2002

Connie Orbeta, *1990–2015*

Mary Bethel Olsen, *Nursing Instructor,* 1966–1980

Patrick Parks, *Professor II of English Composition,* 1986–2012

Henry W. Peddle, *Professor of Sociology,* 1960–1995

Mark Pelczarski, *Professor II of Computer and Information Science,* 1991–2012

Curtis Peterson, *Professor of Anthropology,* 1972–2002

Suzanne Peterson, *Professor of Visual Art,* 1983–2000

Robert L. Ramlet, *Psychology Instructor,* 1966–1986

Jean Reitan, *Professor of Nursing,* 1980–1994

James H Resser, *Professor II of Computer Aided Design,* 1974–2008

Maynard Roberts, *Professor of Computer Aided Design & Drafting,* 1967–1999

Kenneth Ronzheimer, *Professor of Automotive,* 1978–1999

Nancy Rooker, *Professor of Nursing,* 1975–2002

Jewell Sammis, *Nursing Instructor,* 1979–1989

Mary Ann Schein, *Nursing Instructor,* 1972–1985

Tony K. Schuls, *Professor I of Industrial Manufacturing Technology,* 1982–2010

Edwin T. Schulz, *Mathematics Instructor,* 1966–1989

Grace J. Selby, *Professor of Accounting,* 1966–1980; Professor of Business, 1981–1994

Gabrielle Serrano, *Professor II of Accounting,* 1991–2012

Delvenia Gail Shadwell, *Professor II of Speech,* 1967–2008

Imogene H. Smith–Ridge, *Speech Instructor,* 1966–1980

June Soderstrom, *Professor of Human Services,* 1975–1998

Brent Steel, *Professor of Computer and Information Sciences,* 1983–2005

Robert Steinbach, *Professor of Biological Sciences,* 1966–2002

Gus Stuart, *Science Instructor,* 1949–1979

Dr. David Sujak, *Professor of Psychology,* 1975–2007

Dr. Lester Szewczyk, *Professor of Mathematics,* 1987–2002

Dr. Larry Taylor, *Professor of English,* 1983–1996

Milton Taylor, *Assistant Professor of Computer and Information Sciences,* 1989–2005

Harry W. Teichert, *Professor II of Mathematics,* 1991–2011

Edwin Thomas, *2000–2015*

James Todd, *Political Science Instructor,* 1966–1984

Mary Ann Tuerk, *Professor II of Mathematics,* 1994–2011

Carmen Upchurch, *Professor of Foreign Languages,* 1969–2002

Alexa Varner, *Professor of Mathematics,* 1980–2006

Aaron Vessup, *Professor of Speech,* 1982–2002

Laurel Vietzen, *Professor II of Paralegal,* 1984–2010

E. Max von Isser, *Art Instructor,* 1952–1984

Barbara Wascher, *Professor of Office Administration Technology,* 1978–2002

Dr. Loren Weaver, *Professor of Physics,* 1977–2001

Marilyn Westerhoff, *Professor of Dental Assisting,* 1968–2002

Dr. Dorothy Wiese, *Professor of Office Administration Technology,* 1978–2002

Gretchen Wirtz, *Counselor,* 1978–1998

Blossom Wohl, *English Instructor,* 1971–1986

Thomas Youngren, *Professor of English,* 1967–2002

Carl Zeigler, Jr., *Professor of Sociology,* 1975–2002

Michael Zema, *Professor II of Culinary Management,* 1984–2008

Roland Zwerger, *Instructor of Culinary Arts,* 1974–1996

Chief Executive Officers

Orrin G. Thompson, 1949–1966
District U–46 Superintendent

Charles Evans, 1949–1950
Dean of ECC

Gilbert I. Renner,
Dean of ECC, 1950–1966
ECC President, 1966–1971

Robert L. Appel, 1971–1975
ECC President

Mark L. Hopkins, EdD, 1975–1982
ECC President

Searle F. Charles, PhD, 1982–1987
ECC President

Paul R. Heath, EdD, 1987–1994
ECC President

Roy Flores, PhD, 1994–1998
ECC President

Michael S. Shirley, PhD, 1998–2006
ECC President

David Sam, PhD, JD, LLM, 2007–
ECC President

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