

H I G H L A N D
C O M M U N I T Y
C O L L E G E

**2013-2015
Catalog**

Phone Directory

General campus phone	815-235-6121
General campus fax.....	815-235-6130
Campus TDD phone	815-235-9584
Admissions.....	815-599-3414
Financial Aid.....	815-599-3559
Foundation - gifts and bequests	815-599-3413
Business Institute.....	815-599-3677
HCC West	815-858-2564
HCC West fax.....	815-858-2603

Campus Hours

Office hours.....	8 a.m. to 5 p.m. (Monday through Friday)
Classes.....	8 a.m. to 10 p.m. (Monday through Friday)
Information desk hours.....	7:30 a.m. to 9 p.m. (Monday through Thursday) 7:30 a.m. to 5 p.m. (Friday)
Summer hours may vary	

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2998 West Pearl City Road
Freeport, Illinois 61032
www.highland.edu



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Introduction to the Catalog

The Catalog Contents

This catalog will enable prospective students and others to become familiar with Highland Community College, including the College's mission statement and objectives; the academic and personal opportunities available for students; and the College's policies, procedures, requirements, and regulations.

Accuracy of Catalog Information

The information in this catalog is subject to change by the Highland Community College Board of Trustees, and its inclusion in this document is not intended to and does not constitute a contract. A copy of this catalog may be viewed online at www.highland.edu. The College reserves the right to make changes as necessary to the information contained in this catalog.

Catalog Information

Individuals with questions about information presented in this catalog are encouraged to call the college at 815-235-6121.

Student's Responsibility

It is the responsibility of the student to be aware of the information in this catalog. The student is also responsible for keeping informed as additions and corrections are announced via the various school media.

Non-Discrimination Statement

Highland Community College admits students, awards financial aid, and extends employment to qualified individuals without regard to race, creed, religion, sex, color, handicap, or national origin. Applications from qualified females, persons with disabilities, and minority group members will be accorded equal consideration for employment, admission, and awards based on academic and/or other merits as compared with all other applications.

It is the policy of Highland Community College with respect to employment, student admission, and financial aid practices to fully comply with all applicable existing federal, state, and local governmental regulations requiring non-discrimination so far as including, but not limited to, Executive Order 11245, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act.

Inquiries concerning compliance with any of the foregoing may be directed to the Human Resources Office, Highland Community College, 2998 West Pearl City Road, Freeport, IL, 61032, Telephone: 815-599-3402.

Inquiries regarding Title IX may be directed to the Title IX Coordinator, Highland Community College, 2998 West Pearl City Road, Freeport, IL, 61032, Telephone: 815-599-3531 or to the Director, Office of Civil Rights, Department of Health, Education, and Welfare, Washington, DC 20201.



Academic Calendar 2013-2016

Spring 2013

October 22, 2012 – January 11, 2013	Registration for Spring 2013
January 1	Holiday • New Year’s Day
January 10	Faculty return to campus
January 14	Classes begin
January 14 – 18	Class changes permitted
January 21	Holiday • Martin Luther King, Jr . Birthday
January 28	Last day to drop for 16 week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 20 – June 7	Registration for Summer 2013
March 8	Midterm
March 18 – 22	Academic Holidays • Spring Break
April 15 – August 16	Registration for Fall 2013
April 25	Last day to withdraw “W”
May 9, 10, 13, 14, & 15	Final exams
May 17	End of Spring term
May 18	Commencement
May 18	Final day instructors

Pre-Summer Session 2013

May 20	Classes begin
May 21	Last day to drop, no record/refund
May 27	Holiday • Memorial Day
June 6	End of session

Summer 2013

February 20 – June 6	Registration for Summer 2013
June 10	Classes begin
June 10 – 13	Class changes permitted
June 17	Last day to drop for 8 week classes, no record/refund
July 3	Midterm
July 4	Holiday • Fourth of July
July 25	Last day to withdraw “W”
August 1	End of Summer session



Fall 2013

April 15 – August 16..... Registration for Fall 2013
 August 15..... Faculty return to campus
 August 19..... Classes begin
 August 19 – 23 Class changes permitted
 August 30 Last day to drop for 16 week classes, no record/refund
 September 2..... Holiday • Labor Day
 October 11 Midterm
 October 14..... Holiday • Columbus Day
 October 21, 2013 – January 10, 2014 Registration for Spring 2014
 November 21..... Last day to withdraw “W”
 November 28 – 29 Holiday • Thanksgiving
 December 9 – 13 Final exams
 December 13..... End of Fall term
 December 24 – 25..... Holidays
 December 23 – January 1, 2014..... Campus closed

Spring 2014

October 21, 2013 – January 10, 2014 Registration for Spring 2014
 January 1 Holiday • New Year’s Day
 January 9 Faculty return to campus
 January 13..... Classes begin
 January 13 – 17 Class changes permitted
 January 20 Holiday • Martin Luther King, Jr. Birthday
 January 27..... Last day to drop for 16 week classes, no record/refund
 February 12 Holiday • Lincoln’s Birthday observed
 Feb 19 – June 5 Registration for Summer 2014
 March 7..... Midterm
 March 17 – 21 Academic Holidays • Spring Break
 April 21 – August 15..... Registration for Fall 2014
 April 24 Last day to withdraw “W”
 May 8, 9, 12, 13, & 14 Final exams
 May 16 End of Spring term
 May 17 Commencement
 May 17 Final day instructors

Pre-Summer Session 2014

May 19 Classes begin
 May 20 Last day to drop, no record/refund
 May 26 Holiday • Memorial Day
 June 5 End of session



Summer 2014

February 19 – June 5	Registration for Summer 2014
June 9	Classes begin
June 9 – 12	Class changes permitted
June 16	Last day to drop for 8 week classes, no record/refund
July 3	Holiday • Fourth of July observed
July 7	Midterm
July 24.....	Last day to withdraw “W”
July 31.....	End of Summer session

Fall 2014

April 21 – August 15	Registration for Fall 2014
August 14.....	Faculty return to campus
August 18	Classes begin
August 18 -22	Class changes permitted
August 29.....	Last day to drop for 16 week classes, no record/refund
September 1.....	Holiday • Labor Day
October 10	Midterm
October 13	Holiday • Columbus Day
October 20, 2014 – January 9, 2015.....	Registration for Spring 2014
November 20.....	Last day to withdraw “W”
November 27 – 28.....	Holiday • Thanksgiving
December 8 – 12	Final exams
December 12	End of Fall term
December 24 – 25.....	Holidays
December 26 – January 2, 2015	Campus closed

Spring 2015

October 20, 2014 – January 9, 2015.....	Registration for Spring 2015
January 1	Holiday • New Year’s Day
January 8	Faculty return to campus
January 12.....	Classes begin
January 12 – 16	Class changes permitted
January 19.....	Holiday • Martin Luther King, Jr . Birthday
January 26.....	Last day to drop for 16 week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 18 – June 4.....	Registration for Summer 2015
March 6.....	Midterm
March 16 – 20	Academic Holidays • Spring Break
April 20 – August 14.....	Registration for Fall 2015
April 23.....	Last day to withdraw “W”
May 7, 8, 11, 12, & 13	Final exams
May 15	End of Spring term
May 16	Commencement
May 16	Final day instructors



Pre-Summer Session 2015

May 18 Classes begin
 May 19 Last day to drop, no record/refund
 May 25 Holiday • Memorial Day
 June 4 End of session

Summer 2015

February 18 – June 4 Registration for Summer 2015
 June 8 Classes begin
 June 8 – 11 Class changes permitted
 June 15 Last day to drop for 8 week classes, no record/refund
 July 2 Midterm
 July 2 Holiday • Fourth of July observed
 July 23 Last day to withdraw “W”
 July 30 End of Summer session

Fall 2015

April 20 – August 14 Registration for Fall 2015
 August 13 Faculty return to campus
 August 17 Classes begin
 August 17 – 21 Class changes permitted
 August 28 Last day to drop for 16 week classes, no record/refund
 September 7 Holiday • Labor Day
 October 9 Midterm
 October 12 Holiday • Columbus Day
 October 19, 2015 – January 8, 2016 Registration for Spring 2016
 November 19 Last day to withdraw “W”
 November 26 – 27 Holiday • Thanksgiving
 December 7 – 11 Final exams
 December 11 End of Fall term
 December 24 – 25 Holidays
 December 26 – January 3, 2016 Campus closed



Spring 2016

October 19, 2015 – January 8, 2016	Registration for Spring 2016
January 1	Holiday • New Year’s Day
January 7	Faculty return to campus
January 11	Classes begin
January 11 – 15	Class changes permitted
January 18	Holiday • Martin Luther King, Jr. Birthday
January 25	Last day to drop for 16 week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday observed
February 18 – June 2	Registration for Summer 2016
March 4	Midterm
March 21 – 25	Academic Holidays • Spring Break
April 18 – August 19	Registration for Fall 2016
April 21	Last day to withdraw “W”
May 5, 6, 9, 10, & 11	Final exams
May 13	End of Spring term
May 14	Commencement
May 14	Final day instructors

Pre-Summer Session 2016

May 16	Classes begin
May 17	Last day to drop, no record/refund
May 30	Holiday • Memorial Day
June 2	End of session

Summer 2016

February 18 – June 2	Registration for Summer 2016
June 6	Classes begin
June 6 – 9	Class changes permitted
June 13	Last day to drop for 8 week classes, no record/refund
June 30	Midterm
July 4	Holiday • Fourth of July
July 21	Last day to withdraw “W”
July 28	End of Summer session



The College

History

Highland Community College is a two-year co-educational public community college maintained by the Board of Trustees of Illinois Community College District No. 519 under the coordination of the Illinois Community College Board and the Illinois Board of Higher Education. The College was brought into existence by the people of northwestern Illinois at a public referendum on October 1, 1966.

Freeport Community College, which was assimilated by the new district, was established by public referendum in November 1961 and opened its doors in September 1962. In June 1967, Freeport Community College became a part of the new Highland Community College. The Highland Community College district includes the high school districts of Aquin, Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Lena-Winslow, Orangeville, Oregon (Mt. Morris), Pearl City, River Ridge, Scales Mound, Stockton, Warren, and West Carroll (Mt. Carroll, Savanna, and Thomson).

Mission Statement

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois. This mission is carried out by:

- Providing instruction to enable students to complete specific vocational degrees and certificates.

- Providing occupational training, retraining, and/or upgrading of skills to meet individual, local, and state needs
- Providing developmental and general education designed to meet individual educational goals.
- Providing community education designed to meet local cultural needs and encourage lifelong learning.
- Providing opportunities that enhance cultural understanding through international education.
- Providing a range of student support services that recognize and support the educational goals and needs of a diverse student population.
- Supporting economic development through partnerships with business, industry, chambers of commerce, units of local government, and other educational institutions.
- Providing community access as an open-door institution to all college services and facilities.

Core Values

Highland Community College is actively committed to the core values of Integrity, Compassion and Respect.

Vision

Highland Community College partners with learners in successfully shaping their futures.



Accreditation, Institutional Memberships and Approval

Accreditation

Highland Community College is recognized by the Illinois Community College Board and accredited by the Higher Learning Commission.* The College is a member of the North Central Association, and is a participant in the Academic Quality Improvement Program (AQIP). Highland Community College has also been a recipient of a Level I - Commitment to Excellence award from the Lincoln Foundation for Business Excellence and an Excellence in Accountability award from the Illinois Community College Board.

*Web address: www.ncahlc.org; Phone: 800-621-7440

Institutional Memberships

The following list includes, but is not limited to, the state and national organizations of which Highland Community College is a member:

- American Association of Community Colleges
- Arrowhead Athletic Conference
- Association of Community College Trustees
- Association on Higher Education and Disability
- Association of Leadership Professionals
- College and University Personnel Association for Human Resources
- Commission on Accreditation of Allied Health Educators
- Council on Higher Education Accreditation
- Illinois Association of Student Financial Aid Administrators
- Illinois Community College Admissions and Records Officers Organization
- Illinois Community College Faculty Association
- Illinois Community College Training Resource and Information Network
- Illinois Community College Trustees Association
- Illinois Council of Community College Administrators
- Illinois Council of Community College Presidents
- National Academic Advising Association
- National Association of Basketball Coaches
- National Association of College Stores
- National Association of Educational Procurement
- National Association of Student Financial Aid Administrators
- National Collegiate Honors Council
- National Council for Marketing and Public Relations
- National Council for Staff, Program, and Organizational Development
- National Junior College Athletic Association
- National Organization for Associate Degree Nursing
- Network of Illinois Learning Resources in Community Colleges
- North Central Association
- Society for Human Resource Management



Highland Community College Foundation

The Highland Community College Foundation was established in 1962 as a charitable, not-for-profit 501(c)3 corporation that exists solely for the purpose of raising funds in support of Highland Community College. The Highland Community College Foundation has the distinction of being the first community college foundation in the State of Illinois and was one of the first five established in the country.

Gifts to the HCC Foundation have benefited the College and its students for over 50 years. Gifts help in many ways:

- Scholarships for hundreds of students each year
- Faculty and staff professional development
- Furnishings, equipment, and supplies
- New buildings and educational facilities supported by public fund raising campaigns and private donations
- Support of student and academic activities and programs
- Assistance with campus and arboretum maintenance and beautification

If you are interested in making a charitable, tax-deductible gift to the HCC Foundation, visit our web site www.highland.edu/foundation. For more information on how you can make a difference in the lives of the students of northwestern Illinois by making a charitable, tax deductible gift to the HCC Foundation, please contact:

Executive Director
HCC Foundation
2998 West Pearl City Road, Freeport, Illinois 61032
815.599.3406 or 815.599.3413

Scholarship applications are available at www.highland.edu

The Student Body

Highland Community College serves a district population of approximately 90,000 residents from the northwest Illinois counties of Carroll, Jo Daviess, Ogle, and Stephenson. The college grants admission to students from a wide range of backgrounds, without regard to race, creed, sex, sexual orientation, color, handicap, or national origin. Sixty-three percent of the students are women, 37 percent are men. College students range in age from 15 to 86, with an average age of 28. The College serves an estimated 5,000 students each year, including more than 500 students enrolled in Community Education and Business Institute courses, and 350 students enrolled in Adult Education courses.

A large number of area high school graduates enter the College for full-time studies. Many of these students continue at a four-year institution after completing the first two years at Highland, and the success of these Highland transfer students has been very good. Others are preparing for immediate employment after completing a planned program of education. Still others take advantage of the wide variety of coursework available through Highland's Business Institute and Community Education departments.



Student Preparedness

According to the Higher Learning Commission*, Highland Community College's accrediting body, higher education does more than train or certify skills. Higher education requires students not only to master a rigorous body of knowledge but also to conceptualize, analyze, and integrate. Additionally, higher education requires students to use their intellect, stimulates students to examine their values, teaches students the importance of considering divergent views as expressed in research, and challenges students to engage each other and their teachers in a free exchange of ideas.

The general education core curriculum has been developed by the Illinois Community College system to satisfy the breadth of study expected of college graduates. It is a core body of knowledge that all college educated people share. It includes the skills and knowledge that are the basis of a college education. Students at Highland Community College are encouraged to embrace the challenge of learning in the arts and sciences as preparation for success in their declared majors.

Highland Community College is committed to quality in its transfer and occupational programs. In order to be successful in any of Highland's programs, students need to demonstrate college level skills in reading, writing, mathematics, and critical thinking. Developmental courses and academic support programs are in place to help students reach the levels necessary to succeed in the coursework of their choice.

*Web address: www.ncahlc.org; Phone: 800-621-7440



HCC West

Highland Community College also operates a center, Highland West, located on Route 20 in Elizabeth, Illinois. Highland West provides opportunities for daytime and evening classes in Jo Daviess County. The facility, complete with science labs, a stage, and gymnasium, allows the College to increase the number and range of offerings in the western part of the College district. Students may complete most of the general education requirements for an associate's degree at HCC West. Additionally, dual enrollment, community education, and adult education classes are available at this location. Partners for Employment staff an office at the center providing employment services in Jo Daviess County. The College also offers classes in Savanna.



Admissions & Registration

Admissions Eligibility

College Degree and Certificate Program Courses

See the “Academic Programs” section of this catalog, beginning on page 53, for a full description of Highland’s degree and certificate programs. Eligibility for admission to these programs is outlined below. Call the Office of Admissions and Records at 815-599-3414 regarding admissions questions.

General Admissions

All high school graduates, qualified dual credit, dual enrollment students and GED completers are eligible for admission to Highland. Non-graduates age 16 or older may be eligible for admission if he/she can demonstrate the ability to benefit from programs/courses offered by the College. If his/her high school class has not yet graduated, a properly completed Authorization to Register for Classes Form, obtained from and signed by a guidance counselor or principal, must be presented.

Verification of High School Diplomas Process

It is HCC’s practice to require official (in a sealed envelope) high school transcripts for students that enroll in college. These transcripts help enrolled students with satisfying geometry requirements, meeting pre-reqs for certain courses, and help validate the high school graduation requirement for enrollment and financial aid purposes.

Only in cases where HCC has reason to believe that the student has not graduated or has a degree from a non-accredited institution, the following policy will be applied:

- HCC Record & Registration staff members use the website <http://sat.collegeboard.org> to verify CEEB Codes for High Schools in question. A CEEB code is a numbered registry that College Board uses to track countries, college majors, college scholarship programs, test centers and high schools. In the United States, the register is used by the College Board as a means of unambiguous identification

Home School Student Admissions

Home school current students and graduates have the same benefits and fall under the same guidelines as general admission students. The home school graduate needs to submit an official transcript containing courses, grades, years attended, graduation completion year and date, and proof of passing federal and state constitution tests to the Office of Admissions and Records. Home school students may take college level courses to supplement their home schooling as long as ACT scores or HCC placement test place them into appropriate classes.

Selective Admissions

Students who want to be admitted to a baccalaureate oriented (transfer) major must demonstrate one of the following:

- 1.) Completion of these high school courses:
 - A) English - 4 units (emphasizing writing, literature, and communications)
 - B) Social Studies - 2 units (emphasizing history and government)
 - C) Mathematics - 3 units (algebra, geometry, trigonometry, computer science)
 - D) Sciences - 2 units (laboratory sciences)
 - E) Electives - 4 units (foreign language, art, music, and/or units from A - D above. Two units may be from vocational course work).
- 2.) Completion of GED or “Ability to Benefit Exam.”
- 3.) Alternatives to 1) or 2):
 - A) Demonstrate readiness to enroll in English 121 and Math 163 or higher by completing appropriate prerequisite courses or by meeting HCC placement criteria, and by having earned a grade of “C” or better in one college lab science and one college social science (history or political science) class.
 - B) Placement into English 121 and Math 163 or higher using college placement criteria and completion of a college social studies (history or political science) class and one lab science with grade of “C” or better.
 - C) Age 21 or older and completion of at least 24 baccalaureate-oriented hours with a GPA (grade point average) of 2.0 or better.



Limited Enrollment Programs

Students who want to be admitted to Highland’s Nursing programs (Associate Degree in Nursing or Practical Nursing Certificate), Wind Turbine Programs, Medical Assistant, or Cosmetology certificate program need to satisfy other admissions requirements. See the “Academic Programs” section of this catalog for further information about admission to these programs.

High School Student “Early Admission”

To be admitted, a student must be at least 16 years of age and present to the Office of Admissions and Records a properly completed Authorization to Register for Classes Form, available through high school guidance offices or Highland’s Office of Admissions and Records.

Special Admissions

Students who are younger than 16 and in high school wanting to jump start their college career, must fill out an admission form. In order to register for classes, students should take a placement test to ensure they are ready for collegiate level courses. Registration will occur after Admissions has a signed registration form from the student, HCC instructor, parent, and school official.

International Student Admissions

An “international student” is defined as a person who is a citizen of a country other than the United States, has a Visa for educational purposes, and intends to return to his/her own country upon completion of educational goals.

International students may be admitted to Highland if they have successfully completed a minimum of 12 years of primary and secondary schooling, score of 500 paper based exam, 173 computer-based exam or higher or 61 iBT based (internet based score on a TOEFL exam or equivalent), and verify financial support. Prospective students must contact the Director of Enrollment and Records and must be able to meet all applicable student visa regulations before they can be admitted and enrolled.

Highland Business Institute Courses

Persons interested in benefiting from coursework offered through Highland’s Business Institute are not required to be high school graduates or GED completers unless there are prerequisite skill levels established to ensure that the students will benefit from such training. For a description of the type of coursework offered through the Highland Business Institute, see page 50.

Admissions Procedures

Academic Placement Test

All students seeking a degree or certificate and those who have completed 12 credit hours of classes that may apply to a degree or certificate are required to take Highland’s academic assessment placement test. Also, any students wishing to enroll in mathematics, English, and some business courses are required to take a placement test. Current ACT scores may exempt students from certain components of the placement tests. Academic placement tests are administered through the Success Center (scheduled evenings and Saturdays) and in H108B (Monday-Friday – 9 am-3 pm) and are administered at scheduled times each semester. Call the Testing Center at 815-599-3678 for dates and times or with questions about ACT exemptions.

Full-time (12 or more credits) • First-time Students

1. Complete and submit a Highland Community College Admissions Form online, by mail, or in person. This application is available at area high school guidance offices, the Office of Admissions and Records at Highland, or online at www.highland.edu.
2. Submit official and final (sealed envelope) high school transcripts (or GED certification).
3. Submit ACT scores. Although this is not a requirement for general admission, it is strongly recommended for placement assistance.
4. Take Highland’s academic placement test (see left).
5. Register for classes through a student advisor. Registration appointments may be made by calling a SIS (Student Information Specialist) at 815-599-3573.



Part-time (11 or less credits) • First-time Students

1. Complete a Highland Community College Admissions Form online, by mail, or in person for the semester in which enrollment is desired. This includes students enrolling in Highland Business Institute courses.
2. Take the Highland academic placement test if planning to register for a math, English composition, or business course (see previous).
3. Submit official and final (sealed envelope) high school transcripts (or GED certification).
4. Register for classes through a student advisor, by mail, or in person at the Office of Admissions and Records. Students registering by mail or in person should be aware of course prerequisites and academic placement testing requirements as listed in the course description section of this catalog. Students may request an advising appointment by calling a SIS (Student Information Specialist) at 815-599-3573.

Full/Part-time • Readmitted Students

(Students who attended HCC before, but have not been at HCC for at least three years.)

1. If the student is a former Highland student who has not attended for three years, complete an Admissions Form as outlined for first-time students.
2. Take the academic placement test if necessary.
3. Furnish official and final high school transcripts (sealed envelope). This may be required again if the student has been absent from Highland for more than five years.
4. Register for classes as a full-time or part-time student.

Full-time/Part-time • Continuing Students

Students may register for courses online in their ROAR account or by completing a Student Self-Scheduling form. This form is available through the Office of Admissions and Records or the Student Services Center. Students may schedule appointments with their advisor by calling 815- 599-3573.

Transfer Students

(Persons who have most recently attended college at another institution.)

1. Complete an Admissions Form online, by mail, or in person.
2. Submit official (sealed envelope) college transcripts to HCC Admissions and Records.
3. Have transfer credits evaluated by the Director of Enrollment and Records. Take the academic placement test, if required. Depending on course work completed at other schools, transfer students may or may not have to take the test. Please check with a student advisor or at the time of application.
4. Register for courses through a student advisor for the first semester.

International Students

1. All international students must present the required credentials before an I-20 is issued. Complete and submit the International Student Information packet available from the Vice President of Academic Services Executive Assistant's office.
2. Submit a properly completed Statement of Student Financial Responsibility along with certified letter showing proof of total financial support while attending Highland Community College.
3. Submit a current, official, TOEFL Examinee's Score Record showing a "total score" of 500 or higher paper based, or 173 computer based, or 61 iBT based. (internet based score).
4. Submit official secondary-school transcripts and college transcripts (if applicable) in English. Assessment testing may be required.
5. Applications must be submitted a minimum of 30 days prior to the start of the semester.
6. All International students are responsible for all school tuition, fees, housing, and living costs.
7. All International students must present a valid passport before admission is considered final.
8. All International students must carry a minimum of 12 credit hours each semester exclusive of summer.



9. International students must arrange their own housing and transportation since Highland Community College has no dormitories. We offer assistance in finding housing and transportation, but arrangements are the responsibility of the student and are expected to be complete prior to the student's enrollment
10. Follow additional procedures listed under full-time students.

Senior Students

Students 61 to 64 years of age who live in the Highland District will receive a reduced senior tuition rate for tuition-bearing classes. Out-of-district students 61 to 64 years of age will be charged the out-of-district tuition rate. Students who are 65 and older will receive free tuition for tuition-bearing classes, given there is available classroom space and tuition paying students enrolled constitute the minimum number required for the course. (ICBB Section 1501.505).

Determination of Residency

In-District

In-district tuition is paid by individuals who meet the residency requirements (see below) and live in the high school districts of Aquin, Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Lena-Winslow, Orangeville, Oregon, Pearl City, River Ridge, Scales Mound, Stockton, Warren, and West Carroll. In addition, former CareerTech students from the Durand and Pecatonica school districts will be considered in-district.

Any student who has occupied a dwelling within the district for at least 30 days immediately prior to the scheduled beginning of classes is considered in-district. Proof of residency will be any two of the five following criteria:

1. Living with parents whose legal residence is within Highland's district
2. Current driver's license
3. Tax, utility, or rent receipt
4. Voter's registration
5. Other verification of residency

Students may not attain in-district status simply by attending classes at Highland for 30 days or more. Students who move into the district for reasons other than attending Highland shall be exempt from the 30-day requirement if they demonstrate a verifiable interest in establishing permanent residency. Verification will consist of employment documentation (a student who is considered "full time" or who works 35 hours or more per week) , home purchase documents, and/or other legal document.

Out-of-District

Any student who has occupied a dwelling within the State of Illinois, but outside of Highland's district, for at least 30 days, immediately prior to the scheduled beginning of classes shall be classified as an out-of-district student. Proof of state residency will be the same as in-district, but will extend to the rest of the State of Illinois outside of Highland's district.

Students may not attain in-state, out-of-district status simply by attending a community college for 30 days or more. Students demonstrating verifiable interest in establishing permanent state residency shall be exempt from the 30-day requirement.

Out-of-State

Any student whose legal residence is outside the State of Illinois. This classification includes international and/or foreign students.

Exceptions

Under certain circumstances, exceptions to residency rules may be granted. Contact the Office of Admission and Records if a student's residency is in question.



Registration For Classes

First-time/Full-time Students

Students must register through a student advisor if they are going to be a full-time student. Students may register through their ROAR (Registration Online and Access to Records) account after seeing an advisor. Registration appointments may be made by calling 815-599-3573.

First-time/Part-time Students

Students may register through their ROAR account or through a student advisor, by mail, or in person at the Office of Admissions and Records. Students registering by mail or in person should be aware of course prerequisites and assessment testing requirements. Also, students mailing in registrations need to be aware that they are not officially enrolled in a class until their information is entered on the HCC computer system.

Continuing Full-time/Part-time Students

Students may register by logging into their ROAR account or by completing a Student Self-Scheduling form. This form is available through the Office of Admissions and Records and advising offices. Students may schedule registration appointments by calling 815-599-3573.

Transfer Students

Transfer students should register through a student advisor for their first semester at HCC.

Course Registration Information

Registration Dates

Students may register for any given semester during the dates that are published in the College academic calendar in the front of this catalog.

Semester Class Schedules

The College reserves the right to select from the courses listed in this catalog that can be offered during any term. A online class schedule listing the courses offered, days, hours of each class meeting, laboratory times, instructor names, and room assignments will be published as early as possible prior to the opening of each session. The College

reserves the right to change the schedule, if necessary.

The class schedule can be seen online from the HCC web page (www.highland.edu) and through a student's ROAR account. A "read only" copy is available from the Office of Admissions and Records.

Wait List

In the event a class is full, a wait list is created. Students can place themselves on the wait list in their ROAR account or in the Admissions and Records office. Wait list enrollments close one to two weeks before the semester starts. Admissions and Records staff will send registration tickets to the first four wait listed in the class (except for Math Labs, Science, On-line, and Certified Nursing Assistant classes) and it is the responsibility of the student to turn in the ticket to the instructor on the first day of the class. It is up to the instructor whether or not a wait list student is enrolled in the class. The instructor will sign the ticket and turn the admission forms in to the Admissions and Records office the first week of class.

Student Schedule Changes

Schedule changes are allowed during the first week of classes by completing an Add/Drop Form and turning it in to the Admissions and Records office in each regular semester. Any revision in the student's schedule after registration must be processed on the Program Change Form that is available from a student advisor or the Office of Admissions and Records. In addition, students wishing to change their schedules should see a student advisor to learn how their changes will affect their student academic success. (The Office of Admissions and Records must receive the completed form before the change becomes valid.) In the regular semester, no course may be added after the first five days of classes without instructor permission. Classes can be dropped with a full refund during the first two weeks of classes for 16-week week classes. See the Office of Admissions and Records regarding classes that run less than 16 weeks.

Class-Level Change

Upon recommendation of the instructors of both sections involved and with approval of the division's dean, a student may be transferred from one level of a course to another during the first four weeks of a semester.



Tuition and Fees Refund Policy

Courses can be dropped “No Record” during the first ten academic days (for 16-week classes, please see Admissions and Records for dates of shorter length classes) of a regular semester using the forms available at the Office of Admissions and Records. No official record of enrollment in the class will be maintained. All tuition paid will be refunded during the “No Record” drop period. After this period, no refunds are granted. Students are responsible for ensuring that all paperwork is completed if they are dropping or changing classes.

Refund Amount 100%: 16-week classes – through the first 10 days of class

Refund Amount 100%: 8-week classes – through the first 5 days of session start date

Refund Amount 100%: 5-week classes – through the first 3 days of session start date

Regular Summer Session

Students who “No-Record” drop classes anytime during the first five days of the summer session will receive a 100 percent tuition refund.

Pre-Summer Session

Students must drop the second day of class for a full refund.

If a student has not shown up for any class before the drop date (for every different length of class, see date of Admissions and Records), they will be no-shown from their class and money will be refunded. If a student shows up for **at least one class**, the student is responsible for the tuition and fees of the courses.

Withdrawal From a Course

A student may withdraw from a course or courses by completing the following procedures in accordance with deadline dates published in this catalog or in other College publications. Unique courses and those with abnormal time frames may have alternate dates and procedures established by the Director of Enrollment and Records.

Student withdrawal from one or more courses after the “No Record” drop date and prior to the last 10 academic days (for 16 week classes) before the first day of final exams (as published in the official College calendar) will be recorded as a “W.” This grade is non-punitive (i.e., no grade points or semester hours will be included in the computation of the student’s grade point average.) However, there are financial aid implications due to withdrawals. Proportional adjustments will be made for short-term classes. Students must fill out a withdrawal form from the Admissions and Records office and see their instructor for their signature and last date of attendance. Upon receiving the signature, students will then turn in the withdrawal form to Admissions and Records. Payment for courses must still be made.

An instructor may initiate the withdrawal of a student from a course if the student fails to attend classes and/or perform in a manner that the instructor deems necessary for successful completion of the course.

Student Withdrawal Deadlines (after drop date)

Official withdrawal from a course or complete withdrawal from all classes will be processed according to the following schedule:

16 week classes, second 8 weeks classes, and third 5 weeks classes – 10 days prior to end of semester/8 week classes – 1 week prior to end of part of term

5 week classes – the Monday prior to end of part of term

Changes in enrollment will likely affect the amount of your financial aid award.





Tuition and Fees

Highland Community College prides itself in providing high quality education at an affordable price. The College charges tuition, a technology fee, and an activity fee per semester hour taken along with a one time, per semester registration fee. Some courses charge a lab or materials fee in addition to tuition. These fees are listed in the course schedules each semester.

Tuition and fee rates are subject to change per semester. For a complete list of current tuition and fee rates, visit www.highland.edu.

Tax Credits

The federal government provides a number of tax incentives that can help lower the cost of higher education. Visit www.irs.gov or contact your tax advisor for individual eligibility.

Chargeback Tuition & Cooperative Agreements

Certain Associate in Applied Science degree and certificate programs may not be available at Highland Community College. A “Cooperative Education Agreement” is an agreement between Highland Community College and approximately 28 other Illinois community colleges for an approved resident of one district to enroll in a specified occupational program at a participating school and be required to pay only the in-district tuition rate established by the college attended. Students complete all specialized courses at the cooperative college.

A “Chargeback” is an agreement between Illinois Community Colleges. In a rare case, if Highland Community College does not offer a program of a study (Associate of Applied Science Degree or certificate program) and does not have a cooperative agreement with another institution for that program, students may be eligible for a chargeback. HCC will provide partial tuition support for the program you wish to pursue at another community college.

Students should contact the Office of Admissions and Records for information on cooperative agreements with area community colleges where a chargeback is not required.

Tuition Payment Options

In order to secure your classes, complete one of the following three payment options by the next published deadline date:

1. Pay your tuition and fees in full by going to Online Bill Pay at www.highland.edu/billpay, or by visiting the Cashier’s Office on the second floor of the Student/Conference Center.
2. Be eligible for financial aid. If you are eligible to receive financial aid and your charges are covered in full, you do not need to make a payment or set up a payment plan.

To determine your financial aid eligibility status, login to Online Bill Pay below. For information on completing your FAFSA, visit www.fafsa.ed.gov. If your charges are not covered in full, you must set up a payment plan or secure another form of aid by the next published deadline date.

3. Set up a payment plan at www.highland.edu/billpay. Please be sure to set up a payment plan. Simply making a payment by the next published deadline date will not secure your classes.

For questions regarding tuition payments, or assistance with Online Bill Pay, please visit the “Student Assistance” and “Frequently Asked Questions” pages at www.highland.edu/billpay, email registration@highland.edu, call 815-599-3414, or stop in the Admissions Office on the second floor of the Student/Conference Center.

Payment may be made on-line via credit card or check. Payments are also accepted at the Cashier’s Office with cash, by check, or charged on Visa, MasterCard, or Discover.



Payment Through Financial Aid

Students whose tuition and course fees are paid in part or full by financial aid may register for classes subject to verification of their financial aid awards. Students are responsible for providing accurate information and any errors or omissions may jeopardize or delay the awarding of financial aid. Students must pay for any tuition and fees not covered by financial aid. Students are responsible for tuition, fees, and bookstore charges until Financial Aid is officially awarded.

Payment By Third Party

If a third party is paying for some or all of a student's tuition and fees, the student must provide a written verification from the third party describing their intent. This letter must be submitted at the time of registration to the Cashier's Office. Under this option, the third party is billed to the extent outlined in the authorization letter. The student is required to pay any tuition or fees that the third party is not covering in accordance with our tuition payment options. Any third party whose reimbursement is dependent upon the student's successful completion of the course(s) is not considered a responsible third party. Under this scenario, the student is responsible for any and all payment by the published deadline dates.





Financial Aid



Eligibility

Financial aid at Highland Community College is designed to supplement student and family resources in order to help meet the expenses of attending college. We believe in educating students and families about the financial resources available to them to help pay for College. Contact the Office of Financial Aid at 815-599-3519 with any questions.

The student must fulfill the following requirements to participate in financial aid programs:

- 1.) Be a citizen of the United States or a permanent resident.
- 2.) Be enrolled at HCC for at least three hours per semester (for most financial aid programs).
- 3.) Be enrolled in an approved degree or certificate program.
- 4.) Maintain satisfactory academic progress toward a certificate or degree. (Standards of Satisfactory Academic Progress Policy Statement as it pertains to students receiving Financial Aid is available at the Financial Aid Office.)
- 5.) Be a high school graduate or have earned a GED certificate (submit an official copy of your high school transcript or GED test score to the admissions office).
- 6.) Have registered with Selective Service (men only).

Types of Aid

Highland offers three types of financial aid to students: grants and scholarships, loans, and employment. Grants and scholarships are gift aid or “free” money. Loans must be repaid at some time in the future. Employment offers students an opportunity to work on campus and earn a portion of their educational expenses. While most programs require that the student demonstrate financial need, these programs identified with an asterisk (*) are not generally based on financial need.

Federal Programs Available at Highland:

- Pell Grant (gift aid)
- Supplemental Educational Opportunity Grant (gift aid)
- College Work-Study Program (employment)
- Federal Direct Loan Programs
- VA - G.I. Bill, , V.A. Vocational Rehabilitation*

State Programs Available at Highland:

- MAP - Illinois Student Assistance Commission Monetary Award Program (gift aid) (subject to funding)
- IIA - Silas Purnell Illinois Initiative for Access Program (gift aid) (subject to funding)
- IVG - Illinois Veterans' Grant (gift aid, certain criteria must be fulfilled)*
- ING - Illinois National Guard Grant (gift aid)*
- MIA POW - (gift aid)*

Campus-based Programs Available at Highland:

- Student Work Program (employment)*
- HCCFS - Highland Community College Foundation Scholarships: - Competitive and financial need-based scholarships - Contact the Foundation office or high school counselor. - HCC scholarship applications are also available on the College web site at www.highland.edu



How To Apply

Students must apply each year for most financial aid. The Free Application for Federal Student Aid (FAFSA) must be submitted to the Department of Education, Federal Government for processing. Contact the Financial Aid Office concerning federal and state processing deadlines. In addition all financial aid students must submit the following three forms available on the College Web site at www.highland.edu or in the Financial Aid Office:

- Highland Community College Data Form
- Standards of Satisfactory Academic Progress Policy
- Highland Community College Financial Aid Authorization Form

Additional forms may be required if the financial aid file is chosen for a process called verification.

Disbursements

The financial aid office disburses state funds (MAP) to student accounts the fourth or fifth week of the semester and federal funds (Pell) the ninth or tenth week of the semester. Financial aid funds are applied to all outstanding charges before refunds are issued.

Veterans Educational Benefits

Available Benefits

Many of Highland Community College's programs are approved for the training of veterans and war orphans under Title 38, U.S. Code, chapters 30, 31, 32, , 33, 35, REAP 1607, VRAP and 1606. It is also an approved training facility for members of the U.S. Military Reserve and Illinois National Guard.

Veterans may apply for educational benefits at the Office of Financial Aid. The VA will provide financial assistance to veterans to the extent that the credits for which the veteran is enrolled are applicable toward an approved degree or certificate program. Further, the veteran must make continued and satisfactory progress toward the degree or certificate. Veterans are responsible for notifying the College and the VA of reduction in their course load.

The Illinois Veterans Grant is available, in addition to the G.I. Bill, to veterans who:

- 1.) Served in the armed forces one year or more, or in a foreign country during a time of hostilities.
- 2.) Were residents of Illinois prior to military service for at least six months,
- 3.) Returned to Illinois within at least six months after discharge, and
- 4.) Have other than a dishonorable discharge.

Veterans should apply at the Office of Financial Aid prior to enrollment. Students who have completed one year or more of military service including basic training may, upon petition to the Director of Enrollment and Records, receive credit for a maximum of four activity courses in physical education.



Standard of Progress for VA Certification Purposes

The last date of attendance and the exact date of reduction in rate of pursuit shall be considered to be:

- 1.) The date that instructors report as the last day of pursuit as determined by:
 - A) The last activity date reflected in the instructor's record,
 - B) The date the last papers were submitted,
 - C) The date of last examination completed,OR
- 2.) The student's reasonable statement of last date of attendance,
OR
- 3.) If earlier than the preceding dates, the effective date of an instructor-initiated withdrawal or the date the student officially withdraws from classes,
OR
- 4.) The last day of final exams.

The exact date on which the student increased the rate of pursuit shall be the official date of registration for the course or courses.

The Veterans' Administration shall be notified within a reasonable period of time – normally within one week of interruption, termination, or change in the veteran's rate of pursuit. Notification shall be via VA online communication . In order to graduate in a program, the veteran must have earned a grade point average of 2.0 or higher and must successfully complete the requirements, subject to approved substitutions and waivers, for the degree or certificate as listed in the current Highland catalog.

To remain eligible for Veterans' Educational Benefits, students must maintain "Financial Aid Satisfactory Academic Progress" by successfully completing 67% of all courses taken and maintaining a 2.0 GPA after attempting 24 credit hours. Review of this item will be made at the end of each semester.

Student veterans must be in "Academic Standing" as described on page 41 of this catalog in order to be considered as making good satisfactory progress toward timely graduation. A one semester probationary period is allowed, except for a student failing and/or withdrawing from all subjects taken.







Student Support Services

Academic Support Services

Success Center

The Success Center (SC) is committed to providing quality programs, services, and curriculum that promote the academic success of all Highland students. The Center offers First-Year Experience Seminar, transitional education courses, tutoring, guidance, and support through implementation of the American Disabilities Act.

The First-Year Experience Seminar, available to all students, facilitates successful transition to college. Courses in transitional math, basic communication, college-level reading, and developmental writing and editing offer students the opportunity to raise the level of their academic skills in order to benefit from college level instruction.

Academic support, free of charge, is available to any student enrolled in any HCC course. The peer-tutoring program offers individual content tutoring by students who have been recommended by Highland instructors. Peers may also function as study coaches, guiding students to find learning styles and study approaches that work for them.

Study groups and review sessions are also provided at student request. Staff members can provide students with diagnostic information about skill levels and may also assist individual students with study skills.

To successfully use the Success Center's support services, students should check the schedules for walk-in tutoring. Tutoring is also provided on an appointment basis. Students should complete a request form for services not already on the schedule.

The Success Center is located on the first floor of the Marvin-Burt Liberal Arts Center, Building M. Call 815-599-3577 for further information.

ADA Services for Students with Disabilities

ADA Services collaborates with students, staff, faculty, and community members to create inclusive, equitable, diverse, and sustainable learning environments for all. The department is a resource for creative problem-solving to enhance access in the following areas:

- Admission/registration assistance, advising and advocacy
- Accommodations for classes, including (list is not extensive):
 - Test accommodations (extended time, quiet testing location, reader, scribe)
 - Academic accommodations (tape record lectures, preferred seating, note take)
 - Alternate format (audio books, closed-captioned videos, Braille books)
 - Technology (JAWS, Natural Reader, digital tape recorders, smart pens, tracker pro device)
 - Service providers (sign language interpreter, service animals)
- Consultation, referral, and disability awareness information
- Accessibility information, maps, and basic mobility orientation

Building M, M-104, 815-599-3605 (Voice); 815-753-3000 (TDD); 815-599-3646 (Fax); adaservices@highland.edu

Students are encouraged to contact the Coordinator ADA Services early in the registration process to submit documentation and arrange for services. For additional assistance or resources, students may also wish to contact the Illinois Department of Human Services, who covers Stephenson, Jo Daviess, and Carroll counties, at 815-233-5904 (voice), 866-460-5122 (TDD), or Illinois Department of Human Services Family Community Resource Center, who covers Ogle County, at 815-732-2166 (voice), 866-323-4144 (TDD).

Information regarding the compliant process is available on the ADA Services web site.



First-Year Experience Seminar

The First-Year Experience program is a transferable, two-credit, tuition-free course designed to help students transition to college. Both an orientation and seminar, FYES familiarizes students with Highland technology and College resources as well as helping them to assess their learning styles and strengths.

All first-time, full-time students are expected to take First-Year Experience Seminar (LIBS199). Course content includes self-knowledge, self-management, critical thinking skills, academic skills, technology skills, access to resources, health and wellness practices, and responses to diversity. Multiple sections of First-Year Experience Seminar are available at a variety of times. Call 815-599-3428 for further information.

Clarence Mitchell Library

The library is located on the second floor of the Marvin-Burt Liberal Arts Center (Building M) and is open every day that classes are in session. Staff is available to help students, faculty, and district residents find the information they need for school, business, or personal projects. Highland's library collection includes more than 56,000 books, over 250 magazine subscriptions, and national and local newspapers. The library has equipment to view videotapes and DVDs and to listen to compact discs. Our collection also includes a large selection of e-books, audiobooks, videos, and music CDs.

The library web site provides links to many subscription databases that provide full-text articles for hundreds of magazines and journals on a wide variety of subjects. These electronic databases provide unparalleled access to journals and magazines that would be unaffordable in print. The library computer lab offers workstations connected to the college network for access to academic software, e-mail and the Internet. Software available for use on lab workstations includes Microsoft Word, Excel, PowerPoint, and other individual packages required for specific classes. For those who wish to use their own laptop, free wireless Internet is available in the library building as well as throughout the campus.

The library's catalog and links to library databases and services can be found at <http://library.highland.edu>. Membership in the Reaching Across Illinois Library System (RAILS) provides access to more than 300 libraries' holdings. If what a student needs is not available locally, it can be borrowed from another library. The library is open to all residents of the college district.



Academic Advising and Transfer

Academic advising is a service designed to help students in the selection of a program or degree and classes that relate to their educational and life goals. The service is provided by student advisors and faculty members in the various academic divisions of the College on an appointment or walk-in basis.

All degree or certificate-seeking students are expected to meet with a student advisor upon initial enrollment and subsequently as needed. ACT or placement test results, class schedules and program outlines, and past academic and/or work performance will be examined in order to assist the student in developing an appropriate academic program designed for transfer to a senior institution or entry into the job market.

The student retains the responsibility for program and course selection and applicability to career or transfer requirements. However, student advisors will provide valuable assistance and information in this decision-making process. Transfer information is available from each student advisor. The Transfer Coordinator/Advisor gathers and disseminates this information and also provides applications to senior institutions, catalog information, and course equivalency information. Computer search services are also available.

Students planning to transfer to another college or university are expected to work with a student advisor. Program guidelines at senior institutions change often, therefore, students are strongly encouraged to see an advisor periodically throughout the academic semesters. Transfer guidelines, updates, seminars, and information pertinent to transfer are available to students on a regular basis. This service is designed to enhance transfer options and alleviate any problems that may arise.

Student Advisors are located on the first floor of the Student/ Conference Center; Building H. Services are available by appointment during regular business hours and evenings, and during published walk-in times. For an appointment, call 815-599-3573. Veterans and current military personnel may receive specialized assistance from the Veterans Coordinator who is also a Student Advisor.

Career Services

Career Services at HCC is a multi-service center that assists students, alumni, and community members with career and employment-related services and opportunities. The office also coordinates the Student Worker Program on Highland's campus and sponsors an annual job fair held in April. Assistance and resources include:

- Career counseling and assessments
- Employment counseling
- Career resources
- Career Cruising: a comprehensive, Internet-based career program
- Salary and occupational information
- Job leads and postings
- Job hunting assistance – resumes, cover letters, and interviewing

Career Services collaborates with local employers and area agencies. Career Services is located on the first floor of the Student Conference Center, Room H-108. Career Services' resources and computers are available on a walk-in basis. The Center is open Mondays through Fridays, from 8 a.m. to 5 p.m.

Counseling, assessments, and resume development are provided by appointment. Evening appointments are also available. Fees are charged for some services. For more information on services or for appointments, call 815-599-3536 or 815-599-3573.





Special Services

Project Succeed

Student Support Service/Project Succeed provides a comprehensive array of information, counseling, academic instruction, and other support services to students who have been underrepresented in colleges in the past. These services include academic assistance and support; academic advising; tuition-free classes; skill-building and personal enrichment workshops; tutoring in math and writing by staff; peer mentoring/tutoring in student adjustments and study skills; program scholarships and scholarship searches; visits to four-year colleges; advocacy and transfer assistance for transfer concerns; and free tickets to campus sponsored productions. The project can only serve two hundred and seventy-five students each grant year.

Project Succeed is a Title IV, Student Support Services U.S. Department of Education program #P042A100463 and federally funded TRIO Program. Participation in this federally funded program is open to students who fit within one or more of the following criteria: first generation (neither parent graduated from a four-year college), low-income students, and/or students with physical or learning disabilities.

The Project Succeed offices are located on the first floor of the Marvin-Burt Liberal Arts Center (Building M). Those interested in the services may pick up an application at the Project Succeed office. For questions, call 815-599-3583.

Auxiliary Services

Bookstore

The College bookstore provides a convenient place for students to purchase the correct textbooks and supplementary instructional supplies as required by the instructor of each course. The bookstore has a limited textbook rental program. Check in to see if your books are included in this program. Students are required to supply their own textbooks and supplies. Pretzel City Transit Passes, Art's Café Meal Cards, Art supplies, imprinted clothing, hats,

gift items, academically priced software, laptops and additional hardware products, technology products, greeting cards, balloons, and writing supplies are also available in the bookstore. Profits are put back into Student Services at Highland Community College.

When you come to the bookstore please bring your **Driver's license or state ID**, (a legal ID is necessary to make purchases with any type of financial aid) and your **class schedule** (the course name, course number and section number that appear on your schedule is the map you need to provide to us to find your textbooks).

Our knowledgeable friendly staff is here to help with all of your back to school needs. Call, email us at bookstore@highland.edu or stop in. Textbooks may be purchased online at <http://bookstore.highland.edu> beginning a few weeks before classes begin. Online purchases may be made by Credit/Debit card only.

Book buyback is held during the scheduled finals week of each semester. If you have questions regarding buyback, please stop by. Buyback is easy, simple.. and you may get cash back for your books.

The bookstore is located on the first floor of the Student/Conference Center (Building H) and is open daily during the following posted hours. For more information, call 815- 599-3449. Visit the bookstore web site at [http:// bookstore.highland.edu](http://bookstore.highland.edu)

Regular Hours - Monday – Thursday 8 a.m. – 7 p.m.

Friday - 8:00 a.m. – 5:00 p.m.

Summer Hours - Monday – Thursday 7:30 a.m.- 5:30 p.m.

The bookstore is closed during academic holidays and on weekends.

Cafeteria

Food service is available from the cafeteria from 9:00 a.m. to 1:30 p.m. Monday through Thursday and 9:00 a.m. to 1:00 p.m. Friday. The cafeteria offers breakfast items, sandwiches, soups, salads, and breakfast and luncheon specials. Vending machines are also available. The Cafeteria is located on the first floor of the Student/Conference Center (Building H).



Child Care Services

Child care services are offered on the campus by the YMCA. Services are located in the Child Care and Training Center and are available to the general public. The Center's primary objective is to provide an enriched environment for children whose parents work, attend school, or who need additional experiences to prepare them for school. Services are provided by the Center on a half-day or full-day contract basis only. The YMCA sets the fee schedule for these services. There is no "drop-off" service available. Any child who is six-weeks through ten years of age is eligible to enroll if space is available. For additional information, call 815-235-2467.

Community Relations

Community Relations is responsible for releasing information to the press and the public concerning College activities. For further information, call 815-599-3542.

Housing

Highland does not provide a formal housing service nor does it recommend housing. Some community-based housing information is available upon request through the Office of Admissions and Records. Also, a privately owned apartment complex is located adjacent to the campus. Information about the complex is available at the complex office. The College advises and encourages parents and students to visit housing facilities before making final arrangements concerning housing in the community.

Lost and Found Services

Lost and found services are maintained by the College. However, the College does not assume responsibility for personal property of students. Lost and found services are located at the reception desk on the second floor of the Student/ Conference Center, Building H, and at division offices in each building.

Medical and Health Services

In the event a student requires medical treatment for injury or illness, reasonable action will be taken to contact medical personnel and the student's emergency contact if provided in our student information system. Any such medical treatment and service is at the student's expense. First-aid kits are located throughout the campus.

A qualified mental health professional is located on campus for the provision of mental health assessments. Initial assessment and referral to community services are available at no charge to the student. Students should make an appointment with the counselor by calling 815-599-3654, 815-599-3531 or by sending a request via e-mail to counseling@highland.edu.

Parking and Traffic Services

The College offers student parking in designated lots on the campus. Handicapped parking areas are marked and reserved for employees and individuals with disabilities. The College assumes no responsibility for any car or vehicle, or protection of same, at any time while it is operated or parked on the College campus.

While on campus, all drivers are expected to follow all standard traffic regulations and definitions as enacted into motor vehicle laws by the State and County. Also, all parking regulations are expected to be followed. Violations of these regulations will result in a ticket, fine, and/or towing from campus. Payments from guests of HCC students can be made to the Cashier's Office in Building H or by calling 815-599-3482. Appeals may be submitted by calling the Director of the Physical Plant at 815-599-3501. HCC students failing to pay will have a hold placed on their account. Handicapped parking is available and marked.

Sports Center

The Sports Center is a joint venture between the College and the Family YMCA of Northwest Illinois. The facility includes an Olympic-size swimming pool, a 1/14 mile banked jogging track, three racquetball courts, body-building equipment, general exercise equipment, and main and auxiliary gymnasiums.

Students enrolled with 12 credit hours or more at Highland may be eligible for a personal YMCA membership for that semester. To obtain a membership, a Highland student may inquire at the YMCA and will be issued an ID card. Students must request Y cards before the established mid-term date of the semester. Part-time students may purchase a student membership. For more information about student membership prices, please contact the YMCA.



Emergency Services

Highland Community College’s emergency guide can be found at www.highland.edu using the quick links. If an emergency arises, students and visitors are to use an emergency call box located throughout campus or call campus security at 815-599-3451. The security office, H114, is located on the first floor of the Student Conference Center and may be reached for non-emergencies at 815-599-3652.

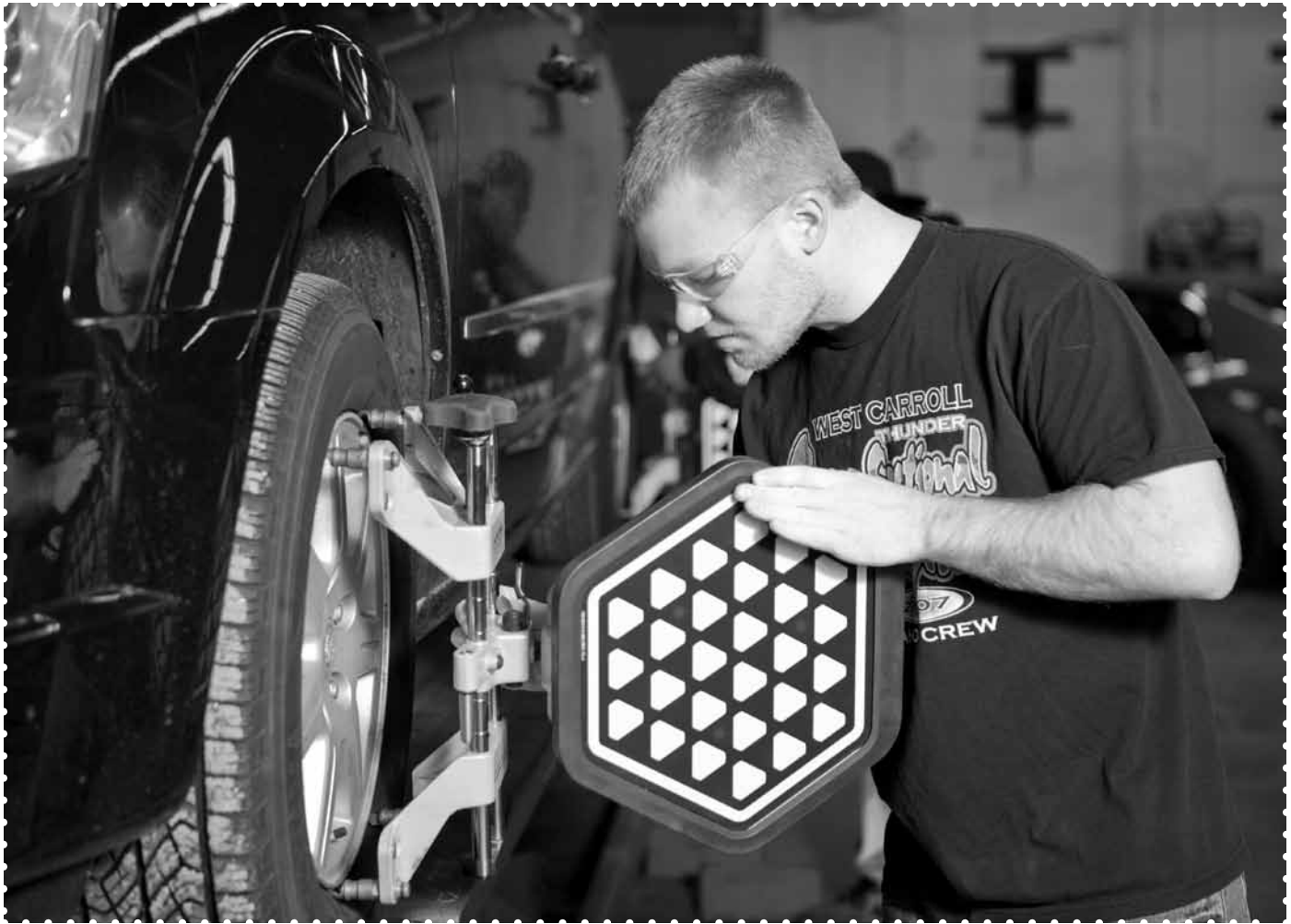
If campus is closed by inclement weather or other emergency, an automated broadcast telephone call will be made to student’s at the primary telephone number given to the Admissions and Records Office to communicate the announcement. You may also choose to be notified by a text message to your mobile device via HCC Mobile Alerts by subscribing at www.highland.edu.

The following media outlets will carry the announcement:

WFPS	92.1 FM	Freeport
WFRL	1570 AM	Freeport
WROK	1440 AM	Rockford
WZOK	97.5 FM	Rockford
Q98.5	98.5 FM	Rockford
Q102.5	102.5 FM	Lena
KATF	92.9 FM	Dubuque, IA
KGRR	97.3 FM	Dubuque, IA
KDTH	1370 AM	Dubuque, IA
KGGY	102.3 FM	Dubuque, IA
KROS	1340 AM	Clinton, IA
KLNT	97.7 FM	Jo Daviess County
WCCI	100.3 FM	Savanna
WEKZ	93.7 FM	Monroe, WI
WSDR	1240 AM	Sterling
WJOD	107.5 FM	Galena
WSSQ	94 FM	Sterling
WZZT	95.1 FM	Sterling
WREX	Channel 13	Rockford
WIFR	Channel 23	Rockford
WTVO	Channel 17	Rockford
WQRF	Channel 39	Rockford

In addition, a broadcast email may be used to communicate in an emergency situation. The broadcast email will be sent to Highland email addresses, which all students and staff are assigned.

An announcement will also be posted on the Highland website at www.highland.edu.





Student Life

Student Activities

The College encourages and promotes a program of student activities. The formation of student clubs, organizations, and honorary societies, as well as the production of student publications and the success of activities, depends upon student participation. Students are encouraged to become involved in available activities and to give suggestions concerning future events or desired clubs. Notifications are provided through the campus digital screens, Email and through campus life alerts. To sign up for the Campus Life Alerts text service, visit HCC Mobile Alerts on the College web site.

Student Government

Elections are held each fall and spring to select students to represent the Highland student body. The Student Senate is an active group charged to recognize campus clubs and organizations, develop inter-organizational cooperation, and promote student life on campus. Election to the Student Senate is an honor but also a significant responsibility.

Music

Highland offers students the opportunity to participate in vocal and instrumental music outside of the classroom setting. Music majors and non-majors are welcome to audition for and participate in the Royal Scots, choral, Concert Band, and Jazz Ensemble.

Theatre

Highland boasts one of the best theatre programs in the state. Any student is eligible to take an active role in College theatrical productions on stage or behind the scenes. The theatre department offers a wide range of theatrical programs during the school year and hosts the popular Summerset Theatre series.

Prairie Wind

The Prairie Wind is a collection of literature, poetry, artwork, photography, and music with representative works from many talented members of the Highland community.

Intramural Sports

Students have varied opportunities to participate in individual, co-educational, and team sports in the intramural program. If a particular sport is not offered, the intramural director will determine if sufficient participants are available to make a new sport or activity available.

Intercollegiate Sports

Highland is a member of the National Junior College Athletic Association and the Arrowhead Athletic Conference. Highland teams participate in men's golf, men's and women's basketball, men's and women's bowling, women's volleyball, women's softball, and men's baseball.

Forensics

The Highland Forensics team participates in a nationally recognized student academic activity. Throughout the year, students attend intercollegiate forensics tournaments to test their knowledge and ability in a variety of public-speaking events. The Forensics Program is open to all students.

Newspaper

The student newspaper, *The Chronicle*, communicates with the student body, the College faculty, and administration. Students interested in journalism are encouraged to participate. Course credit is available.

Clubs and Organizations

Formal student groups are a vital part of any college experience. Clubs and organizations give students with similar interests a format for developing friendships as well as intellectual growth. Participation in campus activities allows for the educational growth that takes place outside the formal classroom setting and helps students become active citizens on the campus and in their respective communities. Official Campus Clubs are listed on the College web site. Information about forming a new club or organization is available through the Student Services Office.



Awards

Each year, Highland offers awards to recognize academic excellence, leadership, character, and service. The Citizenship Award is presented by the College president to two outstanding, graduating sophomores. Other awards given by Highland include student government awards, honor student awards, and division awards.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for students in community colleges who have demonstrated academic excellence. To be eligible for membership in Phi Theta Kappa, a student must have earned a GPA of 3.5 and completed 12 semester hours of baccalaureate degree course work. Students who are eligible for membership each semester are contacted by letter and invited to attend an orientation meeting. A formal induction ceremony is held each spring and fall.

Benefits of being a member of Phi Theta Kappa are formal recognition for academic excellence and eligibility for scholarships at senior institutions. Phi Theta Kappa provides opportunities for individual growth and development through scholarship, fellowship, leadership and service opportunities.

Members wear gold stoles with the honor insignia at graduation and receive diplomas with the Phi Theta Kappa gold seal. For more information, call 815-599-3577.

Code of Conduct

Highland Community College respects the civil rights and liberties of each member of the College; however, it is imperative for the College to be free from coercion, harassment, and disruption in order to allow for the exchange and expression of ideas. It is also imperative that the College, and the activities it sponsors, remain safe and drug-and alcohol- free in order to enhance the pursuit of education and learning.

Students, student organizations, and campus visitors are expected to conduct themselves in such a manner as to be a credit to themselves, their organizations, the College, and the community. Violation of local, state, or federal laws at any college-sponsored activity (on-or-off campus) or at any activity involving the use of Highland property,

will be considered a violation of the Student Code of Conduct and will result in disciplinary action.

It is expected that students will:

- Meet instructor expectations for attendance
- Be aware of all course and college requirements
- Complete all assignments in accordance with instructor expectations
- Meet all financial obligations to the College
- Register properly for classes each semester
- Fulfill all degree, certificate, or individual program requirements
- Follow college regulations and local, state, and federal laws
- Act honestly in all situations
- Respect faculty, staff, college personnel, and other students
- Make appropriate use of college equipment, grounds, and facilities

It is expected that student organizations and campus visitors will:

- Follow college regulations and local, state, and federal laws
- Make appropriate use of college equipment, grounds, and facilities
- Respect faculty, staff, college personnel, other students and organizations

The following are examples of unacceptable behavior while on Highland's Campus or at any Highland-sponsored activity or event:

- Giving false or misleading information to any College employee
- Tampering with or destroying any College record
- Possessing, being under the influence, supplying, or selling any alcoholic beverage, controlled substance, non-prescription drug, narcotic, or stimulant
- Using loud or abusive language
- Creating a hazard, physical or emotional, for others, self, or things
- Blocking access to buildings, rooms, driveways, or other access ways
- Unauthorized use of campus or other College controlled facilities



- Obstruction or disruption of teaching, learning, studying, or other College activities
- Threatening, attempting, or committing physical violence
- Damaging, destroying, or unlawfully possessing College facilities or property
- Theft
- Possession and/or use of knives, guns, or any weapon
- Violation of any College regulation, local, state, or federal law will be subject to referral to criminal/civil authorities for investigation and/or action
- Operating any vehicle in an unsafe or reckless manner
- Parking or using a vehicle in unauthorized areas
- Using skateboards, in-line skates, or other unapproved apparatus

Sanctions for Behavior Misconduct

Violations of the Student Code of Conduct or failure to fulfill expectations are subject to disciplinary action. Disciplinary action may include, but is not limited to, the following:

Warning: A written or spoken notice that continuation or repetition of violations of the Student Code of Conduct may be cause for more serious disciplinary action. (College personnel, Instructor, Dean, Associate Vice President of Student Services, or designee)

Disciplinary Probation: A written statement disqualifying a student or organization from participating in any or all College activities, holding an office or leadership role, or other limitations for a specified length of time. (Associate Vice President of Student Services or designee)

Other Appropriate Sanctions: Depending upon the misconduct, other appropriate sanctions may include restitution, no trespassing notification, or an educational sanction such as participation in a specific program(s), either of an educational, rehabilitation, or counseling nature.

Suspension: A written notice of exclusion from classes, privileges, and/or activities for a specific period of time. (Associate Vice President of Student Services or designee)

Dismissal: A written termination of student status for an indefinite period of time. (Associate Vice President of Student Services or designee)

Temporary Suspension by Instructor

An instructor has the authority to remove a student temporarily from the classroom setting if the instructor determines that the continued presence of the student would disrupt the educational process or endanger the physical well-being of others in the classroom or immediate area. All temporary removals from the classroom must be reported to the appropriate Dean or supervisor and the Associate Vice President of Student Services or designee within one (1) working day of the removal. Further disciplinary sanctions may be applied.

Authority to Impose Temporary Suspensions from the College

If the presence of any person or organization is an immediate and serious threat to other persons, property, or programs on the Highland campus or other college facilities, the President of the College or designee may impose an interim suspension from the College. The President or designee has the authority to remove or continue the suspension for the well-being of the College. During the interim suspension, the affected person or organization shall not, without prior written permission of the President or designee, enter or remain on Highland premises.

Notification and Due Process Procedures

1. Faculty, staff, or students shall notify the Associate Vice President of Student Services or designee within two (2) school days that a student or organization is accused of violating, or has violated, the Student Code of Conduct.
2. The student or organization shall be notified by the Associate Vice President within seven (7) school days that they have been accused of violating the Student Code of Conduct. A meeting with the student or organization representatives shall be scheduled to discuss the alleged violations. The Associate Vice President shall issue a written decision relating to sanctions. Copies of the decision shall be sent to the student or organization and placed in the student's or organization's file.



3. The student or organization may appeal the decision of the Associate Vice President to the Judicial Review Board. The appeal must be in writing to the College's Affirmative Action Officer and made within seven (7) school days from the issuance of the decision. The hearing before the Judicial Review Board is to take place within ten (10) school days after receipt of the appeal. Decisions resulting in dismissal require a hearing before the Judicial Review Board. Appeals related to suspension must be heard by the Judicial Review Board. Other sanctions may or may not be heard by the Judicial Review Board.

Student Judicial Review Board

The following procedures shall be used by the Highland Student Judicial Review Board. When hearing cases brought before it, the Review Board's decisions shall be final.

1. All hearings shall be closed and by invitation only.
2. The alleged offender has the right to present a defense before the Student Judicial Review Board and to call witnesses.
3. The alleged offender reserves the right to have advisory counsel present. However, the student must present the case.
4. Prior to testimony, witnesses shall identify themselves and state their relationship to the present case.
5. The alleged offender is entitled to question any witnesses.
6. A verbatim record of the hearing shall be taken, and the entire proceeding shall be electronically recorded.
7. The alleged offender shall be informed (in writing) of the Student Judicial Review Board's decision within 24 hours of the completion of the hearing before the Review Board. The decision will be delivered by the College's Affirmative Action/Equal Employment Opportunity (EEO) officer. The Student Judicial Review Board's written decision is final. The EEO/Affirmative Action Officer will maintain a record of all hearings and pertinent documents.

The Student Judicial Review Board shall be composed of the following seven members: the EEO/Affirmative Action Officer, two administrators appointed by the President of the College, two faculty members appointed by the President of the Faculty Senate, and two students appointed by the President of the Student Senate. No member of the Student Judicial Review Board who has a direct interest in the case shall sit in judgment of that case. A member of the Student Judicial Review Board determined to have an interest in the case shall be replaced by the authority who made the original appointment. Appointments to the Judicial Review Board will be made on an as-needed basis.

On the occasion that a student violates the Student Code of Conduct and necessitates serious penalties such as suspension or dismissal, it is the duty of the Student Judicial Review Board to provide a hearing, if requested or required, to determine proper disciplinary action and ensure that due process was delivered to the student. If the student is found innocent of the alleged violation of the Student Code of Conduct, it is the duty of the Student Judicial Review Board to ensure that the student has the opportunity to make up all worked missed and his/her record shall be expunged of the disciplinary complaint. The Student Judicial Review Board, upon review of complaints not involving suspension or dismissal, may elect not to hear a case and concur with prior actions taken.



Academic Integrity and Academic Misconduct

Academic integrity rests on two principles: first, that academic work is represented truthfully as to its source and its accuracy; second, that academic results are obtained by fair and authorized means. “Academic Misconduct” occurs when either of these guiding principles is knowingly violated.

Examples of these violations include:

- A. **Cheating:** Giving, using, or attempting to use unauthorized materials, information, notes, study aides, or other devices in any academic exercise, including unauthorized communication of information.
- B. **Fabrication and Falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise.
- C. **Plagiarism:** Knowingly presenting the work of another as one’s own (i.e. without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- D. **Facilitating Academic Misconduct:** Giving or attempting to help another commit an act of academic misconduct.
- E. **Tampering with Materials, Grades, or Records:** Interfering with, altering, or attempting to alter records, grades, or other documents without authorization from an appropriate College official for the purpose of changing, falsifying, or removing the original information found in such records.

Sanctions for Academic Misconduct

If academic misconduct is discovered and confirmed, any of the following penalties may be imposed:

- A. Reduction in grade (Instructor)
- B. Warning (Instructor and/or Dean)
- C. Suspension from class (Dean and/or Vice President)
- D. Suspension from College (Vice President)
- E. Dismissal from College (Vice President)

Procedures and Student Rights

- A. An instructor may, with due notice to the student, treat as unsatisfactory any student performance that is the product of academic misconduct. The instructor will issue written documentation of incident(s) and sanction(s) to the student and to the Dean to whom the instructor reports.
- B. If a student wishes to protest a grade based upon work judged by an instructor to be a product of academic misconduct, or if an instructor deems other judiciary action for academic misconduct by a student advisable, a recommendation for review shall be made to the Dean or supervisor to whom the instructor reports. The Dean or supervisor shall review the incident with the instructor and student and issue a decision within five (5) school days of the review.
- C. If an instructor and/or Dean deems other judiciary action for academic misconduct by a student advisable, or if a student wishes to appeal the Dean’s decision, a recommendation for review shall be made in writing to the Vice President of Academic Services. The Vice President shall review the incident with instructor, Dean, and student, and issue a decision in writing within ten (10) school days of the review.
- D. If a student wishes to appeal the decision of the Vice President, a written appeal may be made to the Judicial Review Board. This appeal letter should be sent to the college’s Affirmative Action Officer within five (5) school days of receipt of the Vice President’s reply.

Other Student Academic Complaints

Non-Grade Complaints

Highland Community College students have the right to express their opinions regarding treatment in academic matters. Students shall express concerns initially with the appropriate faculty or educational staff member within seven (7) school days of the occurrence that gives rise to the complaint.

If the complaint is not resolved to the student’s satisfaction, the student may request a review of the complaint by the Dean or supervisor to whom the instructor reports. The request must be in writing and must be received by the Dean or supervisor within five (5) school days after the initiated attempt at resolution. The Dean or supervisor will discuss the complaint with the instructor before



deciding the appeal. The Dean or supervisor shall issue a written response covering the outcome of the review within seven (7) school days after receipt of the request. The instructor will be given a copy of the written response to the student.

If the result of the Dean's or supervisor's review is unsatisfactory to the student, the student may appeal in writing to the Vice President of Academic Services within five (5) school days after receipt of the Dean's response.

The Vice President shall review the complaint fully and issue a reply in writing within ten (10) school days of receipt of written student appeal. If the result of the Vice President's review is unsatisfactory to a student, a written appeal may be made to the Judicial Review Board within five (5) school days of receipt of the Vice President's reply.

Grade Complaints

Highland Community College students have the right to express their opinions regarding treatment in academic matters. Students shall express their concerns initially with the appropriate faculty or educational staff member within seven (7) school days of the occurrence that gives rise to the complaint.

If the complaint is not resolved to the student's satisfaction, the student may request a review of the complaint by the Associate Dean or Dean to whom the instructor reports. The request must be made in writing and must be received by the Associate Dean or Dean within five (5) school days after the initiated attempt at resolution. The Associate Dean or Dean will discuss the complaint with the student and instructor before deciding the appeal. The Associate Dean or Dean shall issue a written response covering the outcome of the review within seven (7) school days after receipt of the request. The instructor will be given a copy of the written response to the student.

If the result of the Associate Dean's or Dean's review is unsatisfactory to the student, or if the instructor who gave the initial grade does not agree with the Associate Dean's or Dean's resolution of the issue, the student or the instructor may appeal in writing to the Vice President of Academic Services within five (5) school days after receipt of the Associate Dean's or Dean's response. The Vice President shall review the complaint fully, discuss the complaint with the student and the instructor, and review any materials provided by the student or instructor to support their position and issue a reply in writing, to both the student and the instructor, within ten (10) school days of receipt of the student appeal. The Associate Dean or Dean and Vice President of Academic Services shall first attempt to mediate the situation between the student and faculty member prior to issuing a decision. If the result of the Vice President's review is unsatisfactory to the student or the instructor, either the student or the instructor may file a written appeal to the Grade Appeals Committee. The written appeal shall be submitted to the committee within five (5) school days after the written decision of the Vice President. The committee shall review the prior decisions and the supporting materials and will hear testimony from the student, instructor, and anyone else the committee deems appropriate. The committee shall issue a final written decision within ten (10) days after the receipt of the written appeal. The decision of the committee shall be final and binding on all parties.

The committee shall consist of the College President, two college administrators appointed by the President of the College, two faculty members appointed by the President of the Faculty Senate; one student appointed by the President of the Student Senate; and one member from the Board of Trustees to be selected by the Board of Trustees. No member of the Grade Appeals Committee who has a direct interest in the case shall sit in judgment of that case. A member of the Grade Appeals Committee determined to have an interest in the case shall be replaced by the authority who made the original appointment.



Sexual and Other Harassment Complaints

Harassment of any kind is not acceptable at Highland Community College whether it is sexual harassment or on the basis of age, color, disability, ethnic or national origin, gender, race, religion or sexual orientation, or any other legally protected classification. An individual who believes he/she has been harassed should report harassment to the Associate Vice President of Student Services (Title IX Coordinator), the Director of Adult Education (Investigator), or the Associate Vice President of Human Resources (College's Affirmative Action Officer and Investigator) within 45 days of the date of the alleged event or incident. The Investigator(s) will process the complaint according to the process identified in the College's Sexual and Other Harassment policy. This policy may be found on the HCC web site: www.highland.edu.

Assessment of Student Learning Outcomes

According to its mission, Highland Community College is committed to providing quality education and learning opportunities. Central to assuring quality is the college's program of assessment of student learning outcomes.

Highland Community College's faculty members have created and written student learning outcome statements to help measure and promote student learning in the general education core curriculum, identified programs in the transfer curriculum, and the occupation programs leading to the AAS degree.

Students may be asked to participate in activities designed to assess learning in Highland's academic and occupational programs or within individual courses or courses of study. This partnership of learners and teachers will assist Highland in its efforts to continuously improve the quality of teaching and learning at the institution.

Information Technology Services Acceptable Use Guidelines

The Information Technology Services Acceptable Use Guidelines below were updated in April 2012 and are likely to be updated regularly based on changes in technology and user behavior. The latest version of these guidelines can be found the College's Web site at www.highland.edu. The version found on the College Web site supersedes this printed version and will be considered the current official College policy.

Highland Community College provides technology resources to meet the College's purpose, to support our educational and community values, and to support our programs and initiatives. Highland Community College's Information Technology Services organization's goal is to provide high quality services to the campus community. To ensure that our high standards are met, we have certain expectations regarding the use of technology resources at the College.

Access to Highland Community College technology resources – computing facilities, network services, servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology Services staff – is a privilege, not a right. This privilege is extended to all users-- faculty, staff, students, trustees, alumni/ae, affiliated individuals and organizations, partner non-profits and PK-12 schools. Accepting access to this technology carries an associated expectation of responsible and acceptable use.

This "Acceptable Use Guidelines" document describes activities that Highland Community College considers violations of use of technology resources. The examples listed are not exhaustive and may change from time to time as technology and applications change. The examples are provided solely for guidance to users. If you are unsure whether any use or action is permitted, please contact Information Technology Services for assistance at 815-599-3628 or callcenter@highland.edu.



While there are cases in which the use of technology resources is deemed not responsible or not acceptable, there are also more serious cases in which technology resources are used in the conduct of behaviors which violate College policies, codes of conduct, or local, state, or federal law. Though the use of technology resources is the focus of this document, members of the Highland Community College community and others using Highland Community College's technology resources are advised that use may also be governed by other College policies including but not limited to those in the student handbook, College catalog, and other policies governing academic, student life, or personnel matters at the College or agreements between the College and affiliated organizations. Highland Community College's technology and information resources are not to be used for commercial purposes or non-College related activities without written authorization from the officer(s) of the College that have been so designated (contact Information Technology Services for further information). To ensure proper network performance, and security as well as appropriate use, College staff may monitor and record user activity.

Highland Community College reserves the right to enforce applicable penalties and/or immediately terminate access to College systems and network services to any user in cases where technology resources have been used in a manner that is disruptive or is otherwise believed to be in violation of "acceptable use" or other College policies or law. The College will act in accordance with the provisions of the Digital Millennium Copyright Act in the event of notification of alleged copyright infringement by any user.

The College retains control, custody and supervision of all College provided computer technology. The College reserves the right to monitor the use of computer technology activity by any user. No user shall have expectations of privacy in their use of computer technology, including e-mail messages and stored files, except proprietary research by faculty members who need to protect work, product, or documents protected from viewing by state and federal law.

Although Highland Community College takes measures to safeguard integrity and confidentiality, it in no way guarantees the safety or security of information resources.

Highland Community College disclaims liability for the unauthorized interception, use, misuse, damage or destruction of information resources. No student, faculty member, staff member, or authorized user shall seek to hold Highland Community College liable for damage resulting from unauthorized interception, use, misuse, damage or destruction of information resources. Each authorized user shall hold Highland Community College harmless and indemnify it for any expense or loss caused by his/her own unauthorized interception, use, misuse, damage, or destruction of information resources, or by his/her violation of this Acceptable Use Guideline document.

Thousands of current and future students, faculty, staff, alumni, and donors are utilizing social media sites such as Facebook, Twitter, LinkedIn, YouTube, MySpace, and a whole host of blogging sites and comment interfaces to stay personally and professionally connected. HCC believes that having a presence in these areas will allow the College to broadcast information and interact with the public in ways that will further Highland's mission, vision, and core values.

Social media sites are powerful communication tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Highland Community College has developed guidelines, located within this document, to help clarify how best to enhance and protect personal, professional, and institutional reputations when participating in social media.

Both in professional and institutional roles, employees need to follow the same behavioral standards while participating in social media as they would in real life situations. The same College policies, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other constituents apply online as in real world situations. Employees are accountable for anything they post to social media sites.



User and Staff Responsibilities:

As a user or staff member of Highland Community College’s technology resources, you have a shared responsibility with the College’s Information Technology Services staff to maintain the integrity of our systems, services, and information so that high quality services can be provided to everyone. Your responsibilities include:

1. To use the College’s technology resources responsibly and appropriately, respecting the rights of other users to system, services, and information access 24 hours per day, 7 days per week.
2. To respect all contractual and license agreements, privacy of information, and the intellectual property of others.
3. To comply with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies regarding the sensitive information and dissemination of information outside the campus, Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, Red Flag, HIPAA, codes of professional responsibility, etc.).
4. To exercise due diligence in protecting any personally owned device you connect to the Highland Community College wireless network from viruses, worms, and security vulnerabilities by regularly using anti-virus software.
5. To keep your technology accounts (computer, network, application) secure. If you suspect unauthorized access, report it to your supervisor or the Information Technology Services department.
6. To not share your privileges with others. Your access to technology resources is not transferable to another member of the Highland Community College community, to family members, or to an outside individual or organization.
7. To comply with posted policies governing use of public computing facilities.
8. To present a web page that reflects the highest standards of quality and responsibility. As web page owner, you are responsible to ensure that both the content of your web page and all links and references from your web page are consistent with this and other College policies, copyright laws, and applicable local, state, federal laws. Published web pages are not to be used for commercial purposes or for activities not re-

lated to the purposes of the College, without written authorization from the College.

9. To understand the implications of sharing personal information or data via the Internet, e-mail, Instant Messaging or other services that either are open to access by others on and off-campus, or that can be forwarded to others.
10. To keep all institutional data in safe-keeping. Information containing any personal data of students, staff or others should not leave the institution unsecured.
11. To ensure all information is stored to the network (H: and G:) and not to local computer hard drives (C:).

Examples of Violations of “Acceptable Use”

Authorized Access/Accounts

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account (“cracking”). This includes accessing data not intended for the user, logging into a server or account the user is not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access Highland Community College’s technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, applications, etc.)
4. Using technology resources for unauthorized or illegal uses.
5. Logging onto another user’s account; sending e-mail, etc. from another user’s account or device or from an anonymous account.
6. Unauthorized use of the College’s registered Internet domain name(s).
7. Changing your Highland Community College-issued machine name to a name that is different from that assigned by Information Technology Services.

Services

8. Attempting to interfere with service to any user, host, or network. This includes “denial of service” attacks, “flooding” of networks, deliberate attempts to overload a service, port scans and attempts to “crash” a host.



9. Use of any kind of program/script/command designed to interfere with a user's computer or network session.
10. Damaging a computer or part of a computer system.
11. Knowingly spreading computer viruses.
12. Modifying the software or hardware configuration of College technology resources, including dismantling computers in the lab for the purposes of connecting a notebook computer to the peripherals.
13. Excessive use of technology resources for "frivolous" purposes, such as game playing or downloading of files. This causes congestion of the network or may otherwise interfere with the work of others, especially those wanting to use public access PCs or network and Internet resources.
14. "Hacking" on computing and networking systems of the College or using the College's network to "hack" other networks.
15. Setting up wireless access points (WAPs).
16. Staff members are expected not to use the internet excessively for personal use while performing their regular assigned duties. Personal use of the internet by staff members should be discussed with the employee's immediate supervisor.
17. Unless resources are used to meet the College's purpose, to support our educational and community values, and/or to support our programs and initiatives, users are prohibited from accessing, submitting, publishing, displaying, or posting any defamatory, inaccurate, abusive, obscene, profane, sexually oriented or explicit, threatening, racially offensive, harassing, or illegal material.

Software, Data & Information

18. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
19. Violating software licensing provisions.
20. Installing software on College machines without appropriate authorization (from Information Technology Services).
21. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on College technology resources.
22. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Email/Internet Messaging

23. Harassment or annoyance of others, whether through language, frequency or size of messages.
24. Sending unsolicited bulk mail messages ("junk mail" or "spam") which, in the College's judgment, is disruptive to system resources or generates a significant number of user complaints. This includes bulk mailing of commercial advertising, political tracts, or other inappropriate use of system e-mail distribution lists. Bulk mail should not be the venue for any all-campus conversations.
25. Forwarding or otherwise propagating chain e-mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
26. Malicious e-mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail.
27. Forging of e-mail header envelope information.
28. Forging e-mail from another's account.

Web Pages & Servers

29. Posting content on your web page that provides information on and encourages illegal activity, or is harassing and defaming to others.
30. Linking your web page to sites whose content violates College policies, local, state, and/or federal laws and regulations.
31. Running web sites that support commercial activities or running server systems under the College's registered domain name, HIGHLAND.EDU or variation thereof, without the College's authorization.



Social Media Guidelines

General Posting Recommendations

1. Be honest about your identity. If you desire to post about Highland in an unofficial capacity, please identify yourself as a Highland faculty or staff member. Never conceal your identity for the purpose of promoting Highland through social media. An excellent resource about transparency in social media sites is the Blog Council's "Disclosure Best Practices Toolkit" at www.socialmedia.org/disclosure
2. Be accurate in your posts. Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible. If you make an error, correct it quickly and visibly. This will earn you respect in the online community.
3. Be respectful to others. You are more likely to accomplish what you want if you are positive and respectful while discussing a bad experience or disagreeing with an idea or person.
4. Be a valued member of the sites in which you participating. If you join a social network like a Facebook group or comment on a blog, make sure you are contributing valuable input. Refrain from posting information about topics like Highland events unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from certain sites or groups.
5. Take care to think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts long after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel annoyed or passionate about a subject, it's advisable to hold off posting until you are calm and clear-headed.
6. Maintain confidentiality at all times. Do not disclose confidential or proprietary information about Highland, its students, its alumni or your fellow employees. Use good ethical judgment and follow College policies and federal requirements, such as FERPA and HIPPA. As a guideline, don't post anything that you would not present at a conference.

7. Respect College time and property. As stated in Section 5.23 of the College Policy Manual, computers and your work time are to be used for College-related business. It is appropriate to post at work if your comments are directly related to accomplishing college-related goals, such as seeking sources for information. You should maintain your personal sites on your own time using non-Highland computers.

Official Highland Community College Social Media Accounts

To ensure that any and all interactions on behalf of Highland represent the College's best interests, the following guidelines have been crafted for those Highland employees authorized to participate and/or maintain official social media sites on behalf of the College. These guidelines are designed to be broad in nature to accommodate differences in online venues while maintaining a universal code of conduct.

8. To be recognized by the College as an official HCC social media account, the account administrator(s) must seek approval from the Community Relations (CR) office. The CR office will review all social media inquires. This office should also be used as a resource for the college community for any social media needs. The CR Office will ensure the pages are set up properly according to the social media site's policy.
9. All social media accounts officially recognized by the College must have an HCC faculty or staff member as an administrator at all times. In the event that accounts allow for multiple administrators, the CR office may request administrator privileges.
10. Should an HCC employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another HCC employee to be an account administrator prior to removing himself or herself from that role. The CR office should be notified when a new administrator takes over. College employees identified as account administrators are held responsible for managing and monitoring content of their officially recognized accounts.
11. Administrators are responsible to remove content that may violate the College's policies. If you have questions regarding the appropriateness of a post to site that you administer, please contact the CR office.



Content

12. Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.
13. You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
14. Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the HCC name to promote any opinion, product, cause, or political candidate.
15. By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
16. HCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
17. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
18. Refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.

Payment Card Industry (PCI) Compliance Guidelines

1. PCI Self-Assessment Questionnaire number 12.3.1: Explicit approval by authorized parties to use the technologies: Staff who are responsible for handling credit card transactions as a part of their job duties need to be authorized in writing (or email) to operate a credit card swipe terminal or to have an account set up for use in an online payment system.
2. PCI Self-Assessment Questionnaire number 12.3.5: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office and the Bookstore. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, IT offices, and the bookstore.
3. PCI Self-Assessment Questionnaire number 12.3.9: Activation of remote-access technologies for vendors and business partners only when needed by vendors and business partners, with immediate deactivation after use.



General Information

Bulletin Boards

Bulletin boards are located in each building for students, faculty, and staff for communication of campus activities. The President’s Office may authorize bulletin board usage on campus. Deans or Directors charged with building responsibility may also authorize the posting of items in the appropriate building. Contact the Office of Marketing and Community Relations to request posting of announcements on the digital screens or campus calendar accessible through the College web site. The Dean or Director may also remove any unauthorized item or any item found to be in violation of the Student Code of Conduct.

Campus Hours - 5 a.m. to 11 p.m.

No one is to be on campus at other times without special permission. Violators will be considered as trespassers.

Guests

Guests and visitors are encouraged to avail themselves of Highland’s hospitality. Highland students are responsible for the actions of their visitors or guests at College activities both on and off campus. The Code of Conduct will be applied to all.

Security

Campus security is a responsibility shared by all members of the campus community. If security problems arise, services can be obtained by calling the sheriff’s deputy at 815-599-3652 (on campus, call extension 3652). If an immediate action is needed, contact Campus Security’s radio line at 815-599-3451. The radio calls are answered 24 hours a day, seven days per week.

Reporting Conduct and Security Concerns

The College utilizes an online reporting tool for 24 hour a day notification of concerns or issues. To access the service, select the Academic and Conduct Referral Form found on the College web site’s Quick Find Menu. Early notification of concerns allows the College to respond more proactively.

Reporting Sexual Misconduct and Sexual Harassment

Individuals seeking guidance or making a report should contact:

Liz Gerber, Title IX Coordinator
815-599-3531, Liz.Gerber@highland.edu

Mark Jansen, Title IX Investigator
815-599-3455, Mark.Jansen@highland.edu

Rose Ferguson, Title IX Investigator
815-599-3402, Rose.Ferguson@highland.edu

Students may also report to the Office of the Sheriff’s Deputy. Non-emergency: 815-599-3652 (on campus, call extension 3652).

Non-Discrimination

Highland Community College does not discriminate on the basis of race, creed, religion, political philosophy, color, national origin or ancestry, gender, sexual orientation, age, physical or mental handicap unrelated to ability, marital status, unfavorable discharge from military service or other factors prohibited by applicable laws and Executive Orders, and is committed to equal opportunity for all applicants and members of its student body, faculty, staff and officers. See page iii for the College’s non-discrimination policy.

Smoking Regulations

Each campus building is a designated non-smoking area. Therefore, smoking is only allowed 15 feet or further from building entrances in accordance with the Illinois law.

Eating Regulations

Eating is allowed only in designated areas in the buildings, except as allowed by College staff.



Highland Traditions

School Colors: Brown, Orange, White and Dark Blue

School Mascot: Cougar

Music Groups: HCC Jazz Ensemble, Royal Scots, and Collegiate Choir

Community Theater: Summerset Theater





Academic Information

Student Classifications

Freshman

A degree-seeking student who has accumulated 29 semester hours or less of college-level course credit is considered to be a freshman.

Sophomore

A degree-seeking student who has accumulated 30 semester hours or more of college-level course credit is considered to be a sophomore.

Special

The following students fall into this category:

1. Adult/Continuing Education students,
2. Students who already have an Associate degree or higher,
3. Students who are seeking a certificate, and
4. Students not seeking a degree or certificate.

Full-time

A student who is registered for twelve or more semester hours during a regular semester, or six or more semester hours during a summer session is considered to be full-time.

Half-time

A student who is registered for between six and eleven semester hours during a regular semester or between three and five semester hours during a summer session is considered to be half-time.

Part-time

A student who is registered for five semester hours or less during a regular semester, or two semester hours or less during a summer session is considered to be part-time.

Scholastic Load

Twelve semester hours constitute the minimum full-time load; the normal full-time class load is 15-16 semester hours. More than 18 hours may be carried by special permission of the College's student advisors. Students in most academic courses can expect to spend an average of two to three hours of preparation for each hour of class.

The College reserves the right to restrict a student's course load to less than minimum full-time status or to assign students to a course. Such decisions may be based on review of the student's previous academic record and on results of tests given at the time of registration.

Students who are working more than 20 hours per week should reduce their class load proportionately. To achieve the best academic record, it is recommended that students plan not to work during the first semester in college. The suggested schedule for working students is as follows:

Work Load	Class Load
Over 40 hours	6 credit hours or less
30 to 40 hours	4-9 credit hours
20 to 30 hours	6-12 credit hours
Less than 20 hours	9-17 credit hours

Attendance

Regular attendance in classes is necessary if a student is to receive maximum benefits from the course work. Regular attendance is the student's responsibility. All absences and arrangements for make-up work are to be reported directly to the instructor, who is responsible for determining whether the absence is excused.

Instructors are requested to permit students to make up work missed because of prolonged illness, approved field trips, and activities sponsored by the College. In other cases, an instructor's own judgment is used regarding permission to make up work or excusing the absence.



Grades

Grading System

Highland Community College uses the following letter grading and grade-point system.

A	Excellent	4.00 Grade Points
B	Good	3.00 Grade Points
C	Average	2.00 Grade Points
D	Minimum Passing	1.00 Grade Point
F	Failure	0.00 Grade Points

The following are not used in the computation of the grade-point average.

- S Satisfactory
- S1 Placement into ENG 121/COMM 087
- R Repeat
- P Pass
- U Unsatisfactory
- I Incomplete
- W Withdraw
- AU Audit
- PR Proficiency Credit

Course Repeats

Once a student receives a letter grade of A, B, C, P, or S in a course, the student cannot repeat the course unless he or she is willing to pay an additional charge per credit hour plus regular tuition. Whenever a course is repeated, only the repeated grade will be used to calculate the cumulative grade-point average (GPA) at HCC. There are some courses in the catalog that are repeatable, by design, for additional credit, without the additional charge. The number of times these courses may be repeated for credit is noted in the course description. Students should contact the Office of Admissions and Records for information on repeatable courses.

Incompletes

An incomplete grade of "I" may be given, at the discretion of an instructor, when unusual circumstances prevent the student from completing the requirements of the course in the scheduled time. Students who receive an "I" for a final grade have three weeks into the next regular semester to complete requirements and to have the "I" changed to an appropriate letter grade. If the student does not complete requirements within the three weeks, the "I" will automatically be changed to an "F" or "U" depending on the grading options for that class. Extensions will be handled on an individual basis.

Audit

Students who want to take a course and not receive a final grade may audit the course with the approval of the instructor. The course will appear on the student's permanent academic record with the AU (Audit) in place of a grade. For additional information on auditing and tuition, students should contact the Office of Admissions and Records at 815-599-3500.

Withdrawal

Students who choose to withdraw from a course or are withdrawn by an instructor will receive a final grade of "W" on their academic record. See page 10 for information about withdrawing from a course. Changes in enrollment will likely affect the amount of your financial aid award.

Grade Reports

Final grades can be viewed online in the student's ROAR account at the end of the semester. No hard copies of grades are mailed to the student's residence. Midterm grades can be viewed in the student's ROAR account at a designated time. No hard copies of grades are mailed to the student's residence.

Academic Honors

Highest Honors, High Honors, and Honors lists are compiled and published at the end of each semester. Students enrolled in at least twelve semester hours of courses during the previous semester will be recognized as follows based on their semester grade-point average:

Highest Honors	GPA 4.00
High Honors	GPA 3.50 - 3.99
Honors	GPA 3.25 - 3.49



Academic Standing

All students are considered to be “in good standing” unless they are placed on academic probation or suspension. Students who have been placed on academic probation or academic suspension can achieve good standing by meeting or exceeding the minimum grade-point average requirements stated in the section below.

Academic Probation

Students will be placed on academic probation if they fail to satisfy the following requirements:

The student’s cumulative grade-point average must be at least:

- 1.75 after attempting 12 semester hours
- 2.00 after attempting 24 semester hours

All transfer credit will be used in calculating grade-point average for purposes of academic probation.

Students on probation must see their student advisor before registering for the upcoming semester. For further information on probationary status, contact the Office of Admissions and Records.

Academic Suspension

Students will be placed on academic suspension if the student on academic probation fails to meet any of the minimum grade-point average requirements for three semesters and shows no academic progress. Students placed on academic suspension will not be allowed to register for the next semester.

Students who wish to return after their one-semester suspension will be required to have an academic-advising session with a student advisor. Students should contact the Director of Enrollment and Records regarding appeals at 815-599-3500

Transferring Credit to Other Colleges & Universities

Highland is fully accredited by the North Central Association of Colleges and Schools that facilitates the transfer of credit to other colleges and universities. Careful planning of the educational program with a student advisor should help students to transfer to another college or university.

Students who earn the Associate of Arts or Associate of Science degree and transfer to any of the 12 Illinois State Public Universities will be accepted by the universities as juniors and as having met lower division university general education requirements. Students planning to transfer to other colleges or universities are encouraged to contact a student advisor for assistance.

Please refer to the Illinois Articulation Initiative in this catalog for other transfer information.

Occupational Course Guarantees

It is the policy of the 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 or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. 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 HCC.
- C. 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
- D. A written retraining plan must be developed by the employer, the graduate, and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by HCC and completed within one academic year of the date the retraining plan is finalized.



- F. Prerequisites, co-requisites, and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.
- G. 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 15 credit hour limit.
- H. 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 guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, Nursing. The guarantee becomes effective with students enrolling in summer 1993. Furthermore, the sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.

Transfer Course Guarantees

It is the policy of the Board of Trustees that students graduating with an Associate of Arts or Associate of Science degree from Highland Community College be guaranteed the acceptance of baccalaureate credits earned at HCC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions listed below.

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of "C" or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with a student advisor from HCC, 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 advisor.
- E. The student transfers to the college or university declared and approved as in section "D" above within two years of initial enrollment at HCC.

- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in 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 the 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. This policy becomes effective with students enrolling for the first time at HCC fall semester, 2003.

Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to 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 the right to appeal beyond those specified by Highland Community College.



Credit for Prior Learning

Students with previous academic training, on-the-job experiences, military training, and other past learning activities can translate their acquired knowledge into college credit through the various following options. However, only a maximum of 25% of a degree or certificate may be awarded using Prior Learning options.

CLEP Exams

The College-Level Examination Program (CLEP) gives students the opportunity to receive college credit by earning qualifying scores on a wide variety of subject examinations. Credit can be earned by demonstrating knowledge previously gained through independent study, prior course work, on-the-job training, professional development, cultural pursuits or internships. CLEP tests are administered in the Testing Center, located in the Student/Conference Center on the Highland campus during fall, spring and summer semesters. Students should check with their transfer institution regarding their policies for CLEP. Contact Carolyn Petsche, CLEP test administrator, at 815- 599-3577, for more information. For information regarding CLEP course equivalencies, speak to a student advisor, 815-599-3573. To find out more about CLEP examinations and to access review materials, visit www.collegeboard.org/CLEP

Advanced Placement Credit/College Board Testing

Proficiency credit may be awarded for specific scores of advanced placement classes taken in high school. Official scores must be sent to the Director of Enrollment and Records. Contact the Director of Enrollment and Records for Advanced Placement scores accepted for college credit. Students must earn 6 hours of HCC credit before Advance Placement credits are applied to their transcript.

PEP (Proficiency Examination Program)

PEP credit will be allowed for specific nursing courses only. Students must make arrangements with the Director of Nursing for testing and test specifics.

Military Experience

College-level credit will be awarded to veterans based upon recommendations listed in the most recent Guide to the Evaluation of Educational Experiences in the Armed Services or evaluation of the student's SMART transcripts which are available online. If requested, up to four semester hours of physical education activity credit will be awarded to veterans whose DD214 verifies at least one year of "active duty" or more upon request. Contact the Office of Admissions and Records at 815-599-3414 for more information.

Credit by Proficiency

Students can earn up to 25% of the credit hours required for an HCC degree or certificate by successfully completing proficiency tests. Proficiency tests are best suited for students with considerable academic and life experiences.

To take proficiency tests at Highland, a student must first be formally admitted to the College. Students are also encouraged to meet with an HCC advisor or instructor for an assessment of their qualifications before taking proficiency exams. Students must pay a non-refundable administrative fee of \$25 and non-refundable tuition of \$25/credit hour before taking the test. The tests may include a written or oral exam, portfolio review, history of on-the-job experiences, or any combination of the above.

Following successful completion of proficiency tests, credit will be granted and will appear on the student's official HCC transcript. Proficiency credit carries no grade value and does not affect a student's grade-point average. It cannot be used to fulfill the residency requirements of HCC degrees. Students should check with their transfer institution regarding their policies for proficiency credit.

Proficiency credit earned at other accredited institutions will be accepted at Highland providing the course for which the test was taken is equivalent to an HCC course and as long as the institution recorded the credit on a student's official transcript.

Interested students should contact the Office of Admissions and Records for details at 815-599-3414.



High School/HCC Articulation Agreements

Articulation Agreements With Area High Schools

Highland Community College has credit by articulation agreements with in-district high schools. These agreements allow college-enrolled high school graduates to receive college credits in English and mathematics for successful completion of high school English and mathematics requirements. Proficiency credit for ENGL 121, Rhetoric and Composition I, will be granted for those students meeting the following requirements:

1. Completion of four years of high school English with a GPA of 2.0 or better.
2. Completion of senior year, college-prep English with a grade of "B" or better.
3. Placement exam results show a writing competency level that suggests probable success in the advanced writing course.
4. Proficiency credit for ENGL 121, will be granted upon completion of ENGL 122, Rhetoric and Composition II, with a grade of "C" or better.

Proficiency credit for MATH 166, College Algebra, will be granted for those students meeting the following requirements:

1. High School completion of math courses containing at least 80% of course content of college MATH 166, College Algebra.
2. Math placement exam results place the student in a math course above MATH 166.
3. Proficiency credit for MATH 166 will be granted upon completion of college MATH 167 or above, except MATH 177, with a grade of "C" or better.

Dual Credit Through Highland Community College

Many students participate in a state approved program known as "Dual Credit," whereby high school or home schooled students take college-level courses at their vocational center, local school, or at one of the Highland Community College locations. An approved instructor delivers courses, and the student may receive college credit as well as high school credit.

Students must complete the same prerequisites, course content, and evaluation of outcomes as in the traditional college course. Course grades are recorded on the HCC transcript in the same manner as regularly enrolled college students and may be used toward a Career and Technical Education degree, a certificate program at HCC, or transferred to other colleges. They may also be used as information presented to a prospective employer to verify training and competencies.

A variety of courses are available in technical and transfer areas. Depending on Career and Technical program and course availability, students may earn from three to over 20 college credits before their high school graduation. In some cases, the tuition for Career and Technical courses is paid by the vocational system or local school district. Students may be required to pay tuition, course fees, and the cost of textbooks. Students and their parents or guardians are encouraged to check with their local high school counselors for course availability and advising. Students in dual credit courses must be over age 16, and have the approval of their school before registering.

For more information regarding transfer course dual credit, contact the Dean of Humanities and Social Sciences at 815-599-3450, and for additional information about career and technical course dual credit, contact the Dean of Business and Technology at 815-599-3604.

Honors Program

The Honors Program seeks to provide qualified students the challenges inherent in enriched and advanced study related to general education courses and/or areas of concentration or specialization. Honors students will have the opportunity to work on individual research with instructors or participate in honors courses with fellow honors students. To be admitted to the Honors Program, students must pursue a certificate or degree and meet one of the following criteria: possess an ACT composite score of 25 or greater, or have graduated in the top 10% of their high school graduating class, or have completed 12 or more credit hours of formally articulated, college-level coursework with a 3.5/4.0 grade point average.



Students must maintain a 3.5/4.0 grade point average to remain eligible for the Honors Program. Benefits of the Honors Program include conducting specialized research with the guidance of Highland faculty, registering for courses before other students, and competing for additional transfer scholarships at four year colleges and universities. Furthermore, students will be recognized at the Honors Convocation and at Commencement, and they will have a special designation placed on their transcripts.

Graduation

Degree Checks

Students working toward completion of a degree or certificate can run their own unofficial Degree Evaluation in their ROAR Account. Students should consult with an advisor for questions from their ROAR Degree Evaluation the semester prior to degree or certificate completion. Official degree evaluations will be performed by the Director of Enrollment and Records after the student returns an Intent to Graduate form to the Admissions and Records office (see Admissions Web site for deadlines) during the semester of intended completion.

Graduation Requirements

Associate Degrees

Students must:

1. Successfully complete the minimum number of semester hours required for a degree (62).
2. Have an overall cumulative grade-point average (including transfer credits) of 2.00 or higher.
3. Have enrolled at Highland for the last 15 approved semester hours applied to a degree preceding graduation or earning at least 30 approved semester hours of credit at Highland.
4. File an Intent to Graduate form, available at the Office of Admissions and Records (or on HCC Admissions web site), by the appropriate deadline.

Fall Graduation - First Monday in November
Spring Graduation - First Monday in March
Summer Graduation - First Monday in May

Certificates

Students must:

1. Successfully complete the minimum number of semester hours required for a certificate (number varies).
2. Have a grade point average of 2.00 or higher for the courses that apply toward each certificate.
3. Complete one-half (½) of the required semester hours for the certificate at Highland.
4. File an Intent to Graduate form, available at the Office of Admissions of Records, by the appropriate deadline.

Fall Graduation - First Monday in November

Spring Graduation - First Monday in March

Summer Graduation - First Monday in May

The Graduation Ceremony

Students receiving degrees or certificates at the end of fall, spring, or summer semesters are requested to participate in the graduation ceremony held on the HCC campus. Graduation ceremonies are held on either the second or third Saturday in May. After the student has filed his/ her Intent to Graduate form, the Office of Admissions and Records will mail the student a letter providing information on cap and gown distribution (held in late April) and any other special dates pertaining to graduation.

Graduation Honors

Highest Honors, High Honors, or Honors will be indicated on the official transcript of those attaining an Associate Degree based on the cumulative grade-point average (including transfer credit) as follows: Summa Cum Laude: GPA 4.00 Magna Cum Laude: GPA 3.50-3.99 Cum Laude: GPA 3.25-3.49 Students will also be recognized at the graduation ceremony with appropriate honors chords. In addition, a separate honors ceremony is held before the actual graduation ceremony.



Honors Program Designation

Those students who have completed 12 hours of honors coursework at Highland Community College will have a special designation on their transcript. In addition, they will receive appropriate honors chords at a separate honors ceremony.

Waivers

A student requesting waivers of admissions, academic, and graduation requirements must submit a request in writing to the Director of Enrollment and Records.

Transferring Credit From Other Colleges & Universities

Students who have attended other colleges and/or universities and wish to have that credit applied to their degrees or certificates at Highland will be required to have official transcripts from those schools sent to the Office of Admissions and Records at Highland. When the transcripts are received at Highland, the Director of Enrollment and Records will bring in credits that are C or better and go towards a degree or certificate. Colleges should be regionally accredited.

Columbia College

Columbia College at Highland Community College is accredited by the North Central Association and approved by the Illinois Board of Higher Education. Columbia College teaches classes in eight-week sessions five times a year. Both online and in-seat night classes are offered, with affordable tuition and financial aid. Two full-time staff members are conveniently located on the Highland campus. All students awarded an Associate of Science or Arts degree at Highland Community College transfer in having completed the general education requirements for a Columbia College baccalaureate degree.

A variety of bachelor's degrees are offered:

- Business Administration
- Human Services
- Criminal Justice Administration
- Psychology
- History
- Sociology
- Management Information Systems
- American Studies
- Bachelor of General Studies

Columbia also offers the following master's programs:

- Master of Business Administration
- Master of Science of Criminal Justice
- Master of Arts in Teaching

For more information on Columbia College and its programs, call 815-599-3585, or visit them on the web at www.ccis.edu/freeport.



Transcripts

Students who want to have official transcripts of their Highland academic work sent to their home, other colleges/ universities, or employers must make the request in writing or by logging into their ROAR online account by selecting “Student Records” and selecting “Request Printed Transcript.” A Transcript Request form is available in the Office of Admissions and Records as well as our web site: www.highland.edu (<http://www.highland.edu/admissions/forms.asp>). Highland will not send/make copies of other college/university or high school transcripts. Students who want a copy of their Highland unofficial transcript for their personal use must follow the same procedure; the transcript will be stamped ISSUED TO STUDENT and will state that it is unofficial. Transcripts will not be issued to students with unpaid account balances.

Release of Student Information

The “Family Educational Rights and Privacy Act of 1974,” also known as the “Buckley Amendment,” or Public Law 93-380, as amended restricts access to student records by third parties. Highland Community College will release information to third parties only with written permission of the student. Students that would like to grant family members access to their records must fill out a “Release of Confidentiality” form in the Admissions and Records Office. The student will meet with the Director of Enrollment and Records to understand the implications of signing such a document. However, the College will comply with any lawful judicial order, decree, subpoena, and/or process that may compel production of information.

The law does provide for the release of specific information about students without their written permission; this is classified as directory information. The following is considered directory information and it can be released as public information

1. Name, address, and telephone number
2. Major field of study
3. Participation in intercollegiate athletics, including height and weight
4. Dates of attendance and enrollment status
5. Degrees, honors, and awards received
6. Previous educational agencies or institutions attended

NOTE: A student who objects to having his/her directory information released must file a notice of objection with the Director of Enrollment and Records. A “confidentiality hold” will then be placed on the computer.

A student may inspect any permanent record that contains information about the student. To do so, the student must request permission to inspect the files in writing and allow the Office of Admissions and Records reasonable time to comply with the request. Information may be produced within 45 days from receipt of the written request.



Adult Education

The Highland Adult Education Program provides the adult student with the opportunity to access and achieve educational skills that are valuable in meeting high school equivalency requirements, gaining entry into training programs, promotions in industry, admission to college and personal satisfaction. Instruction methods include the use of adult-oriented materials, computer-aided instruction and volunteer tutors to support students in acquiring needed skills and knowledge to meet their goals.

GED® Preparation prepares students to take the GED® Tests through individualized study in math, writing, social studies, science, literature, and the US and Illinois Constitution. Instructional options: classroom, computer lab, one-on-one, and online. GED Testing Services® are provided through the Regional Office of Education.

i-Pathways uses structured web-based instruction that prepares learners for successful completion of GED Tests. An Adult Education instructor provides periodic assessment and support.

Students in **Adult Basic Skills** classes improve basic skills in reading, math, writing, and basic computer applications. (Tutors are available for adults desiring to focus on skill development.)

English as a Second Language (ESL) classes offer non-English speaking adults an opportunity to learn basic English. Foreign-born adults with some knowledge of English may improve their reading, speaking, and writing skills in intermediate and upper-level ESL classes.

The **Family Literacy** program offers a parent of a child ages birth-5 the opportunity to participate in a range of free services to supplement their Adult Education classes including: Early Childhood Education while the parent attends class, Parent and Child Activities, Parenting Education and library services.

There is no tuition charge for the regularly scheduled Adult Education Programs. Student Support Services are available to assist GED® Credential recipients as they transition to higher education and/or employment. The Adult Education Department coordinates with academic

and employment advisors to support students as they work to meet their goals. Adult Education programs are offered on the HCC campus and at Outreach Sites located in Freeport and in Mt. Morris. For more information about Adult Education classes, call 815-599-3460.

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Community Education

Community Education courses are non-credit and non-vocational, and are geared to appeal to the general public. Courses may include homemaking, arts/crafts, hobby/leisure activities, personal development, foreign languages, music, health, physical education, and general education. Community education course schedules are published on the College web site.

Leadership Programs

Embracing the philosophy of "Servant As Leader," Highland Community College has developed a number of leadership programs which incorporate the concept that the role of a leader is to be in service to others. Those programs include:

The Leadership Institute/Leadership Forum

These nine to eleven month programs are open to residents of the College District. Their purpose is to identify, develop, and sustain a network of capable and committed local leaders who can guide the future of the communities of northwest Illinois. The program's goals are to help participants a) become more knowledgeable about community issues, b) be able to demonstrate effective leadership and collaboration skills; and c) commit to building and improving organizations and communities. This course provides students with the opportunity to develop and improve leadership skills by learning, practicing, and mastering skills in such areas as problem solving, decision making, articulating visions, setting and obtaining goals, fostering collaboration, encouraging others, and handling ethical dilemmas.



The Highland Community College Employee Leadership Development

This eleven-week program is designed to further the development of employee leadership skills by: encouraging employee cooperation and collaboration, increasing employee knowledge of Highland, and providing insight and information about community topics and issues.

Phi Theta Kappa Leadership Development Studies (SPCH 294)

This course provides students with the opportunity to develop and improve leadership skills by learning, practicing, and mastering skills in such areas as problem solving, decision making, articulating visions, setting and obtaining goals, delegating, managing conflict and handling ethical dilemmas.

The High School Servant Leadership Program

The nine-month program serves all high schools in the College District. High school juniors and seniors work with an adult mentor and with students from their respective schools to learn about the "Servant As Leader" concept and to conduct various community service projects.

Retired and Senior Volunteer Program

Highland serves as a sponsoring organization for the RSVP northwest Illinois, the Retired and Senior Volunteer Program. Established in 1972, RSVP has lead senior volunteerism across the college district for over forty years. It enhances the quality of life among older adults by keeping them active and engaged in their communities. RSVP meets the needs of communities by providing meaningful opportunities for people 55 and older. RSVP offers services to over 60 non-profit agencies and organizations recognizing contributions by older people to their community. RSVP is funded through the Corporation for National Service and the Illinois Department on Aging. RSVP volunteers come from many different backgrounds with many talents and interests.

Because of the diversity of our group, we are able to place volunteers at tasks ranging from management consulting, tutoring, driving/escorting to doctors' appointments, working in health care facilities, preparing taxes, assisting and preparing for disaster emergencies, and doing crisis intervention. RSVP provides both long term or on call assignments. The volunteer chooses how often they want to work and exactly what they want to do. Some volunteers choose to volunteer just a few hours a month while others assist almost full-time. Still others choose to do temporary assignments. For further information about the RSVP program, call 815-599-3491 or 815-599-3564.



Business Institute

The Business Institute at Highland Community College has provided high quality business and industry services since 1990.

Whether customized training, credit classes for apprenticeships, convenient online classes, or consultant and technical assistance needs, companies and organizations large and small have become our business development partners.

Class-size trainings may be a perfect solution for some companies. They can be customized and conveniently delivered any time, any place to best meet company needs.

For the smaller company or individual determined to stay competitive in an ever-changing business environment, ed2go online classes may be more suitable and convenient.

From needs assessment, to project design, to solution delivery, the Business Institute ensures desired results provided by industry experts. Business Institute is the right choice for:

Class-size Trainings

Professional Development

- Supervisory, Customer Service, Communication
- Train the Trainer

Computer

- Excel, Word, Publisher, PowerPoint, Microsoft

Safety

- OSHA, Ergonomics, HAZWOPER
- Lock-Out/Tag-Out, Forklift

Technical

- Soldering, Welding, Blue Print Reading
- GD&T, and Auto CAD

Quality

- ISO, PPAP, Lean Manufacturing, 5 S, Auditor,
- SERVQUAL

Workplace Spanish

(This is an abbreviated list of available classes.)

Other Services

- Facilitation
- Consulting & Coaching
- Program Development
- Technical Assistance: auditing, assessments, language translation, curriculum development

Over 300 Online Professional Development & Business Classes: www.ed2go.com/highland

Go to www.highland.edu for a current Community Education listing of open enrollment Professional Development & Business Classes

For more information phone the Business Institute at 815-599-3677, fax 815-235-6130, or email businessinstitute@highland.edu



Illinois Articulation Initiative

The Illinois Articulation Initiative (IAI) is a comprehensive, statewide articulation effort among colleges and universities in Illinois. The purpose of the Illinois Articulation Initiative is to identify common curriculum requirements across associate and baccalaureate degrees and across institutions in order to facilitate student transfer. The Illinois Transferable General Education Core Curriculum identifies the common general education coursework. The Board of Higher Education's policies on transfer ask community and junior colleges to incorporate the Illinois transferable General Education Core Curriculum into their requirements for AA and AS degrees. The Baccalaureate Majors' Recommendations build on the transferable General Education Core Curriculum by identifying major and prerequisite courses that students need to complete to transfer as a junior into the specific major. Each major recommendation explicitly encourages community and junior college students to complete an AA or AS degree prior to transfer.

Associate and baccalaureate degree-granting institutions are equal partners in providing the first two years of baccalaureate degree programs in Illinois. While each institution is ultimately responsible for the quality of the programs it provides, both associate and baccalaureate degree-granting institutions are expected to work together to assure that their lower-division baccalaureate programs are comparable in scope, quality, and intellectual rigor. Any student admitted in transfer to an Illinois baccalaureate degree-granting institution should be granted standing comparable to current students who have completed the same number of baccalaureate-level credit hours and should be able to progress toward degree completion at a rate comparable to that of students who entered the baccalaureate institution as first-time freshmen. To assure students of comparable treatment, it is expected that:

1. Students admitted in transfer who have earned an Associate of Arts or an Associate of Science degree from a regionally accredited Illinois community or junior college whose general-education requirement for the degree incorporates the Illinois General Education Core Curriculum will have met the receiving institution's all campus, lower division, general education requirement for the baccalaureate degree.

A receiving institution may, however, require admitted transfer students to complete an institution-wide and/or mission related graduation requirement that is beyond the scope of the Illinois General Education Core Curriculum.

2. Students admitted in transfer who have satisfactorily completed the Illinois General Education Core Curriculum at any regionally accredited Illinois college or university prior to transfer should be granted credit in lieu of the receiving institution's all-campus, lower division general education requirement for an associate or baccalaureate degree. A receiving institution may, however, require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement that is beyond the scope of the Illinois General Education Core Curriculum.
3. Students admitted in transfer who have satisfactorily completed courses within the Illinois General Education Core Curriculum at a regionally accredited Illinois college or university should be granted credit towards fulfilling the receiving institution's comparable all campus, lower division general education requirement.
4. Students admitted in transfer who have met program entry requirements and have satisfactorily completed courses described in an Illinois Articulation Initiative Baccalaureate Major Curriculum Recommendation at a regionally accredited Illinois college or university should be granted credit towards fulfilling the receiving institution's comparable lower division requirements for that specific major. Where admission is competitive, completion of a Baccalaureate Major Recommendation does not guarantee admission.

Highland's Participation in the Illinois Articulation Initiative

As a participant in the Illinois Articulation Initiative, Highland Community College will observe the following procedures concerning the adoption and implementation of the agreements associated with the IAI:

- The IAI agreement went into effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in the summer of 1998 and thereafter. In anticipation of



this initiative, Highland implemented the transferable General Education Core Curriculum, effective with the fall of 1997.

- Completion of the AA or AS degrees starting with the 1998-1999 school year will be certified as completing the IAI General Education Core Curriculum.
- Students must formally request the Office of Admissions and Records to certify the completion of the IAI General Education Core Curriculum by checking the appropriate box on the Transcript Request Form.
- Completion of the IAI General Education Core Curriculum will be noted on the official transcript.
- Highland will recognize all of the courses on the approved list of courses taken at any participating college or university for credit toward fulfilling Highland's core curriculum requirements.
- Courses with a grade of "D" are acceptable for evaluation for the core curriculum requirements; however, a minimum grade of "C" is required in both writing classes required in the Communications component of the IAI General Education Core Curriculum. Students must have a minimum cumulative 2.0 GPA in order to be certified as having completed the IAI General Education Core Curriculum and to receive an AA or AS degree.
- In order to be certified as having completed the transferable IAI General Education Core Curriculum, students need to complete a minimum of 15 credit hours of the core in residence at Highland Community College.
- Evaluation of courses taken at out-of-state or at non-participating in-state, accredited colleges and universities will be completed by the Office of Admissions and Records upon receipt of official academic transcripts. Courses accepted in transfer may apply to AA or AS degree requirement, but may not be certified under the IAI General Education Core Curriculum.
- Students transferring into Highland who have not earned baccalaureate-oriented AA or AS degrees prior to attending Highland and who have not been certified as having fulfilled the IAI General Education Core Curriculum must fulfill Highland's core curriculum requirements in order to earn AA, AS, or AES degrees.

- Students who do not complete the core curriculum at Highland may not transfer credits back to complete the core. However, students may continue to transfer back a maximum of 15 credit hours to complete a degree.
- Highland Community College will waive a fraction of a semester hour completed in an approved course of the core at a participating college or university. However, students must complete a minimum of 40-42 semester hours to satisfy the Highland College core curriculum requirements.
- While the major core courses identified in Phase II will be accepted in transfer by baccalaureate institutions, it is understood that they may or may not substitute for professional coursework required for the major. The courses will be accepted as general electives if not accepted as core or elective courses in the major.
- Students who have not decided on a major should begin their studies by enrolling in courses within the transferable IAI General Education Core Curriculum. They should seek assistance from a student advisor regarding career planning since delay in selecting a major may extend the time necessary to complete a degree. Furthermore, once a student has begun work in a particular major, a change in major may increase the number of credits needed to complete a bachelor's degree because some courses completed for the original major may no longer fulfill the requirements for the new major.

All Highland Community College courses that apply to IAI General Education Core Curriculum and Major areas will have an official IAI course code listed at the end of each course description. Please refer to the course description section of this catalog that begins on page 165.

NOTE: Updated, state-approved lists of General Education and Major area courses are available on the internet at: <http://www.iTransfer.org>



Academic Programs

Programs Available

Highland Community College offers educational programs designed to transfer into a baccalaureate program at senior institutions, lead directly to employment, or satisfy a special interest. The College offers programs of study leading to associate degrees and a variety of certificates. Students who plan to transfer to earn a baccalaureate degree should plan to earn an Associate of Arts, Associate of Science, or in some instances an Associate of Engineering Science or an Associate of Arts in Teaching degree. Students who desire to develop an individualized program of study to meet their personal and vocational goals may earn the Associate of General Studies degree. Students who desire to take course work leading directly to employment should enroll in a Certificate Program or an Associate of Applied Science degree.

General Requirements for an Associate Degree:

1. Enrollment at Highland for the last 15 approved semester hours applied to a degree preceding graduation or earning at least 30 approved semester hours of credit at Highland.
2. Successful completion of at least 62 semester hours of college credit.
3. Successful completion of courses in a curriculum of study as presented in this catalog and aligned with the designated major field of study.
4. Two semesters of high school geometry with a grade of "C" in each semester or better, or a score of 10 or above on the ACT Geometry section or placement test proficiency. Students who took the placement test on or before 2/1/2001 are exempt. Completion of GED does not satisfy the high school geometry requirement.
5. A cumulative grade point of 2.0 (C) or higher based on credits earned at Highland and any credit accepted in transfer.
6. Courses with "F" grade will not count toward the total semester hours required for graduation.
7. A maximum of four (4) hours towards the general education electives requirements in the Associate of Arts and Associate of Science degree may be taken in activities courses such as speech and theatre, physical education, and music. Highland Community College recognizes the importance of educating its students in a wide range of course curricula to prepare them for the responsibilities that they share as citizens in a free and changing society. Each student who receives a degree from Highland Community College will be required to complete a series of general education courses.
8. Students pursuing the Associate of Arts and Associate of Science degrees should choose courses designated with "T" in the catalog for their major/minor electives. These course are most often articulated with state universities and are usually transferable. Students should check with a student advisor for more information.



Associate of Arts Degree Requirements

These requirements are for students planning to transfer to four-year colleges or universities. Associate of Arts program guidelines are listed in the program description portion of this catalog that begins on page 67.

Communications 9 Semester Hours

All courses are 3 credit hours

- ENGL 121 Rhetoric and Composition I *
- ENGL 122 Rhetoric and Composition II *
- SPCH 191 Fundamentals of Speech

* A grade of "C" or better is required.

Humanities and Fine Arts 12 Sem. Hours

At least one course must be chosen from Fine Arts and one course must be chosen from Humanities.

Humanities (all courses are 3 credit hours)

- ENGL 223 Introduction to Fiction
- ENGL 224 Introduction to Poetry
- ENGL 225 American Literature I
- ENGL 226 American Literature II
- ENGL 227 British Literature I
- ENGL 228 British Literature II
- ENGL 229 Introduction to Shakespeare
- HUMA 104 Introduction to Humanities
- PHIL 180 Survey of World Religions
- PHIL 281 Introduction to Philosophy
- PHIL 282 Ethics

Fine Arts (all courses are 3 credit hours)

- ART 110 Introduction to Art
- ART 215 Art History I
- ART 216 Art History II
- ART 219 Modern Art
- HUMA 104 Introduction to Humanities
- **HUMA 106 Introduction to Humanities II *(pending IAI approval)*
- MUS 267 Introduction to Music
- MUS 268 Introduction to Music of the USA
- SPCH 290 Introduction to Film
- THEA 196 Introduction to Theatre

***(pending IAI approval)*

Mathematics 3 Semester Hours

Credit hours are noted in parenthesis

- MATH 165 Quantitative Literacy in Math (4)
- MATH 168 Analytic Geometry & Calculus I (5)
- MATH 171 Finite Mathematics (4)
- MATH 172 Calculus for Business & Social Science (3)
- MATH 174 Math for Elementary Teachers II (3)
- MATH 177 Statistics (3)
- MATH 268 Analytic Geometry & Calculus II (5)
- MATH 269 Analytic Geometry & Calculus III (4)

Physical and Life Science 7 Semester Hours

At least one course must be chosen from Life Sciences and one course chosen from Physical Sciences. One course must include a laboratory. Credit hours are noted in parenthesis. Courses indicating 4 or 5 credit hours will automatically have a laboratory component included in the course.

Life Sciences

- BIOL 109 Plants and Society (3)
- BIOL 110 Principles of Biology (4)
- BIOL 116 Introduction to Ecology (4)
- BIOL 120 Foundations of Anatomy and Physiology (5)
- BIOL 124 Microbes and Society (3)
- BIOL 208 Biology I: Molecular and Cell Biology (4)
- BIOL 213 Anatomy and Physiology I (4)

Physical Sciences

- CHEM 120 General, Organic, and Bio Chemistry (4)
- CHEM 123 General College Chemistry I (5)
- GEOG 126 Geology (4)
- NSCI 131 Physical Science (3)
- NSCI 131 Physical Science Lab (1)
- NSCI 132 Physical Geography (4)
- NSCI 133 Introduction to Astronomy with Lab (4)
- NSCI 134 Introduction to Astronomy (3)
- NSCI 232 Fundamentals of Meteorology (3)
- NSCI 232 Meteorology Lab (1)
- PHYS 140 Survey of Physics (4)
- PHYS 141 Introductory Physics I (4)
- PHYS 143 General Physics I (4)



Social and Behavioral Sciences
9 Semester Hours

At least one course must be chosen from HIST or POL and course selections must include two different subject areas. All courses are 3 credit hours.

- ECON 111 Principles of Economics I
- ECON 112 Principles of Economics II
- GEOG 132 Regional Geography of the World
- GEOG 233 Economic Geography
- HIST 141 Western Civilization to 1648
- HIST 142 Western Civilization 1648 to Present
- HIST 143 U. S. History I
- HIST 144 U. S. History II
- HIST 243 History of Africa I
- HIST 244 History of Africa II
- HIST 245 History of the Middle East
- POL 151 Introduction to Political Science
- POL 152 American Government & Politics
- POL 153 State and Local Government
- POL 253 International Relations
- POL 254 Introduction to Comparative Government
- PSY 161 Introduction to Psychology
- PSY 162 Child Psychology
- PSY 262 Human Growth & Development
- PSY 264 Social Psychology
- SOCI 171 Introduction to The Principles of Sociology
- SOCI 177 Introduction to Anthropology
- SOCI 271 Social Problems
- SOCI 274 The Family
- SOCI 276 Racism & Diversity in Contemporary Society

Major/Minor Electives 22 Semester Hours

Major/minor electives should be chosen from those designated with a "T" in the catalog. See page 165 for more information.

MINIMUM HOURS FOR DEGREE:
62 Semester Hours

Foreign language may be required by senior institutions for a Bachelor of Arts degree. Additional science and math courses are required for Bachelor of Science degrees.

Students should check with their student advisor to determine proper course selection.



Associate of Arts in Teaching - Mathematics

ABOUT OUR PROGRAM

This program is designed for students who aspire to become secondary school math teachers. Students must meet general education course requirements prior to enrolling in the sequence of undergraduate teacher education courses. Ultimately, students in this program can transfer to a wide variety of public and private baccalaureate colleges and universities in Illinois to complete their degree in teacher education in math. For a list of these four-year institutions, students should contact an HCC advisor.

SPECIAL CONSIDERATIONS

The Associate of Arts in Teaching (AAT) Mathematics consists of 55 credits in general education courses and 9 credits in undergraduate teacher education courses. Total number of credits required for the AAT in Math is 64. Passing a Basic Skills test is required of students as they progress through the program.

Communications 9 Semester Hours

- All courses are 3 credit hours
 - ENGL 121 Rhetoric and Composition I *
 - ENGL 122 Rhetoric and Composition II *
 - SPCH 191 Fundamentals of Speech
- * A grade of "C" or better is required.

Humanities and Fine Arts 9 Semester Hours

At least one course must be chosen from Fine Arts and one course must be chosen from Humanities.

Humanities (all courses are 3 credit hours)

- ENGL 223 Introduction to Fiction
- ENGL 224 Introduction to Poetry
- ENGL 225 American Literature I
- ENGL 226 American Literature II
- ENGL 227 British Literature I
- ENGL 228 British Literature II
- ENGL 229 Introduction to Shakespeare
- HUMA 104 Introduction to Humanities
- PHIL 180 Survey of World Religions
- PHIL 281 Introduction to Philosophy
- PHIL 282 Ethics

Fine Arts (all courses are 3 credit hours)

- ART 110 Introduction to Art
- ART 215 Art History I
- ART 216 Art History II
- ART 219 Modern Art
- HUMA 104 Introduction to Humanities
- *HUMA 106 Introduction to Humanities II (pending IAI approval)
- MUS 267 Introduction to Music
- MUS 268 Introduction to Music of the USA
- SPCH 290 Introduction to Film
- THEA 196 Introduction to Theatre

Mathematics 17 Semester Hours

- All courses are required
- MATH 168 Analytical Geometry and Calculus I (5)
- MATH 268 Analytical Geometry and Calculus II (5)
- MATH 269 Analytical Geometry and Calculus III (4)
- MATH 270 Linear Algebra (3)



Physical and Life Science

8 Semester Hours

At least one course must be chosen from Life Sciences and one course from the Physical Sciences. Both courses must include a laboratory.

Life Sciences

- BIOL 110 Principles of Biology (4)
- BIOL 116 Introduction to Ecology (4)
- BIOL 120 Foundations of Anatomy & Physiology (5)
- BIOL 208 Biology I: Molecular and Cell Biology (4)
- BIOL 213 Anatomy and Physiology I (4)

Physical Sciences

- CHEM 120 General, Organic, and Bio Chemistry
- CHEM 123 General College Chemistry I (5)
- GEOG 126 Geology (4)
- NSCI 131 Physical Science w/ Lab (4)
- NSCI 132 Physical Geography (4)
- NSCI 133 Introduction to Astronomy w/ Lab (4)
- NSCI 232 Fundamentals of Meteorology w/ Lab (4)
- PHYS 140 Survey of Physics (4)
- PHYS 141 Introductory Physics (4)
- PHYS 143 General Physics I (4)

Social and Behavioral Sciences

9 Semester Hours

At least one course must be chosen from HIST or POL and course selections will include two different subject areas. **SOCI 276 is required.** All courses are 3 credit hours.

- ECON 111 Principles of Economics I
- ECON 112 Principles of Economics II
- GEOG 132 Regional Geography of the World
- GEOG 233 Economic Geography
- HIST 141 Western Civilization to 1648
- HIST 142 Western Civilization 1648 to Present
- HIST 143 U.S. History I
- HIST 144 U.S. History II
- HIST 243 History of Africa I
- HIST 244 History of Africa II
- HIST 245 History of the Middle East
- POL 151 Introductions to Political Science
- POL 152 American Government and Politics
- POL 153 State and Local Government
- POL 253 International Relations
- POL 254 Introduction to Comparative Government

- PSY 161 Introduction to Psychology
- PSY 162 Child Psychology
- PSY 262 Human Growth and Development
- PSY 264 Social Psychology
- SOCI 171 Introduction to the Principles of Sociology
- SOCI 177 Introduction to Anthropology
- SOCI 271 Social Problems
- SOCI 274 The Family
- SOCI 276 Racism & Diversity in Contemp. Society

Professional Education

12 Semester Hours

EDUC 221/EDUC 222 is required. In conjunction with an advisor, a student may choose one course among EDUC 224 and EDUC 225, AND one course among PSY 261 and PSY 262 to complete the professional education requirement.

All courses are 3 credit hours

- EDUC 221 American Public School or
- EDUC 222 Education as an Agent for Change
- *EDUC 221/222 are concurrent and same course

Select three classes from these four

- EDUC 224 Introduction to Special Education
- EDUC 225 Educational Technology
- PSY 261 Educational Psychology
- PSY 262 Human Growth and Development

MINIMUM HOURS FOR DEGREE:

64 Semester Hours

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities & Social Sciences
- Ms. Vicki Schulz, Student Advisor



Associate of Arts in Teaching - Early Childhood Education

ABOUT OUR PROGRAM

This program provides students with the program equivalent of the first two years of most four-year college teacher education programs in early childhood education. Students should check individual school requirements prior to transfer and before completing the curriculum as outlined.

The degree consists of general education courses, professional education courses, and courses in the early childhood education major area. These courses encompass the nine Illinois Professional Teaching Standards, the Core Language Arts Standards, and the Early Childhood Education Content Area Standards.

SPECIAL CONSIDERATIONS

Students must also pass the Test of Proficiency (TAP) and develop a portfolio reflecting the Illinois Professional Teaching Standards and the Early Childhood Education Content Area Standards to earn the Associate of Arts in Teaching in Early Childhood Education. Students are advised to complete the program prior to transfer. Transfer students obtaining the Associate of Arts in Teaching Early Childhood Education degree will be on “equal footing” with native four year institution students when seeking admission to an upper division early childhood education degree program. Admission into baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission. As per Illinois State Board of Education (ISBE) rules, a letter grade of “C” or better is required for all educational and program-required coursework at the four year institutions.

Communications 9 Semester Hours

All courses are 3 credit hours

- ENGL 121 Rhetoric and Composition I *
- ENGL 122 Rhetoric and Composition II *
- SPCH 191 Fundamentals of Speech

* A grade of “C” or better is required.

Humanities and Fine Arts 9 Sem. Hours

All courses are 3 credit hours

- ART 110 Introduction to Art or
- ART 215 Art History I or
- ART 216 Art History II
- HUMA 104 Introduction to Humanities or
- THEA 196 Introduction to Theatre
- MUS 267 Introduction to Music or
- MUS 268 Introduction to Music of the U.S.A.

Mathematics 7 Semester Hours

- MATH 164 Math for Elementary School Teachers (4)
- MATH 174 Mathematics for Elementary Teachers II (3)

Physical & Life Science 7 Semester Hours

- BIOL 110 Principles of Biology (4) or
- BIOL 116 Introduction to Ecology
- BIOL 208 Biology I: Molecular and Cell Biology (4)
- NSCI 131 Physical Science (3) or
- NSCI 232 Fundamentals of Meteorology (3)
- PHYS 140 Survey of Physics (4)

Social & Behavioral Sciences 9 Semester Hours

All courses are 3 credit hours.

- HIST 142 U.S. History II or
- SOCI 271 Social Problems or
- SOCI 276 Racism & Diversity in Contemp. Society
- POL 152 American Government and Politics or
- POL 153 State and Local Government
- PSY 161 Introduction to Psychology



Professional Ed. Classes

23 Sem. Hours

- EDUC 221 American Public School
- *EDUC 221/222 are concurrent and same course
- EDUC 222 Education as an Agent for Change

- ECE 122 Child Growth and Development
- ECE 204 Exceptional Child in ECE
- ECE 121 Introduction to Early Childhood Education
- ECE 123 Health, Safety, and Nutrition for Young Children and Families
- ECE 125 Curriculum and Assessment in Early Childhood Education
- ECE 202 Role of Learning Environments & Play
- ECE 203 Home, School, and Community Relations

MINIMUM HOURS FOR DEGREE:

64 Semester Hours

PROGRAM CONTACTS

Call Highland at 815/235-6121 for the following program contacts:
Melissa Johnson, Coordinator of Early Childhood



Associate of Arts in Teaching - Special Education

ABOUT OUR PROGRAM

This program provides students with the program equivalent of the first two years of most four-year college teacher education programs in special education. Students should check individual school requirements prior to transfer and before completing the curriculum as outlined. The degree consists of general education courses, professional education courses, and courses in the special education major area. These courses encompass the eleven Illinois Professional Teaching Standards, the Core Technology Standards, the Core Language Arts Standards, and all appropriate Special Education Standards.

SPECIAL CONSIDERATIONS

Students must also pass the ITBS and develop a portfolio reflecting the Illinois Professional Teaching Standards to earn the Associate of Arts in Teaching in Special Education. Students are advised to complete the program prior to transfer. Transfer students obtaining the Associate of Arts in Teaching Special Education degree will be on "equal footing" with native four year institution students when seeking admission to an upper division special education degree program. Admission into baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission.

Communications 9 Semester Hours

All courses are 3 credit hours

- ENGL 121 Rhetoric and Composition I *
- ENGL 122 Rhetoric and Composition II *
- SPCH 191 Fundamentals of Speech

* A grade of "C" or better is required.

Humanities and Fine Arts 9 Semester Hours

All courses are 3 credit hours

- ART 110 Introduction to Art or
- HUMA 104 Introduction to Humanities or
- MUS 267 Introduction to Music or

Mathematics 10 Semester Hours

- MATH 164 Math for Elementary School Teachers (4)
- MATH 174 Mathematics for Elementary Teachers II (3)
- MATH 177 Statistics (3)

Physical & Life Science 8 Semester Hours

- BIOL 110 Principles of Biology (4)
- CHEM 120 General, Organic, and Bio Chemistry (4)

Social & Behavioral Sciences 9 Semester Hours

All courses are 3 credit hours

- GEOG 132 Regional Geography of the World or
- HIST 142 Western Civilization 1648 to the Present
- POL 152 American Government and Politics
- PSY 161 Introduction to Psychology



**Professional and Special Education Classes
18 Semester Hours**

All courses are 3 credit hours

EDUC 221 American Public School or

EDUC 222 Education as an Agent for Change

*EDUC 221/222 are concurrent and same course

EDUC 224 Introduction to Special Education

EDUC 225 Educational Technology

PSY 261 Educational Psychology

PSY 262 Human Growth and Development

EDUC 124 Diversity of Schools and Society or

ECE 124 Language & Lit. Dev. in Early Childhood

MINIMUM HOURS FOR DEGREE:

63 Semester Hours

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Dr. Thompson Brandt, Dean, Humanities & Social Sciences

Ms. Vicki Schulz, Student Advisor



Associate of Science Degree Requirements

These requirements are for students planning to transfer to four-year colleges or universities. Associate of Science program guidelines are listed in the program description portion of this catalog that begins on page 67.

Communications 9 Semester Hours

All courses are 3 credit hours

- ENGL 121 Rhetoric and Composition I *
- ENGL 122 Rhetoric and Composition II *
- SPCH 191 Fundamentals of Speech

* A grade of "C" or better is required.

Humanities and Fine Arts 9 Semester Hours

At least one course must be chosen from Fine Arts and one course must be chosen from Humanities.

Humanities (all courses are 3 credit hours)

- ENGL 223 Introduction to Fiction
- ENGL 224 Introduction to Poetry
- ENGL 225 American Literature I
- ENGL 226 American Literature II
- ENGL 227 British Literature I
- ENGL 228 British Literature II
- ENGL 229 Introduction to Shakespeare
- HUMA 104 Introduction to Humanities
- PHIL 180 Survey of World Religions
- PHIL 281 Introduction to Philosophy
- PHIL 282 Ethics

Fine Arts (all courses are 3 credit hours)

- ART 110 Introduction to Art
- ART 215 Art History I
- ART 216 Art History II
- ART 219 Modern Art
- HUMA 104 Introduction to Humanities
- *HUMA 106 Introduction to Humanities II *(pending IAI approval)*
- MUS 267 Introduction to Music
- MUS 268 Introduction to Music of the USA
- SPCH 290 Introduction to Film
- THEA 196 Introduction to Theatre

Mathematics 7 Semester Hours

Credit hours are noted in parenthesis

- MATH 165 Quantitative Literacy in Math (4)
- MATH 168 Analytic Geometry & Calculus I (5)
- MATH 171 Finite Mathematics (4)
- MATH 172 Calculus for Business & Social Science (3)
- MATH 174 Math for Elementary Teachers II (3)
- MATH 177 Statistics (3)
- MATH 268 Analytic Geometry & Calculus II (5)
- MATH 269 Analytic Geometry & Calculus III (4)

Physical and Life Science 8 Semester Hours

At least one course must be chosen from Life Sciences and one course chosen from Physical Sciences. One course must include a laboratory. Credit hours are noted in parenthesis. Courses indicating 4 or 5 credit hours will automatically have a laboratory component included in the course.

Life Sciences

- BIOL 110 Principles of Biology (4)
- BIOL 116 Introduction to Ecology (4)
- BIOL 120 Foundations of Anatomy and Physiology (5)
- BIOL 208 Biology I: Molecular and Cell Biology (4)
- BIOL 213 Anatomy and Physiology I (4)

Physical Sciences

- CHEM 120 General, Organic, and Bio Chemistry (4)
- CHEM 123 General College Chemistry I (5)
- GEOL 126 Geology (4)
- NSCI 131 Physical Science (3)
- NSCI 131 Physical Science Lab (1)
- NSCI 132 Physical Geography (4)
- NSCI 133 Introduction to Astronomy with Lab (4)
- NSCI 232 Fundamentals of Meteorology (3)
- NSCI 232 Meteorology Lab (1)
- PHYS 140 Survey of Physics (4)
- PHYS 141 Introductory Physics I (4)
- PHYS 143 General Physics I (4)



Social and Behavioral Sciences
9 Semester Hours

At least one course must be chosen from HIST or POL and course selections must include two different subject areas. All courses are 3 credit hours.

- ECON 111 Principles of Economics I
- ECON 112 Principles of Economics II
- GEOG 132 Regional Geography of the World
- GEOG 233 Economic Geography
- HIST 141 Western Civilization to 1648
- HIST 142 Western Civilization 1648 to Present
- HIST 143 U. S. History I
- HIST 144 U. S. History II
- HIST 243 History of Africa I
- HIST 244 History of Africa II
- HIST 245 History of the Middle East
- POL 151 Introduction to Political Science
- POL 152 American Government & Politics
- POL 153 State and Local Government
- POL 253 International Relations
- POL 254 Introduction to Comparative Government
- PSY 161 Introduction to Psychology
- PSY 162 Child Psychology
- PSY 262 Human Growth & Development
- PSY 264 Social Psychology
- SOCI 171 Introduction to The Principles of Sociology
- SOCI 177 Introduction to Anthropology
- SOCI 271 Social Problems
- SOCI 274 The Family
- SOCI 276 Racism & Diversity in Contemporary Society

Major/Minor Electives
20 Semester Hours

Major/minor electives should be chosen from those designated with a "T" in the catalog. See page 165 for more information.

MINIMUM HOURS FOR DEGREE:
62 Semester Hours

Foreign language may be required by senior institutions for a Bachelor of Arts degree. Additional science and math courses are required for Bachelor of Science degrees. Students should check with their student advisor to determine proper course selection.

*pending IAI approval



Associate of Engineering Science Degree Requirements

These requirements are for students planning to transfer to four-year colleges or universities. Associate of Engineering Science program guideline is listed in the program description portion of this catalog that begins on page 67.

Communications **9 Semester Hours**

All courses are 3 credit hours

- ENGL 121 Rhetoric and Composition I *
- ENGL 122 Rhetoric and Composition II *
- SPCH 191 Fundamentals of Speech

* A grade of "C" or better is required.

Humanities and Fine Arts **12 Semester Hours**

At least one course must be chosen from Fine Arts and one course must be chosen from Humanities.

Humanities (all courses are 3 credit hours)

- ENGL 223 Introduction to Fiction
- ENGL 224 Introduction to Poetry
- ENGL 225 American Literature I
- ENGL 226 American Literature II
- ENGL 227 British Literature I
- ENGL 228 British Literature II
- ENGL 229 Introduction to Shakespeare
- HUMA 104 Introduction to Humanities
- PHIL 180 Survey of World Religions
- PHIL 281 Introduction to Philosophy
- PHIL 282 Ethics

Fine Arts (all courses are 3 credit hours)

- ART 110 Introduction to Art
- ART 215 Art History I
- ART 216 Art History II
- ART 219 Modern Art
- HUMA 104 Introduction to Humanities
- *HUMA 106 Introduction to Humanities II *(pending IAI approval)*
- MUS 267 Introduction to Music
- MUS 268 Introduction to Music of the USA
- SPCH 290 Introduction to Film
- THEA 196 Introduction to Theatre

Social and Behavioral Sciences **9 Semester Hours**

Some transfer institutions prefer a two-course sequence for this requirement: (See a student advisor for appropriate course selections). All courses are 3 credit hours

- ECON 111 Principles of Economics I
- ECON 112 Principles of Economics II
- GEOG 132 Regional Geography of the World
- GEOG 233 Economic Geography
- HIST 141 Western Civilization to 1648
- HIST 142 Western Civilization 1648 to Present
- HIST 143 U. S. History I
- HIST 144 U. S. History II
- HIST 243 History of Africa I
- HIST 244 History of Africa II
- HIST 245 History of the Middle East
- POL 151 Introduction to Political Science
- POL 152 American Government & Politics
- POL 153 State and Local Government
- POL 253 International Relations
- POL 254 Introduction to Comparative Government
- PSY 161 Introduction to Psychology
- PSY 162 Child Psychology
- PSY 262 Human Growth & Development
- PSY 264 Social Psychology
- SOCI 171 Introduction to The Principles of Sociology
- SOCI 177 Introduction to Anthropology
- SOCI 271 Social Problems
- SOCI 274 The Family
- SOCI 276 Racism & Diversity in Contemporary Society

Engineering Prerequisite and Specialty Courses **40 Semester Hours**

Hours in this area need to be chosen with the help of an advisor so that proper selection is made in regard to the specialty area. Please see page 99 of this catalog for specific course recommendations.

MINIMUM HOURS FOR DEGREE: **67 Semester Hours**



Associate of General Studies Degree Requirements

This degree is designed to meet the individual needs of students who have educational goals that are not related to career education or a baccalaureate program. It is not for students who are planning to transfer to a four-year college or university. Students interested in pursuing this degree must complete an approved plan of study with a student advisor prior to enrolling in the final 32 hours of the program. An advisor or the Dean of Enrollment Services must make all changes to the program.

Communications 6 Semester Hours

- ENGL 121 Rhetoric & Composition I OR
- BUSN 141 Business Communications OR
- COMM 101 Technical Communications
- SPCH 191 Fundamentals of Speech

Computational Skills

3-4 Semester Hours

- BUSN 125 Mathematics of Business OR,
- BUSN 221 Business Statistics OR
- any MATH course numbered 162 or above

Physical Environment

4 Semester Hours

Any BIOL, CHEM, GEOL, NSCI, or PHYS lab course, AGRI 284 Introductory Soils, or AGRI 286 Field Crop Science.

Social Environment 6 Semester Hours

Courses must be chosen from two areas: EDUC, GEOG, HIST, POL, PSY, or SOCI (each course must be at least three credits)

Business Environment

3 Semester Hours

Any ACCT, BUSN, ECON, or INFT course.

Humanities

3 Semester Hours

- ART 110 Introduction to Art
- ART 215 Art History I
- ART 216 Art History II
- ART 219 Modern Art
- ENGL 220 Topics in Literature
- ENGL 222 Modern Literature
- ENGL 223 Introduction to Fiction
- ENGL 224 Introduction to Poetry
- ENGL 225 American Literature I
- ENGL 226 American Literature II
- ENGL 227 British Literature I
- ENGL 228 British Literature II
- ENGL 229 Introduction to Shakespeare
- ENGL 230 Women and Literature
- HUMA 104 Introduction to Humanities
- HUMA 106 Introduction to Humanities II (pending IAI approval)
- MUS 267 Introduction to Music
- MUS 268 Introduction to Music of the USA
- PHIL 180 Survey of World Religions
- PHIL 185 Introduction to Religion
- PHIL 281 Introduction to Philosophy
- PHIL 282 Ethics
- PHIL 283 Introduction to Logic
- SPCH 194 Introduction to Broadcasting
- SPCH 290 Introduction to Film
- SPCH 292 Contemporary Argumentation
- SPCH 293 Small Group Communication
- SPCH 294 Leadership Development
- THEA 187 Introduction to Technical Theatre I
- THEA 196 Introduction to Theatre
- THEA 296 Introduction to Technical Theatre II

Major/Minor Electives

36-37 Semester Hours

Chosen by student and Student advisor. Any course designated as T, V, or O in the course description section of this catalog may be chosen.

MINIMUM HOURS FOR DEGREE:

62 Semester Hours



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ACCOUNTING (203)

Associate of Applied Science

ABOUT OUR PROGRAM

This degree program prepares the student for entry-level positions in private business and industry by offering a wide variety of courses in accounting, business, data processing, mathematics, communications, writing, and economics.

NATURE OF WORK AND EMPLOYMENT

Accountants maintain records, prepare and analyze financial reports, and participate directly in the management of business and other organizations. Other duties may include auditing accounts and records, certifying financial statements, and payroll. Job positions include accounting technician, accounting assistant, accounting trainee, clerk, and bookkeeper.

SPECIAL CONSIDERATIONS

Students who are interested in a Bachelor's degree in Accounting or pursuing a CPA should follow the guidelines for the Associate of Science in Business Administration transfer program. The program may be tailored toward further degree work.

Students should check with the Accounting faculty or a student advisor to see if this program might meet their needs for future degree work.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Carol Wilhelms, Accounting Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

Required Business Courses

55 Sem. Hrs

^	ACCT	105	Elements of Accounting	3
*^	ACCT	115	Computer Applications/Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
	ACCT	120	Introduction to QuickBooks	2
*	ACCT	220	Advanced QuickBooks	2
	ACCT	211	Individual Income Tax Accounting	3
*^	ACCT	213	Financial Accounting	4
*^	ACCT	214	Managerial Accounting	4
	ACCT	218	Business Income Tax	3
*	BUSN	121	Introduction to Business	3
		- or -		3
*	BUSN	124	Introduction to Small Business	3
*	BUSN	125	Mathematics of Business	3
		(or BUSN 221, MATH 162, MATH 157, MATH 159, or above)		
*	BUSN	223	Business Law I	3
*	BUSN	224	Business Law II	3
*	BUSN	249	Principles of Management	3
*	ECON	111	Principles of Economics I	3
*	ECON	112	Principles of Economics II	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	140	Beginning Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	145	Beginning Access	1
*	INFT	180	Introduction to Information Systems	3
		INFT or BUSN Elective		2

Related Required Courses

9 Sem. Hours

*	BUSN	141	Business Communications	3
		(or COMM 101 or ENGL 121)		
*	PSY	161	Introduction to Psychology	3
		-or-		3
*	SOCI	171	Introduction to Sociology	3
	SPCH	191	Fundamentals of Speech	3
		-or-		3
		General Education Elective		

Total Hours = 64

* Course has a prerequisite. See course descriptions.
^ Knowledge of Microsoft Excel is recommended for this course.

General Education Electives:

ART, BIOL, BUSN, CHEM, EDUC, ENGL, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, RUSS, SOCI, SPAN, SPCH, THEA





ACCOUNTING (213)

Certificate Program

ABOUT OUR PROGRAM

This certificate program prepares students for entry-level positions in private business and industry.

NATURE OF WORK AND EMPLOYMENT

Job positions that are available include accounting clerk, bookkeeper, accounting assistant, trainee, or technician.

SPECIAL CONSIDERATIONS

This program develops advanced skills in the accounting area. For a wider range of skills such as word processing, software package usage, and management, students should consider one of the degree programs offered in Accounting or in related business areas.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Carol Wilhelms, Accounting Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

Required Business Courses

21 Sem. Hours

^ ACCT 105	Elements of Accounting	3
*^ ACCT 115	Computer Applications/Accounting	2
ACCT 116	Introduction to Payroll Accounting	2
ACCT 211	Individual Income Tax Accounting	3
*^ ACCT 213	Financial Accounting	4
* ^ACCT 214	Managerial Accounting	4
* INFT 140	Beginning Excel	1
* INFT 142	Advanced Excel	1
* INFT 145	Beginning Access	1

Related Required Courses

6 Sem. Hours

* BUSN 125	Mathematics of Business	3
	(or BUSN 221, MATH 162, MATH 157, MATH 159, or above)	
* BUSN 141	Business Communications	3
	(or COMM 101 or ENGL 121)	

Total Hours = 27

- * Course has a prerequisite. See course descriptions.
- ^ Knowledge of Microsoft Excel is recommended for this course.



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ACCOUNTS CLERK (214)

Certificate Program

ABOUT OUR PROGRAM

This certificate program prepares students for entry-level positions as accounting clerks or office specialists in a small business.

NATURE OF WORK AND EMPLOYMENT

Job positions that are available include accounting clerk, bookkeeper, accounting assistant, trainee, or technician.

SPECIAL CONSIDERATIONS

This program develops basic skills in the accounting and business area. For more advanced skills, such as corporate accounting, software package usage, and management, students should consider one of the degree programs offered in Accounting or in related business areas.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Carol Wilhelms, Accounting Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

Required Business Courses

18 Sem. Hours

^	ACCT	102	Fundamentals of Bookkeeping	
			-or-	3
^	ACCT	105	Elements of Accounting	
*^	ACCT	115	Computer Applications/Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
*	BUSN	124	Introduction to Small Business	
			-or-	3
*	BUSN	121	Introduction to Business	
*	BUSN	125	Mathematics of Business	3
			(or BUSN 221, MATH 162, MATH 157, MATH 159, or above)	
*	BUSN	141	Business Communications	3
			(or COMM 101 or ENGL 121)	
*	INFT	131	Beginning Microsoft Word	1
*	INFT	140	Beginning Excel	1

Total Hours = 18

* Course has a prerequisite. See course descriptions.
 ^ Knowledge of Microsoft Excel is recommended for this course.





ACCOUNTING: QUICKBOOKS PROFESSIONAL (215)

Certificate Program

ABOUT OUR PROGRAM

This certificate program prepares students for entry-level positions or for career advancement in accounting and related positions in for-profit or nonprofit organizations.

NATURE OF WORK AND EMPLOYMENT

Job positions that are available include accountant, bookkeeper, office manager, payroll manager, and accounting clerk.

SPECIAL CONSIDERATIONS

This program develops specialized skills in the use of QuickBooks to perform small business bookkeeping services. For a wider range of skills, such as word processing, software package usage, and management, students should consider one of the degree programs offered in Accounting or in related business areas.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Carol Wilhelms, Accounting Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

Required Accounting/ Information Technology Courses 20 Sem. Hours

^	ACCT	105	Elements of Accounting	3
*^	ACCT	115	Computer Applications/Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
	ACCT	120	Introduction to QuickBooks	2
*	ACCT	220	Advanced QuickBooks	2
*	BUSN	125	Mathematics of Business	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	140	Beginning Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	180	Intro to Information Systems	3

Total Hours = 20

- * Course has a prerequisite. See course descriptions.
- † Some technical courses have a limited life span in which they can be applied to a certificate or degree program. Please check with your student advisor about applying older courses to this plan.
- ^ Knowledge of Microsoft Excel is recommended for this course.



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PROFESSIONAL TAX PREPARER (216)

Certificate Program

ABOUT OUR PROGRAM

This certificate program prepares students for careers as independent tax preparers or for employment as tax specialists or bookkeepers in business and government agencies.

NATURE OF WORK AND EMPLOYMENT

Job positions include tax preparer, bookkeeper, office manager, payroll manager, and accounting clerk. The employment outlook for bookkeeping and accounting occupations in general is expected to grow faster than average through the year 2016, both nationally and locally. The occupational growth for independent tax preparers is expected to be slower than average during this period of time.

SPECIAL CONSIDERATIONS

This program develops basic specialized skills in accounting and the preparation of individual and business tax returns. For a broader range of skills that relate to the management of an organization and to more advanced accounting issues, students should consider one of the degree programs offered in Accounting or related business areas.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Carol Wilhelms, Accounting Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

FIRST SEMESTER

13 Sem. Hours

^	ACCT	105	Elements of Accounting	3
	ACCT	211	Individual Income Tax	3
*	INFT	140	Beginning Excel	1
*	BUSN	125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

SECOND SEMESTER

11 Sem. Hours

*^	ACCT	115	Computer Applications in Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
*	ACCT	218	Business Income Tax	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	180	Intro to Information Systems	3

Total Hours =

24

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.





AGRICULTURE (402)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four year baccalaureate program and includes the general education and agriculture courses required of the transfer student. This program provides a solid foundation in the essential elements of the agriculture curriculum. Students may transfer to a wide variety of institutions to complete their baccalaureate degree.

NATURE OF WORK AND EMPLOYMENT

After completing a Bachelor's degree, students may find employment in a wide variety of fields due to the all encompassing nature of agriculture and its related products and services. Some job titles and duties include farm manager, teacher, equipment sales, finance, feed sales, and forestry consultant.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Jim Setterstrom, Agriculture/Business Faculty
- Ms. Vicki Schulz, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

AGRI	182	Introduction to Ag Mechanization	3
AGRI	184	Introduction to Ag Economics	3
AGRI	186	Introduction to Animal Science	3
AGRI	284	Introduction to Soils	4
AGRI	286	Field Crop Science	3
* MATH	165	Quantitative Literacy in Mathematics	4

* Course has a prerequisite. See course descriptions.



AGRICULTURAL MANAGEMENT (630)

Associate of Applied Science

ABOUT OUR PROGRAM

This program prepares students for employment or self employment in agricultural business, general production, or a dairy herd management specialty. Students enroll in a core of agricultural and general education courses. Each student will choose an emphasis area to complete the degree. Students who complete the Agricultural Production Certificate (605) may apply all of those courses to this degree program.

NATURE OF WORK AND EMPLOYMENT

Career paths include work with agricultural chemicals, feeds, fertilizers, grains, seeds, and other business fields. Specific jobs on farms include farm operator and farm/herd manager. Employment potential for this occupation is very good with a wide variety of agri-business and entrepreneurship opportunities.

SPECIAL CONSIDERATIONS

Students may wish to seek advice about transfer information in the field or about the Agriculture transfer degree listed in this catalog. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Jim Setterstrom, Agriculture/Business Faculty
- Ms. Vicki Schulz, Student Advisor

Required Agriculture Courses 19 Sem. Hours

* AGOC	120	Principles of Farm Management	4
AGRI	184	Introduction to Agricultural Economics	3
AGRI	186	Introduction to Animal Science	4
AGRI	284	Introduction to Soils	4
AGRI	286	Field Crop Science	4

Related Required Courses

46 Sem. Hours

* BUSN	125	Mathematics of Business (or BUSN 221, MATH 162, MATH 157, MATH 159)	3
BUSN	225	Personal Finance (or any ACCT, BUSN, ECON, or INFT)	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
INFT		Elective(s)	3
		Selected courses from Emphasis Area or Electives	34

Minimum Total Hours = 65

**Agri-Business Emphasis

Required Courses 9 Sem. Hours

AGOC	220	Financing Agriculture Production	3
AGOC	221	Ag Policies, Programs, Legal Problems	3
AGOC	222	Marketing Agricultural Products	3
Suggested Electives			
ACCT, AGOC, AGRI, BUSN, ECON, EQUI, INFT			

**General Production Emphasis

Required Courses 6 Sem. Hours

AGRI	182	Introductory Agricultural Mechanization	3
WELD	130	Introduction to Welding	3
Suggested Electives			
AGOC, AGRI, BIOL, CHEM, EQUI, GEOL, HORT, NSCI			

**Dairy Herd Management Emphasis

Required Courses 20 Sem. Hours

AGOC	142	Livestock Facilities & Waste Mgmt.	3
AGOC	144	Evaluation of Dairy Animals	2
AGOC	145	Dairy Production	3
AGOC	223	The Dairy Industry	3
AGOC	224	Artificial Insemination	2
AGOC	226	Feed and Livestock Industry	4
AGOC	245	Dairy Management	3

Suggested Electives
AGOC, AGRI, BUSN, INFT, SPAN, WELD

Additional electives for each emphasis area may be selected from the following: ART, BIOL, CHEM, EDUC, ENGL, EQUI, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, RUSS, SOCI, SPAN, SPCH, and THEA.

* Course has a prerequisite. See course descriptions.





AGRICULTURAL PRODUCTION (605)

Certificate Program

ABOUT OUR PROGRAM

The Agricultural Production program provides the technical skills and occupational basics for the person wishing to enter or upgrade his/her skills. Students choosing the General Agriculture emphasis may focus on agri-business, livestock, or crops following program completion. The Dairy Milker emphasis is a specific area of study that focuses on productivity, efficiency, and safety in modern practices of milking dairy cattle.

NATURE OF WORK AND EMPLOYMENT

Students completing this program will be qualified to engage in actual day-to-day operations of agricultural production either through direct ownership or as a manager of one or several facilities. Program graduates may operate a livestock, crop, or dairy production enterprise or serve as technical support in an agri-business. There are a variety of entrepreneurship or employment opportunities for the student who has an interest and technical ability in this area. The skills evolving from this program will provide the solid foundation needed for the practitioner or manager to operate successfully in today's highly competitive agricultural market.

SPECIAL CONSIDERATIONS

Students in this program must show satisfactory communications and mathematics achievement on the placement tests or completion of COMM 090 and MATH 059 or equivalent. Students may wish to seek advice about transfer information in the field or about the Agriculture transfer degree listed in this catalog. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Jim Setterstrom, Agriculture/Business Faculty
- Ms. Vicki Schulz, Student Advisor

Required Courses 30 Sem. Hours

AGRI	184	Introduction to Agricultural Economics	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
BUSN	225	Personal Finance	3
* INFT	180	Intro to Information Systems	3
		Select courses from Emphasis Area or Electives	18

Total Hours 30

**General Agriculture Emphasis

Required Courses 15 Sem. Hours

* AGOC	120	Principles of Farm Management	4
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Recommended electives (11 hours needed)

AGOC	240	Farm Business Records	3
AGRI	186	Introduction to Animal Science	4
AGRI	284	Introduction to Soils	4

Other

Any AGOC, AGRI, BUSN, ECON, EQUI, INFT, or WELD

**Dairy Milker Emphasis

Required courses 18 Sem. Hours

AGOC	144	Evaluation of Dairy Animals	2
AGOC	145	Dairy Production	3

Recommended electives (13 hours needed)

AGOC	223	The Dairy Industry	3
AGOC	245	Dairy Management	3

Other

Any AGOC, AGRI, BUSN, ECON, EQUI, INFT, or WELD

* Course has a prerequisite. See course descriptions.



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Natural Resources**



ART (302)

Associate of Arts Emphasis in Graphic Design

ABOUT OUR PROGRAM

This program is designed to provide entry-level skills necessary for entrance in the graphic design field. The program is designed for the student intending to transfer to a college or university to complete a baccalaureate degree in visual art with an emphasis in graphic design. It is possible to complete the two-year program and secure employment using skills learned in graphic design.

NATURE OF WORK AND EMPLOYMENT

Types of employment in the field of art vary widely. Many students who complete an AA degree with an emphasis in art transfer to a four-year institution to pursue the Bachelor of Fine Arts degree, the professional degree for a studio artist. Others choose to pursue a Bachelor's degree in art, with an emphasis in museum education or art history.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Sam Tucibat, Graphic Design Faculty
- Mr. Robert Apolloni, Art Faculty
- Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

ART	113	Drawing I	3
* ART	114	Drawing II	3
ART	115	Basic Design I	3
* ART	116	Basic Design II	3
* ART	120	Life Drawing	3
ART	215	Art History I	3
ART	216	Art History II	3
ART	219	Modern Art	3
* ART	118	Graphic Design I	3
* ART	218	Graphic Design II	3
* ART	228	Graphic Design III	3
* ART	238	Graphic Design IV	3

* Course has a prerequisite. See course descriptions.



ART (302)

Associate of Arts

ABOUT OUR PROGRAM

The program is designed for the student intending to transfer to a college or university to complete a baccalaureate degree in visual art. While it is possible to complete the two-year program and secure entry-level employment, further education is usually required. Students majoring in this program study art theory, development, history, and application of the core art concepts.

NATURE OF WORK AND EMPLOYMENT

Types of employment in the field of art vary widely. Many students who complete an AA degree with an emphasis in art transfer to a four-year institution to pursue the professional degree for a studio artist, the Bachelor of Fine Arts degree. Others choose to pursue a Bachelor's degree in art with an emphasis in museum education or art history

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students. Students are encouraged to speak with art faculty members to discuss various four-year degree options in the field of art as well as specific issues regarding their field of study.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Sam Tucibat, Graphic Design Faculty
- Mr. Robert Apolloni, Art Faculty
- Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Art degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

ART	113	Drawing I	3
* ART	114	Drawing II	3
ART	115	Basic Design I	3
* ART	116	Basic Design II	3
* ART	120	Life Drawing	3
ART	215	Art History I	3
ART	216	Art History II	3
ART	219	Modern Art	3

Art Electives

ART	117	Pottery I
* ART	118	Graphic Design I
ART	119	Sculpture I
* ART	211	Painting I
* ART	212	Painting II
* ART	217	Pottery II

* Course has a prerequisite. See course descriptions.



AUTO BODY REPAIR (622)

Associate of Applied Science

ABOUT OUR PROGRAM

This program provides instruction in the repair and refinishing of damaged vehicle bodies and components of automobiles and light trucks. Students will learn damage analysis, cost estimation, welding, cutting and repairing fiberglass body parts, auto glass and body trim repair procedures, techniques for the refinishing of repaired surfaces, and how to mix and apply the proper paint to the repaired component of the vehicle. In addition, students will gain a foundation in business and work experience.

NATURE OF WORK AND EMPLOYMENT

Auto body technicians will perform the same types of work whether self-employed or working for someone else. The work consists of providing repair estimates and completing the work in a timely yet cost-effective manner. Repair jobs range from minor repairs to extensive rebuilding and refinishing. In larger facilities, technicians may specialize in certain aspects of the reconstruction process but in the small or independent shop, the technician must be competent in all aspects of the rebuilding process.

As vehicles become increasingly expensive and people choose to retain vehicles for longer periods of time, the field will continue to provide excellent opportunities for employment and advancement for the talented and devoted student.

SPECIAL CONSIDERATIONS

Advanced placement into this program is possible based upon previous auto body course work and/or on-the-job experience in auto body repair. The program follows a competency-based format. The program is accredited through NATEF (National Automotive Technicians Educational Foundation). A workplace experience is required for successful completion of this program.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Tom Bergstrom, Auto Body Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor



FIRST SEMESTER 14 Sem. Hours

* AUTB	191	Introduction to Auto Body	3
AUTB	192	Painting Equipment and Materials	2
AUTB	294	Damage Analysis	2
WELD	135	Shield Arc/Ox Welding	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
OCED	250	Career Seminar	1

SECOND SEMESTER 16 Sem. Hours

* AUTB	193	Frame and Body Alignment I	4
* AUTB	194	Auto Body Repair I	3
AUTB	293	Paint Applications I	4
AUTB	195	Glass, Upholstery and Trim	2
* WELD	233	Advanced Welding Processes	3

THIRD SEMESTER 15 Sem. Hours

* AUTB	296	Paint Applications II	5
* AUTB	292	Auto Body Repair II	4
* BUSN	125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	3
		Art Lab Elective	3

FOURTH SEMESTER 15 Sem. Hours

* AUTB	291	Frame and Body Alignment II	3
AUTB	197	Auto Chassis and Accessory Systems	2
* OCED	290	Workplace Experience	4
		General Business Elective (ECON, BUSN, ACCT)	3
		INFT Electives	3

SUMMER 6 Sem. Hours

AUTB	180	Auto Electrical Basics	3
* AUTB	280	Advanced Auto Electrical Systems	3

TOTAL HOURS = 66

* Course has a prerequisite. See course descriptions.



AUTO BODY REPAIR (629)

Certificate Program

ABOUT OUR PROGRAM

This program provides instruction in the repair and refinishing of damaged vehicle bodies and components of automobiles and light trucks. Students will learn damage analysis, cost estimation, welding, cutting and repairing fiberglass body parts, auto glass and body trim repair procedures, techniques for the refinishing of repaired surfaces, and how to mix and apply the proper paint to the repaired component of the vehicle. This certificate will not have the required Workplace Experience Course nor the electrical systems course found in the AAS degree.

NATURE OF WORK AND EMPLOYMENT

Auto body technicians will perform the same types of work whether self-employed or working for someone else. The certificate earned will allow students to gain employment at the entry level. Work will consist of providing repair estimates and completing the work in a timely yet cost-effective manner. Repair jobs range from minor repairs to extensive rebuilding and refinishing. In larger facilities, technicians may specialize in certain aspects of the reconstruction process, but in the small or independent shop, the technician must be competent in all aspects of the re-building process.

As vehicles become increasingly expensive and people choose to retain vehicles for longer periods of time, the field will continue to provide excellent opportunities for employment and advancement for the talented and devoted student.

SPECIAL CONSIDERATIONS

Advanced placement into this program is possible based upon previous auto body course work and/or on-the-job experience in auto body repair. The program follows a competency-based format. The program is accredited through NATEF (National Automotive Technicians Educational Foundation). A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Tom Bergstrom, Auto Body Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

FIRST SEMESTER 12 Sem. Hours

* AUTB 191	Introduction to Auto Body	3
* AUTB 194	Auto Body Repair I	3
AUTB 294	Damage Analysis	2
WELD 135	Shield Arc/ Ox Welding	3
* INFT 131	Beginning Word	1

SECOND SEMESTER 12 Sem. Hours

AUTB 192	Painting Equipment and Materials	2
AUTB 293	Paint Applications I	4
* BUSN 125	Mathematics of Business	3
* WELD 233	Advanced Welding Processes	3

SUMMER 3 Sem. Hours

* AUTB 193	Frame & Body Alignment I	3
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THIRD SEMESTER 12 Sem. Hours

* AUTB 296	Paint Applications II	5
AUTB 195	Glass, Upholstery and Trim	2
AUTB 197	Auto Chassis and Accessory Systems	2
* BUSN 141	Business Communications	3
-or-		
* ENG 121	Rhetoric and Composition I	3
-or-		
* COMM 101	Technical Communications	4

FOURTH SEMESTER 9 Sem. Hours

* AUTB 292	Auto Body Repair II	4
* AUTB 291	Frame and Body Alignment II	3
OCED 250	Career Seminar	1
Elective		1

TOTAL HOURS = 48

* Course has a prerequisite. See course descriptions.





AUTOMOTIVE MECHANICS (604)

Associate of Applied Science

ABOUT OUR PROGRAM

This program prepares students for employment in the areas of computerized engine controls, air conditioning, transmissions, alignments, brakes, control systems diagnostics and engine service. Certification is possible in Automotive Service Excellence/Master Automobile Technician.

NATURE OF WORK AND EMPLOYMENT

Program graduates may find jobs repairing and servicing mechanical and electrical systems of passenger vehicles and light trucks. Job openings in the automotive field may be for general technicians or specialists in control systems diagnostics, engines, brakes, drive trains, transmissions, steering/suspension, electrical systems, tune-up/emission control, or heating and air conditioning. The outlook for employment in this occupation is excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.

SPECIAL CONSIDERATIONS

Completion of this degree will provide all of the courses that a student will need to become an ASE (Automotive Service Excellence) Certified Master Automobile Service Technician. The program is accredited through NATEF (National Automotive Technicians Educational Foundation). A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Jeff Robertson, Automotive Technology Faculty
- Mr. Jim Palmer, Automotive Technology Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor



FIRST SEMESTER 19 Sem. Hours

* AUTM 111	Suspension and Alignment	5
* AUTM 113	Brakes	4
* AUTM 115	Standard Transmission and Final Drives	4
* BUSN 141	Business Communications (or COMM 101 or ENGL 121)	3
WELD 135	Shield Arc/Ox Welding	3

SECOND SEMESTER 16 Sem. Hours

* AUTM 120	Fundamentals of Engines	3
* AUTM 122	Engine Components and Construction	3
* AUTM 124	Fundamentals of Electricity	4
* AUTM 138	Automotive Servicing	2
* MATH 111	Technical Math	3
-or-		
BUSN 125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	1
INFT Elective		1

THIRD SEMESTER 16 Sem. Hours

* AUTM 231	Fundamentals of Electronics	3
* AUTM 233	Fuel Systems	3
* AUTM 235	Electronic Engine Controls	4
* AUTM 237	Engine Performance	3
* ECON 111	Principles of Economics I	3
-or-		
BUSN 225	Personal Finance	3

FOURTH SEMESTER 18 Sem. Hours

* AUTM 240	Automatic Transmissions	5
* AUTM 242	Automotive Body Electronics	3
* AUTM 238	Advanced Automotive Data Analysis	3
* AUTM 248	Automotive Heating and Air Conditioning	3
* BUSN 124	Introduction to Small Business	3
INFT Elective		1

TOTAL HOURS = 69

* Course has a prerequisite. See course descriptions.





AUTOMOTIVE SERVICE Level I (636)

Certificate Program

ABOUT OUR PROGRAM

This Level One certificate prepares students for employment as entry-level technicians for routine vehicle maintenance responsibilities in lubrication, brake installation, tire service, suspension repair and alignment, and minor automotive electrical.

NATURE OF WORK AND EMPLOYMENT

Students find jobs repairing and servicing passenger cars, trucks, and other automotive vehicles. Some jobs in the automotive field may be for general technicians, while others are for specialists in engines, brakes, drive trains, transmissions, steering/suspension, electrical systems, emission controls, or heating and air conditioning. Employment opportunities for trained technicians are excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Jeff Robertson, Automotive Technology Faculty
- Mr. Jim Palmer, Automotive Technology Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

FIRST SEMESTER 16 Sem. Hours

* AUTM	111	Suspension and Alignment	5
* AUTM	113	Brakes	4
* AUTM	115	Standard Transmission and Final Drives	4
WELD	130	Introduction to Welding	3
-or-			
WELD	135	Shield Arc/Oxy Welding	

SECOND SEMESTER 12 Sem. Hours

* AUTM	120	Fundamentals of Engines	3
* AUTM	122	Engine Components and Construction	3
* AUTM	124	Fundamentals of Electricity	4
* AUTM	138	Automotive Servicing	2

Total Hours = 28





AUTOMOTIVE SERVICE Level II (637)

Certificate Program

ABOUT OUR PROGRAM

This program prepares students for employment in the areas of computerized engine controls, air conditioning, transmissions, alignments, brakes, control systems diagnostics and engine service. Certification is possible in Automotive Service Excellence/Master Automobile Technician.

NATURE OF WORK AND EMPLOYMENT

Program graduates may find jobs repairing and servicing mechanical and electrical systems of passenger vehicles and light trucks. Job openings in the automotive field may be for general technicians or specialists in control systems diagnostics, engines, brakes, drive trains, transmissions, steering/suspension, electrical systems, tune-up/emission control, or heating and air conditioning. The outlook for employment in this occupation is excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.

SPECIAL CONSIDERATIONS

Completion of this certificate will provide all of the courses that a student will need to become an ASE (Automotive Service Excellence) Certified Master Automobile Service Technician. The program is accredited through NATEF (National Automotive Technicians Educational Foundation).

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Jeff Robertson, Automotive Technology Faculty
- Mr. Jim Palmer, Automotive Technology Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

FIRST SEMESTER

16 Sem. Hours

* AUTM 231	Fundamentals of Electronics	3
* AUTM 233	Fuel Systems	3
* AUTM 235	Electronic Engine Controls	4
* AUTM 237	Engine Performance	3
* BUSN 141	Business Communications (or COMM 101 or ENGL 121)	3

SECOND SEMESTER

17 Sem. Hours

* AUTM 238	Advanced Automotive Data Analysis	3
* AUTM 240	Automatic Transmissions	5
* AUTM 242	Automotive Body Electronics	3
* AUTM 248	Automotive Heating & Air Conditioning	3
* MATH 111	Technical Math	
	-or-	3
* BUSN 125	Business Math (or MATH 162, MATH 157, MATH 159, or above)	

Total Hours =

33

* Course has a prerequisite. See course descriptions.





BIOLOGY (403)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Students who major in biology investigate the science of life including cell biology, molecular biology, evolution, ecology, and genetics. Study organisms include viruses, bacteria, plants, animals, and fungi.

NATURE OF WORK AND EMPLOYMENT

The four most common jobs people have one year after completion of their Bachelor's degree in this major are biological technician, biological scientist, health technician, and secondary teacher.

SPECIAL CONSIDERATIONS

Students considering this major should have a strong interest in nature, science, animals, and people. This career area requires the ability to collect and analyze data. The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements, and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Juliet D'Souza, Biology Faculty
- Ms. Karla Giuffre, Biology Faculty
- Mr. Tony Grahame, Biology Faculty
- Mr. Alan Nowicki, Biology Faculty
- Ms. Karissa Patefield, Student Advisor



RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* BIOL	208	Biology I: Cell & Molecular Biology	4
* BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* MATH	177	Statistics	3
* MATH	168	Analytic Geometry and Calculus I	5
* MATH	268	Analytic Geometry and Calculus II	5
* PHYS	141	Introductory Physics I	4
* PHYS	142	Introductory Physics II	4

* Course has a prerequisite. See course descriptions.



BIOLOGY EDUCATION (404)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. This program studies the science of life and life processes by investigating the origin, evolution, ecology, structure, distribution, and reproductive functions of plants and animals. Biology Education majors intend to teach, usually at the secondary level.

NATURE OF WORK AND EMPLOYMENT

The three most common jobs entered into after completion of their Bachelor's degree in this major are secondary teacher, biological technician, and health technician.

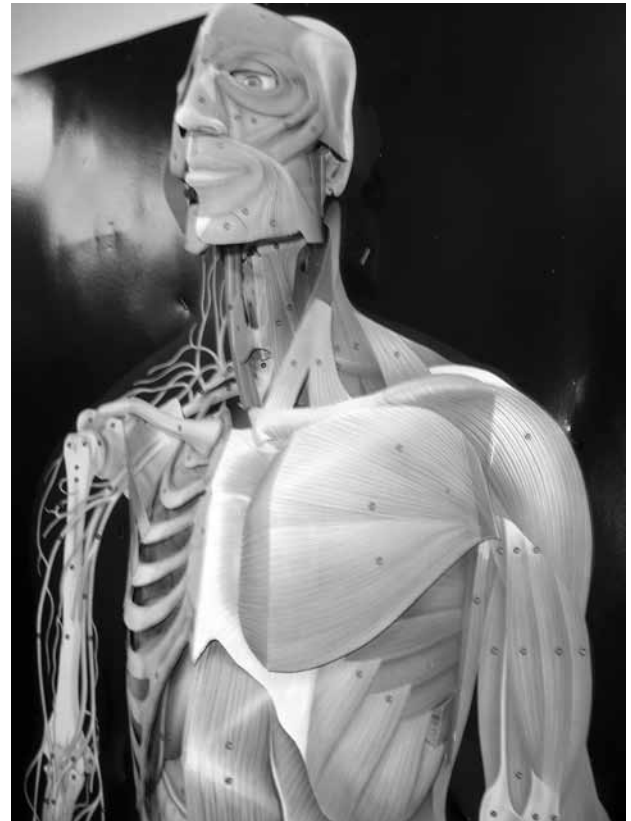
SPECIAL CONSIDERATIONS

Students considering this major should have a strong interest in nature, science, animals, and people. This career area requires the ability to collect and analyze data. **The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements, and specific university requirements in this major.** Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Juliet D'Souza, Biology Faculty
- Ms. Karla Giuffre, Biology Faculty
- Mr. Tony Grahame, Biology Faculty
- Mr. Alan Nowicki, Biology Faculty
- Ms. Vicki Schulz, Student Advisor



RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* BIOL	208	Biology I: Cell & Molecular Biology	4
* BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
EDUC	221	The American Public School	
	-or-		3
EDUC	222	Education as an Agent for Change	
EDUC	224	Introduction to Special Education	3
* PSY	161	Introduction to Psychology	3
* PSY	261	Educational Psychology	3

* Course has a prerequisite. See course descriptions.



BUSINESS ADMINISTRATION (204)

Associate of Science

ABOUT OUR PROGRAM

This degree is designed for students who plan to transfer to a four-year college or university to complete a Bachelor's degree in Accounting, Economics, Finance, Management, Marketing, or General Business Administration. The program is intended to fulfill general education and core business course requirements to prepare students for junior-level classes in their majors.

NATURE OF WORK AND EMPLOYMENT

Because the choice of majors within Business Administration is so diverse, employment trends for all occupations cannot be listed here. Students are advised to contact the college or university that they plan to transfer to. Each college or university has different requirements. This will ensure the student gets the most updated information for their particular specialization within the business area. Some of the more popular job titles include accountants, auditors, managers, sales representatives, and financial officers.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution they plan to transfer to are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Rich Jacobs, Business Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* ACCT	213	Financial Accounting	4
* ACCT	214	Managerial Accounting	4
* BUSN	121	Introduction to Business	3
†*BUSN	223	Business Law I	3
		-or-	
†*BUSN	229	Legal Environment of Business	3
* ECON	111	Principles of Economics I	3
* ECON	112	Principles of Economics II	3
* INFT	180	Introduction to Information Systems	3
* MATH	171	Finite Mathematics	4
* MATH	172	Calculus for Business and Social Science	3
* MATH	177	Statistics	
		-or-	3
* BUSN	221	Business Statistics	
PHIL	282	Ethics	3
* PSY	161	Introduction to Psychology	3

* Course has a prerequisite. See course descriptions.

† Some transfer institutions require BUSN 223. Others require BUSN 223 and BUSN 224 (Business Law II). Others require only BUSN 229. Check with a student advisor before enrolling in either course.



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CHEMISTRY (406)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Majors in Chemistry study the composition, structure, and properties of substances and the reactions, interactions, and transformations they undergo.

NATURE OF WORK AND EMPLOYMENT

The three most common jobs people have one year after completion of their Bachelor's degree in this major are chemical technician, chemist, and secondary teacher.

SPECIAL CONSIDERATIONS

Those interested in this field should possess a strong aptitude for mathematics and science as well as curiosity and an attention for detail. The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students. Students are encouraged to take MATH 265 Differential Equations and MATH 270 Linear Algebra.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. John Sullivan, Chemistry Faculty
- Dr. Brendan Dutmer, Chemistry Faculty
- Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* CHEM	221	Organic Chemistry I	4
* CHEM	222	Organic Chemistry II	4
* MATH	168	Analytic Geometry and Calculus I	5
* MATH	265	Differential Equations	3
* MATH	268	Analytic Geometry and Calculus II	5
* MATH	269	Analytic Geometry and Calculus III	4
* MATH	270	Linear Algebra	3
* PHYS	143	General Physics I	4
* PHYS	144	General Physics II	4
* PHYS	145	General Physics III	4

* Course has a prerequisite. See course descriptions.





CLERICAL BUSINESS (241)

Certificate Program

ABOUT OUR PROGRAM

This program is designed to provide the student who has no previous office experience with the minimum entry skills required for an office position. Completion of this short-term certificate program indicates to potential employers that the student has taken the initiative to become more employable. Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through many courses at their own pace and at times that are convenient to both the traditional student and to the person wishing to train for a new field or upgrade his/her skills.

NATURE OF WORK AND EMPLOYMENT

The program graduate will perform entry-level clerk and miscellaneous office tasks as a beginning employee. To advance beyond the entry-level position, the student must be prepared to continue his/her education and gain more technology and office skills background.

SPECIAL CONSIDERATIONS

The possession of this certificate may help a person gain his or her first office job; however, the skills gained from this program will not be sufficient to ensure that the person will advance beyond basic entry-level jobs. If a student has previous background in the office technology area, certain required courses may be waived or credit may be allowed through proficiency testing. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Denise Johnson, Information Systems Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

^ ACCT	105	Elements of Accounting	3
* BMAC	142	Electronic Calculator	1
* BUSN	125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
* INFT	131	Beginning Microsoft Word	1
OFFT	151	Keyboarding/Formatting I	4
OCED	250	Career Seminar	1
PSY	160	Psychology of Human Relations	1
	-or-		2/3
* PSY	161	Introduction to Psychology	

Total Hours = 18/19

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.



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CLERK TYPIST (231)

Certificate Program

ABOUT OUR PROGRAM

This program is designed to provide students with the general office background and specific technical skills required to advance in the office technology field. The program of study is designed to make the student more technically proficient and versatile in the types of assignments he/she is able to work on independently.

Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through many courses at their own pace and at times that are convenient to both the traditional student and the person wishing to train for a new field or upgrade his/her skills.

NATURE OF WORK AND EMPLOYMENT

The clerk-typist position involves work beyond the typical entry level position requirements. The program graduate will typically perform general office work and routine filing while serving as an assistant for several people and may be expected to perform transcription of dictated materials. This type of position often leads to possibilities for advancement within the office setting and provides a framework for continuing education and skill improvement.

SPECIAL CONSIDERATIONS

Certain required courses may be waived or credit allowed through proficiency testing. The type of job obtained with this certificate could develop into an administrative assistant position with the addition of further course work toward an Associate degree. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Denise Johnson, Information Systems Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

^ ACCT	105	Elements of Accounting	3
* BMAC	142	Electronic Calculator	1
* BUSN	125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
* INFT	131	Beginning Microsoft Word	1
* INFT	135	PowerPoint	1
* INFT	140	Beginning Excel	1
OCED	250	Career Seminar	1
OFFT	151	Keyboarding/Formatting I	4
* OFFT	161	Proofreading	1
* OFFT	162	Pre-Transcription Skills	1
* OFFT	163	Machine Transcription	1
* OFFT	255	Office Procedures	4
PSY	160	Psychology of Human Relations	
	-or-		2/3
* PSY	161	Introduction to Psychology	

Total Hours = 27/28

* Course has a prerequisite. See course description.
^ Knowledge of Microsoft Excel is recommended for this course.





COMPUTER SCIENCE (407)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a baccalaureate program. Majors in this program study the theory, design, development, and application of computer technology for storing and manipulating data and managing information.

NATURE OF WORK AND EMPLOYMENT

Computer Science majors need to be well organized, precise, and have attention for detail. They must interact with a wide variety of individuals in order to well define the computer assignments to be accomplished. Common jobs students have had one year after graduating from a four-year baccalaureate program in this major are computer programmer, systems analyst, network analyst, information system specialist, and systems manager.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Jeremy Monigold, Information Systems Faculty
- Ms. Vicki Schulz, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* INFT	180	Introduction to Information Systems	3
* INFT	190	Principles of Computer Science I	3
* INFT	290	Principles of Computer Science II	3
* MATH	168	Analytic Geometry & Calculus I	5
* MATH	268	Analytic Geometry & Calculus II	5

* Course has a prerequisite. See course descriptions.

NOTE: Students should check with their student advisor or a computer science faculty member to ensure their choices in the math and science elective areas are appropriate.





COMPUTER TECHNICIAN (619)

Certificate Program

ABOUT OUR PROGRAM

The computer technician program will prepare the student to install, upgrade, or repair computer equipment typically found in the home or on the office desktop. The scope of the curriculum includes microcomputers, peripheral devices, and technical support. The certificate competencies parallel those of the computer industry's A+ credential requirements.

NATURE OF WORK AND EMPLOYMENT

Students completing this program will be prepared to sit for the A+ certification exam and enter the work place as an entry-level computer systems technician. Types of jobs for which this program prepares graduates include: computer installer, computer repair technician, technical support representative, and technical consultant.

SPECIAL CONSIDERATIONS

Students in this program must show satisfactory communications and mathematics achievement on the placement tests or completion of COMM 090 and MATH 061 or equivalent. Students may wish to seek advice about merging this certificate with the Associate of Applied Science in Information Systems. A workplace experience is required for successful completion of this program.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Jeremy Monigold, Information Systems Faculty
- Ms. Vicki Schulz, Student Advisor

Required Courses

* BUSN	125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
* ELET	179	Electronics Principles	3
* INFT	180	Introduction to Information Systems	3
* INFT	182	Microcomputer Hardware	3
* INFT	282	A+ Certification	3
		INFT Electives	3
* OCED	290	Work Place Experience	4

Total Hours 25

* Course has a prerequisite. See course descriptions.





COSMETOLOGY (606)

Certificate Program

ABOUT OUR PROGRAM

Highland offers training which meets or exceeds the State Department of Financial and Professional Regulation requirement for state licensure as a cosmetologist. This program includes basic through advanced training in the area of hair care and styling, skin care and make-up as well as nail care and extensions. Training also includes areas of decontamination, chemistry, salon management, anatomy and salesmanship. Graduation from this program also requires the completion of a Business Communications class and a related electives class which gives the graduate additional entrepreneur skills. This program operates on a space available basis.

NATURE OF WORK AND EMPLOYMENT

Program graduates, once licensed, may find employment providing hair, skin and nail care services to salon clientele. Salons and spas today offer stylists many opportunities to specialize in one area or provide all services to clients. Other career possibilities for licensed cosmetologist include platform artist, salon owner/manager or style director for television, print or theater.

SPECIAL CONSIDERATIONS

Admission and enrollment procedures for this program are not the same as for other college programs and classes. Students interested in this program should contact Cosmetology Faculty or an Academic Advisor to obtain enrollment procedures. Students must attend a mandatory program orientation before being allowed to begin class. Graduates of Highland's program must also pass a state board examination to obtain a license to practice. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Cathie Schmerse, Cosmetology Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

COSM	121	Science and Practice of Cosmetology I	3
* COSM	122	Science and Practice of Cosmetology II	3
* COSM	123	Science and Practice of Cosmetology III	3
* COSM	124	Science and Practice of Cosmetology IV	3
* COSM	131	Science and Practice of Cosmetology V	3
* COSM	132	Science and Practice of Cosmetology VI	3
* COSM	133	Science and Practice of Cosmetology VII	3
* COSM	134	Science and Practice of Cosmetology VIII	3
* COSM	141	Science and Practice of Cosmetology IX	3
* COSM	142	Science and Practice of Cosmetology X	3
* COSM	143	Science and Practice of Cosmetology XI	3
* COSM	144	Science and Practice of Cosmetology XII	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
		Restricted Elective	3

Total Hours = 42

Restricted elective from: ACCT, BUSN, INFT, THEA 186, COSM 180

* Course has a prerequisite. See course descriptions.





CUSTOMER SERVICE (212)

Certificate Program

ABOUT OUR PROGRAM

This customer service certificate will allow students to have intimate knowledge of customer needs, work with the public, learn interpersonal skills, and help to resolve disputes in ways which are beneficial to both customer and company.

NATURE OF WORK AND EMPLOYMENT

Job positions include retail sales, retail cashiers, counter/retail workers, parts sales persons, retail sales personnel and sales/other related workers.

SPECIAL CONSIDERATIONS

This program develops basic specialized skills. For a broader range of skills that relate to the management of organizations, students should consider one of the degree programs offered in Accounting or in related Business areas. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

FIRST SEMESTER 9 Sem. Hours

* BMAC	142	Electronic Calculator	1
* BUSN	125	Mathematics of Business	3
INFT	105	Basic Keyboarding	2
INFT	110	Introduction to Personal Computers	1
* INFT	131	Beginning Microsoft Word	1
* INFT	140	Beginning Excel	1

SECOND SEMESTER 13 Sem. Hours

*^ ACCT	115	Introduction to QuickBooks	2
* BUSN	141	Business Communications	3
BUSN	143	Fundamentals of Retailing	3
BUSN	225	Personal Finance	3
* INFT	115	Introduction to the World Wide Web	1
OCED	250	Career Seminar	1

THIRD SEMESTER 19 Sem. Hours

BUSN	130	Business Equipment	1
BUSN	131	Money and Inventory Control	1
BUSN	243	Sales and Personal Communication	2
PSY	160	Psychology of Human Relations	2
Three credit hours from BUSN, INFT, OFFT, OCED			3

Total Hours = 31

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.





DESKTOP PUBLISHING (222)

Certificate Program

ABOUT OUR PROGRAM

The Desktop Publishing certificate is designed for individuals who need computer skills to keep up with changes in the printing industry and for individuals who are interested in desktop publishing for personal use. Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through many courses at their own pace and at times that are convenient to both the traditional student and to the person wishing to train for a new field or upgrade skills.

NATURE OF WORK AND EMPLOYMENT

Program graduates may work in the printing industry or an office setting where they typeset and prepare miscellaneous publications for printing.

SPECIAL CONSIDERATIONS

Certain required courses may be waived or credit may be allowed through proficiency testing. The type of position obtained with this certificate could develop into an administrative assistant position with the addition of further course work toward an Associate degree. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Denise Johnson, Information Systems Faculty
- Ms. Vicki Schulz, Student Advisor

Required Courses 32 Sem. Hours

ART	115	Basic Design I	3
* BUSN	121	Introduction to Business	3
		-or-	
* BUSN	124	Introduction to Small Business	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
BUSN	225	Personal Finance (or ECON 111 or 112)	3
* INFT	115	Introduction to the World Wide Web	1
* INFT	122	Introduction to Windows	1
* INFT	131	Beginning Microsoft Word	1
* INFT	132	Intermediate Microsoft Word	1
* INFT	133	Advanced Microsoft Word	1
* INFT	135	PowerPoint	1
* INFT	137	Desktop Publishing	3
* INFT	140	Beginning Excel	1
INFT	160	Digital Pictures and Sound	1
OCED	250	Career Seminar	1
OFFT	151	Keyboarding/Formatting I	4
* OFFT	161	Proofreading	1
* OFFT	162	Pre-Transcription Skills	1
		Elective	2

Total Hours = 32

* Course has a prerequisite. See course descriptions.



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EARLY CHILDHOOD EDUCATION (512)

Licensure Requirements

This transfer program is designed for students planning to complete the first years of study leading to a baccalaureate degree and major in early childhood education or child development. To teach young children in Illinois public schools (birth to age 8), teachers must apply for educator licensure by the State of Illinois. To transfer into an approved baccalaureate program in early childhood education as a junior, students must complete specific requirements and a minimum of 60 semester credits. Since admission is competitive, completion of the recommended courses does not guarantee admission. A minimum grade point average for most universities is required for program admission. Possible baccalaureate programs may include

- Early Childhood Education (Birth through Grade 2)
- Early Childhood Special Education
- Child Development
- Human Development and Family Studies

Highland Community College provides general education courses and some early childhood education courses for students interested in pursuing these areas. Many courses are the same for the different career paths; however, the number of hours required in certain disciplines may vary.

Students interested in the teaching profession should contact the Coordinator of the Early Childhood Program or a student advisor for up-to-date information regarding state requirements and senior institution admission requirements.

SPECIAL NOTES

Early Childhood Education

Highland Community College's Associate of Applied Science (AAS) degree in Early Childhood Education will NOT satisfy educator licensure requirements in the State of Illinois.

The recommended courses on the next page are intended to give students a general idea of course choices. Early childhood education majors are required to consult with the Coordinator of the Early Childhood Program, a student advisor, and/or the transfer coordinator to ensure proper course selection and program advising. Licensure requirements are subject to change due to legislation or Illinois State Board of Education (ISBE) decisions.

Online Degree Option for Early Childhood

There is a possibility of obtaining the AA with an ECE emphasis primarily online. Students interested in pursuing the degree online should contact the Coordinator of the Early Childhood Education Program at (815) 599-3484 for further information.



EARLY CHILDHOOD EDUCATION (512)

Associate of Arts

ABOUT OUR PROGRAM

This program is designed for the student intending to transfer to a senior institution to complete a baccalaureate degree. With the completion of the specified ECE coursework, students will also complete a Level 2 Credential certificate. Students will be eligible to receive a Gateways to Opportunity Level 2 Credential due to the fact that the HCC Early Childhood Program is a Gateways Entitled Institution.

NATURE OF WORK AND EMPLOYMENT

Graduates of four-year baccalaureate programs in this major are typically employed as teachers in preschools and elementary schools, parent educators, early intervention educators, child development specialists, child care directors, Head Start lead teachers, and employees in civic/social organizations.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. ECE students must demonstrate good physical and emotional health as well as submit to and pass a background check before beginning fieldwork experiences with children.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
Ms. Melissa Johnson, Coordinator of Early Childhood Education
Ms. Vicki Schulz, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

* ECE	121	Introduction to Early Childhood Education	3
* ECE	122	Child Growth and Development	3
* ECE	123	Health, Safety, & Nutrition for Young Children	3
* ECE	125	Curriculum & Assessment in ECE Settings	3
* ECE	202	Role of Learning Environments and Play in EC	3
* ECE	203	Home, School, & Community Relations	3
* ECE	204	Exceptional Child in ECE	2

Early Childhood/Education Options (select one)

* ECE	124	Language & Literacy Development in EC	3
* EDUC	124	Diversity in Schools and Society	3
* EDUC	224	Introduction to Special Education	3
* EDUC	225	Educational Technology	3
* PSY	261	Educational Psychology	3

* Course has a prerequisite. See course descriptions.



EARLY CHILDHOOD EDUCATION (703)

Associate of Applied Science

ABOUT OUR PROGRAM

This program is designed to provide the early childhood education professional with knowledge to care for children in child care centers, family child care, school-age programs, and preschools. The program is committed to addressing the needs and interests of young learners of diverse ethnicity, race, socio-economic background and ability. There are opportunities both in the classroom as well as field workplace experience to practice skills learned. The field of early childhood covers children, birth through eight years of age.

This applied science program contains 37 required ECE semester hours, 15 required related semester hours consisting of general education courses, and 9 ECE elective semester hours. The program of study must be taken in its entirety to meet degree requirements. Courses within the curriculum are based on the Illinois Professional Teaching Standards, the Early Childhood Education Content Area Standards, and the Early Childhood Special Education standards. As a “blended” Associate Degree program, the courses integrate knowledge and effective practices from the fields of early childhood education and early childhood special education, which prepares students to recognize, support, and enhance the vast diversity of child and family development and learning needs. Both of the early childhood certificates, Level 2 Credential (723) and Level 3 Credential (713), are wholly contained in the Early Childhood Education degree.

The State of Illinois has adopted a career lattice system, creating a seamless framework for professionals to develop. At Highland Community College, we will offer the Level 2, 3, and 4 Early Childhood Education Credentials, Level 2, 3, and 4 Infant and Toddler Credentials, and the Level I Director Credential within the Illinois Gateways to Opportunity system. These credentials promote access to varied career opportunities within the field, as well as opportunities to transfer to a four-year program to continue courses of study. Students interested in pursuing a Gateways to Opportunity Credential need to speak with the Coordinator of the ECE program regarding specific course requirements to qualify for credentials.

NATURE OF WORK AND EMPLOYMENT

Early Childhood graduates with an AAS degree are qualified to be employed as teachers and directors in child development centers licensed by the Department of Children and Family Services (DCFS), Head Start, preschools, family child care providers, and in agencies providing family support. AAS graduates must demonstrate good physical and emotional health as well as submit to and pass a current DCFS background check before beginning fieldwork experiences in any children’s facility to legally interact with children.

SPECIAL CONSIDERATIONS

This degree does NOT prepare students for Illinois State Board of Education teacher certification and does NOT prepare students for transferring, though some general education courses are transferable. Some of the early childhood education courses will be transferable at some colleges. Please check with your advisor regarding specific requirements. To successfully begin the early childhood degree, students must meet the communication requirements. Students must take either Introduction to Early Childhood Education or Child Growth and Development and earn the grade of “C” or better to proceed through the early childhood program. They must maintain a “C” or better in all early childhood courses to graduate. A workplace experience is required for successful completion of this program.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Melissa Johnson, Coordinator of Early Childhood Education
- Ms. Vicki Schulz, Student Advisor





EARLY CHILDHOOD EDUCATION (703)

Associate of Applied Science

Required ECE Courses

37 Sem. Hours

FALL COURSES

* ECE 121	Intro to Early Childhood Education	3
* ECE 124	Language & Literacy Dev in EC	3
* ECE 125	Curr & Assessment in EC Settings	3
* ECE 126	Observation & Guidance of Young Child	3
* ECE 128	Practicum II	2
* ECE 202	Role Learn Environment and Play in EC	3
* ECE 203	Home, Scl, & Comm Relations in EC	3
* ECE 205	Intro to Infant/Toddler Care & Education	3

SPRING COURSES

* ECE 122	Child Growth and Development	3
* ECE 123	Health, Safety, & Nutrition of Young Chld	3
* ECE 204	Exceptional Child in EC Programs	2
* ECE 207	Math and Science for the Young Child	3
* ECE 209	Practicum III	3

Required Related Courses

15 Sem. Hours

* BUSN 125	Business Math	3
* Communications	(BUSN 141 or ENGL 121)	3
* INFT 180	Introduction to Information Systems	3
* PSY 161	Introduction to Psychology	3
	-or-	
	General Education Elective	
SPCH 191	Fundamentals of Speech	3

ECE Required Electives

(Choose 9 credits)

* ECE 127	Music and Movement for Young Child	3
* ECE 206	Creative Activities for the Young Child	3
* ECE 208	Supervision & Admin of Child Care Prog	3
* ECE 210	Legal & Fiscal Mgt of Child Care Programs	3
* ECE 211	Staff Mgt & Human Relations in Child Care	3
* ECE 212	Seminar in Early Childhood Education	3

Total Hours = 61

* Course has a prerequisite. See course descriptions.



EARLY CHILDHOOD EDUCATION (723)

Level 2 ECE Credential Certificate

ABOUT OUR PROGRAM

This program helps students meet Illinois Department of Children and Family Services Licensing Standards for Assistant Teacher. The State of Illinois has adopted a career lattice system, creating a seamless framework for professionals to develop. At Highland Community College, we will offer the Level 2, 3, and 4 Early Childhood Education Credentials, Level 2, 3, and 4 Infant and Toddler Credentials, and the Level I Director Credential within the Illinois Gateways to Opportunity system. These credentials promote access to varied career opportunities within the field, as well as opportunities to transfer to a four-year program to continue courses of study. Students interested in pursuing a Gateways to Opportunity Credential need to speak with the Coordinator of the ECE program regarding specific course requirements to qualify for credentials.

NATURE OF WORK AND EMPLOYMENT

Level 2 Credential Certificate holders work in licensed child care programs as assistant teachers. Family Child Care Providers are encouraged to use this program to upgrade their own training and preparation.

SPECIAL CONSIDERATIONS

Certificate students must demonstrate good physical and emotional health and submit to a criminal background check before beginning any Practicum. To successfully begin the early childhood degree, students must meet the communication requirements. Students must take either Introduction to Early Childhood Education or Child Growth and Development and earn a grade of "C" or better to proceed through the early childhood program. They must maintain a "C" or better in all early childhood courses to complete the certificate. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Melissa Johnson, Coordinator of Early Childhood Education
- Ms. Vicki Schulz, Student Advisor

Required Child-Care Courses

* Communications (BUSN 141 or ENGL 121)	3
* ECE 121 Intro to Early Childhood Education	3
* ECE 122 Child Growth & Development	3
* ECE 123 Hlth, Safety, & Nutrition of Yng Chld	3
* ECE 203 Home, Scl, & Comm Relations in EC	3
* ECE 128 Practicum II	
-or-	2
* ECE 204 Exceptional Child in Early Childhood Progs	

Total Hours = 17

* Course has a prerequisite. See course descriptions.





EARLY CHILDHOOD EDUCATION (713)

Level 3 ECE Credential Certificate

ABOUT OUR PROGRAM

This program is for students who wish to qualify as an early childhood teacher or school-age worker (as defined by the Illinois Department of Children and Family Services) in a DCFS-licensed program. In order to work as a state-licensed Early Childhood Educator in a school district, students must obtain a Bachelor's degree in Early Childhood Education. Persons desiring child care teaching positions must also have at least 1,560 clock hours of child development experience in a child care program licensed by the Illinois Department of Children and Family Services. Some of the required hours can be met in the Practicum offered at HCC.

The State of Illinois has adopted a career lattice system, creating a seamless framework for professionals to develop. At Highland Community College, we will offer the Level 2, 3, and 4 Early Childhood Education Credentials, Level 2, 3, and 4 Infant and Toddler Credentials, and the Level I Director Credential within the Illinois Gateways to Opportunity system. These credentials promote access to varied career opportunities within the field, as well as opportunities to transfer to a four-year program to continue courses of study. Students interested in pursuing a Gateways to Opportunity Credential need to speak with the Coordinator of the ECE program regarding specific course requirements to qualify for credentials.

NATURE OF WORK AND EMPLOYMENT

Typical job positions that program graduates may enter into include family child care provider, child care worker, child care assistant, nanny positions, and other programs serving infants, toddlers, and preschoolers. Graduates plan and present learning activities for small children, observe and document children's behavior, and work closely with teachers, directors, and parents to promote the growth and development of children.

The certificate program is NOT recommended for those seeking leadership positions in early childhood programs, such as director, assistant director, and senior teacher.

SPECIAL CONSIDERATIONS

Certificate students must demonstrate good physical and emotional health and submit to a criminal background check before beginning any Practicum. To successfully begin the early childhood degree, students must meet the communication requirements. Students must take either Introduction to Early Childhood Education or Child Growth and Development and earn a grade of "C" or better to proceed through the early childhood program. They must maintain a "C" or better in all early childhood courses to complete the certificate. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Melissa Johnson, Coordinator of Early Childhood Ed.
- Ms. Vicki Schulz, Student Advisor

Required ECE Courses 34 Sem. Hours

* ECE 121	Intro to Early Childhood Education	3
* ECE 122	Child Growth and Development	3
* ECE 123	Hlth, Safety, & Nutrition of Yng Child	3
* ECE 124	Language & Literacy Dev in EC	3
* ECE 125	Curriculum & Assessment in EC Settings	3
* ECE 126	Observation & Guidance of Young Child	3
* ECE 128	Practicum II	2
* ECE 202	Role of Learning Envir & Play in EC	3
* ECE 203	Home, Scl, & Comm Relations in EC	3
* ECE 204	Exceptional Child in EC Programs	2
* ECE 205	Intro to Infant/Toddler Care & Education	3
* ECE 207	Math and Science for the Young Child	3

Related Required Courses

4 Sem. Hours

* Communications (BUSN 141 or ENGL 121)	3
INFT Elective	1

Total Hours = 38

* Course has a prerequisite. See course descriptions.





ENGINEERING (414)

Associate of Engineering Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Students in this major will study mathematics and science with the intent of applying the principles of those fields to the design and construction of useful devices and structures. Specialty areas of engineering include mechanical, electrical, civil, chemical, and industrial.

NATURE OF WORK AND EMPLOYMENT

Engineers work in a wide variety of settings such as industries, research facilities, consulting firms, and governmental agencies.

SPECIAL CONSIDERATIONS

Those interested in engineering should have an aptitude for science, mathematics, problem solving, and versatility. Good verbal and written skills, and the ability to work on a team are also needed. The guideline listed is recommended only. Students should check with a student advisor for specific university requirements in this major. See the General Education requirements listed on page 64. Each student must meet with an advisor to ensure that the special requirements of the department and the institution to which they plan to transfer are fully met.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Alan O'Keefe, Physics Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

FIRST SEMESTER 15 Sem. Hours

* CHEM 123	General College Chemistry I	5
* ENGL 121	Rhetoric and Composition I	3
* MATH 168	Analytic Geometry and Calculus I	5
* PHYS 120	Introduction to Engineering	2

SECOND SEMESTER 18 Sem. Hours

* ENGL 122	Rhetoric and Composition II	3
* MATH 268	Analytic Geometry and Calculus II	5
* PHYS 143	General Physics I	4
	Humanities/Fine Arts Requirement	3
	Social/Behavioral Science Requirement	3

THIRD SEMESTER 16/17 Sem. Hours

* MATH 265	Differential Equations	3
* PHYS 144	General Physics II	4
SPCH 191	Fundamentals of Speech	3
† Social/Behavioral Science Requirement		3
Engineering Specialty Electives		3/4

FOURTH SEMESTER 17/18 Sem. Hrs.

* MATH 269	Analytic Geometry and Calculus III	4
† Humanities Requirement		3
† Social/Behavioral Science Requirement		3
† Fine Arts Requirement		3
Engineering Specialty Electives		4/5

Total Hours = 66/68

* Course has a prerequisite. See course descriptions.
† Some transfer institutions prefer sequential courses. Check with a student advisor.

Engineering Specialty Electives

See your student advisor

BIOL 110	Principles of Biology	4
* CHEM 124	General College Chemistry II	5
* CHEM 221	Organic Chemistry I	4
* CHEM 222	Organic Chemistry II	4
* DRAF 151	Engineering Graphics	4
** PHYS 221	Mechanics I (Statics)	3
* PHYS 222	Mechanics II (Dynamics)	3
* PHYS 145	General Physics III	4
* PHYS 246	Circuits Analysis	4
* MATH 262	C Programming for Science Eng	4



ENGINEERING TECHNOLOGY (612)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Students in this major will use their technical skills and knowledge of science and math in the support of engineering activities. Students should have interests in mechanical and electrical devices and mathematics, skills in using instruments, ability to make accurate observations and measurements, and ability to work with others as a part of a team.

NATURE OF WORK AND EMPLOYMENT

After attaining a baccalaureate degree, students may work in one of several different engineering specialties including aeronautical, civil, industrial, mechanical, chemical, or metallurgical. Engineering Technicians are employed by companies in the electrical equipment, machinery, aerospace, and construction industries; by radio and TV stations; engineering and architectural firms; and by organizations in other fields. Faster than average job growth is projected due to anticipated increases in research and development expenditures and the expected growth in the output of technical products.

SPECIAL CONSIDERATIONS

Those interested in engineering should have an aptitude for science, mathematics, problem solving, and versatility. Good verbal and written skills along with the ability to work on a team are also needed. The guideline listed is recommended only. Students should check with a student advisor for specific university requirements in this major. See page 62 for General Education requirements. Each student must meet with an advisor to ensure that the special requirements of the department and the institution to which they plan to transfer are fully met.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Alan O'Keefe, Physics Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

FIRST SEMESTER 18 Sem. Hours

DRAF	151	Engineering Graphics	4
* ENGL	121	Rhetoric and Composition I	3
* MATH	168	Analytic Geometry and Calculus I	5
* PHYS	141	Introductory Physics I	4
PHYS	120	Intro to Engineering	2

SECOND SEMESTER 18 Sem. Hours

* ENGL	122	Rhetoric and Composition II	3
* MATH	268	Analytic Geometry and Calculus II	5
* PHYS	142	Introductory Physics II	4
		Fine Arts Requirement	3
		Social/Behavioral Science Requirement	3

THIRD SEMESTER 13 Sem. Hours

BIOL	110	Principles of Biology	4
* CHEM	123	General College Chemistry I	5
* MATH	262	C Programming for Science/Engineering	4

FOURTH SEMESTER 15 Sem. Hours

* ECON	111	Principles of Economics I	3
SPCH	191	Fundamentals of Speech	3
		HIST/POL Requirement	3
		Humanities/Fine Arts Requirement	3
		Humanities Requirement	3

Total Hours = 64

* Course has a prerequisite. See course descriptions.

Suggested electives (see your advisor)

- * PHYS 221 Mechanics I (Statics)
- * PHYS 222 Mechanics II (Dynamics)



EQUINE SCIENCE (633)

Associate of Applied Science

ABOUT OUR PROGRAM

This program is designed to prepare students for careers in equine facility management with fundamental horse care, horse handling, horse training, riding, stable management and riding instruction included. Current employees and horse and equine facility owners as well as students with no former experience have the possibility to gain knowledge and experience by completing this degree and becoming an equine facility manager.

NATURE OF WORK AND EMPLOYMENT

Careers in the equine industry are varied in nature and requirements. There are positions requiring considerable versatility, such as within a small privately owned facility with only a few employees. Other positions are more specialized and are generally found in large, complex operations.

SPECIAL CONSIDERATIONS

While the program includes a significant amount of classroom delivery, in many cases the courses will be held on-site to provide the student with as much direct contact with the equine environment as possible. The academic skills will center on our core communications, math and computer application courses and will be rounded out by business-related content.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
Ms. Vicki Schulz, Student Advisor

Required Gen Ed Courses

20 Sem. Hours

BUSN	141	Business Communication (ENGL 121 or COMM 101)	3
INFT	180	Introduction to Information Systems	3
ACCT	120	Introduction to Quickbooks	2
BUSN	121	Introduction to Business	3
BUSN	125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	3
BUSN	246	Principles of Marketing	3
BUSN	249	Principles of Management	3

Req. Program Specific Courses

45 Sem. Hours

EQUI	101	Equine Business	3
EQUI	103	Equine Evaluation	2
EQUI	105	Equine Facilities	3
EQUI	107	Equine Health Care I	2
EQUI	109	Equine Health Care II	2
EQUI	115	Equine Nutrition	3
EQUI	117	Equine Physiology	3
EQUI	123	Horse Handler Exercise	1
EQUI	125	Horse Handler First Aid	1
EQUI	127	Horse Handling I	2
EQUI	129	Horse Handling II	2
EQUI	131	Horse Shoeing	1
EQUI	133	Horse Training I	2
EQUI	135	Horse Training II	2
EQUI	137	Riding I	2
EQUI	139	Riding II	2
EQUI	141	Riding Instruction I	2
EQUI	143	Riding Instruction II	2
EQUI	145	Stable Management I	2
EQUI	147	Stable Management II	2
OCED	290	Workplace Experience/Equine-Beginning	2
OCED	290	Workplace Experience/Equine-Advanced	2

Total Hours = 65

* Course has a prerequisite. See course descriptions.





EQUINE SCIENCE (641)

Certificate Program

ABOUT OUR PROGRAM

This certificate is designed for a student who wants a shorter education path into the equine industry or is just looking to take specific courses to gain critical knowledge for their individual work with horses. All courses within this certificate feed directly into the following certificates or Associate of Applied Science degree: Equine Massage Certificate, Riding Instructor Certificate, Stable Manager Certificate, or an Associate of Applied Science in Equine Science. Within about one year of study this certificate will prepare students for a basic career in the Equine field.

Current employees or facility owners in the horse industry may find it beneficial to gain further knowledge and experience by completing separate courses leading to this certificate and thereby have their equine skills documented.

NATURE OF WORK AND EMPLOYMENT

Careers in the equine industry vary in nature and requirements. There are positions requiring considerable versatility, such as within a small privately owned facility with only a few employees. Other positions are more specialized and are generally found in large, complex operations. This General Equine Certificate may lead to a career as a groom, a stable worker, or an equine feed or nutrition specialist.

SPECIAL CONSIDERATIONS

The certificate includes instruction both in theory and practice. There are courses that include classroom instruction and field trips. Courses such as Horse Handling I, Equine Health Care I, and Horse Shoeing are held solely at a stable to provide the student with as much direct contact with the equine environment as possible. The certificate also includes 150 hours of workplace experience to further ensure the practical aspect of working with horses. The academic courses include basic computer and business communication skills for day-to-day work in an equine environment.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
Ms. Vicki Schulz, Student Advisor

FIRST SEMESTER **11 Sem. Hours**

INFT	180	Introduction to Information Systems	3
EQUI	107	Equine Health Care I	2
EQUI	117	Equine Physiology	3
EQUI	125	Horse Handler First Aid	1
EQUI	127	Horse Handling I	2

SECOND SEMESTER **12 Sem. Hours**

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
EQUI	103	Equine Evaluation	2
EQUI	115	Equine Nutrition	3
EQUI	123	Horse Handler Exercise	1
EQUI	131	Horse Shoeing	1
OCED	290	Workplace Experience	2

Total Hours = 23

* Course has a prerequisite. See course descriptions.



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EQUINE MASSAGE THERAPIST (638)

Certificate Program

ABOUT OUR PROGRAM

This certificate is designed for a student who wants to have essential general skills in Equine Science and specific skills within Equine Massage to become a broadly educated Equine Massage Therapist. The courses within this certificate are courses included in the General Equine Science Certificate, Equine Massage I and II, and Equine Stress Points (as defined by the American Jack Meagher) I and II. Within about one year of study this certificate will prepare students for an entry-level career as an Equine Massage Therapist with specific skills in the field of Equine Stress Points by Jack Meagher.

Current employees or facility owners in the horse industry may find it beneficial to gain further knowledge and experience by completing separate courses leading to this certificate and thereby have their equine skills documented.

NATURE OF WORK AND EMPLOYMENT

Careers in the equine industry vary in nature and requirements. There are positions requiring considerable versatility, such as within a small privately owned facility with only a few employees. Other positions are more specialized and are generally found in large, complex operations. This Equine Massage Therapist Certificate may lead to a career as an Equine Massage Therapist with essential general skills in Equine Science and fundamental skills in horse massage techniques for the whole horse and for specific areas of the horse, stress points as defined by Jack Meagher, movements and stretching of the horse.

SPECIAL CONSIDERATIONS

This certificate includes instruction both in theory and practice. There are courses that include classroom instruction and field trips. Courses such as Horse Handling, Equine Health Care, Equine Massage, and Equine Stress Points are held solely at a stable to provide the student with as much direct contact with the equine environment as possible. This certificate also includes workplace experience to further ensure the practical aspect of working and treating horses. The academic courses include basic computer and business communication skills for day-to-day work in an equine environment.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
Ms. Vicki Schulz, Student Advisor

FIRST SEMESTER 15 Sem. Hours

INFT	180	Introduction to Information Systems	3
EQUI	107	Equine Health Care I	2
EQUI	117	Equine Physiology	3
EQUI	125	Horse Handler First Aid	1
EQUI	127	Horse Handling I	2
EQUI	111	Equine Massage I	2
EQUI	119	Equine Stress points I	2

SECOND SEMESTER 16 Sem. Hours

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
EQUI	103	Equine Evaluation	2
EQUI	115	Equine Nutrition	3
EQUI	123	Horse Handler Exercise	1
EQUI	131	Horse Shoeing	1
EQUI	121	Equine Stress Points II	2
EQUI	113	Equine Massage II	2
OCED	290	Workplace Experience	2

Total Hours = 31





EQUINE RIDING INSTRUCTOR (640)

Certificate Program

ABOUT OUR PROGRAM

This certificate is designed for a student who has the desire to become a Riding Instructor. The courses within this certificate are the courses included in the General Equine Science Certificate together with Horse Training I and II, Riding I and II, and Riding Instruction I and II. Within about one year of study this certificate will prepare students for an entry-level career as a Riding Instructor.

NATURE OF WORK AND EMPLOYMENT

Careers in the equine industry vary in nature and requirements. There are positions requiring considerable versatility, such as within a small privately owned facility with only a few employees. Other positions are more specialized and are generally found in large, complex operations. This Riding Instructor Certificate may lead to a career as a Riding Instructor beginning at an entry level with fundamental instruction knowledge for basic level teaching in the English and Western discipline. Other related work experiences may also lead to an entry-level career as a Horse Trainer or an Exercise Rider with emphasis in training and retraining of horses in the English and Western discipline.

SPECIAL CONSIDERATIONS

The certificate includes instruction both in theory and practice. There are courses that include classroom instruction and field trips. Courses such as Horse Handling, Equine Health Care, Horse Training and Riding are held solely at a stable to provide the student with as much direct contact with the equine environment as possible. The certificate also includes 150 hours of workplace experience to further ensure the practical aspect of working with horses. The academic courses include basic computer and business communication skills for day-to-day work in an equine environment.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
Ms. Vicki Schulz, Student Advisor

FIRST SEMESTER 17 Sem. Hours

INFT	180	Introduction to Information Systems	3
EQUI	107	Equine Health Care I	2
EQUI	117	Equine Physiology	3
EQUI	125	Horse Handler First Aid	1
EQUI	127	Horse Handling I	2
EQUI	133	Horse Training I	2
EQUI	137	Riding I	2
EQUI	139	Riding II	2

SECOND SEMESTER 18 Sem. Hours

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
EQUI	103	Equine Evaluation	2
EQUI	115	Equine Nutrition	3
EQUI	123	Horse Handler Exercise	1
EQUI	131	Horse Shoeing	1
EQUI	135	Horse Training II	2
EQUI	141	Riding Instruction I	2
EQUI	143	Riding Instruction II	2
OCED	290	Workplace Experience	2

Total Hours = 35



EQUINE STABLE MANAGER (639)

Certificate Program

ABOUT OUR PROGRAM

This certificate is designed for a student who has the desire to become a Stable Manager. The courses within this certificate are the courses included in the General Equine Science Certificate together with Equine Health Care II, Stable Management I and II, and Equine Facilities. Within about one year of study this certificate will prepare students for an entry-level career as a Stable Manager.

Current employees or facility owners in the horse industry may find it beneficial to gain further knowledge and experience by completing separate courses leading to this certificate and thereby have their equine skills documented.

NATURE OF WORK AND EMPLOYMENT

Careers in the equine industry vary in nature and requirements. There are positions requiring considerable versatility, such as within a small privately owned facility with only a few employees. Other positions are more specialized and are generally found in large, complex operations. This Stable Manager Certificate may lead to an entry-level career as a Stable Manager with fundamental skills for managing and maintaining an equine facility.

SPECIAL CONSIDERATIONS

This certificate includes instruction both in theory and practice. There are courses that include classroom instruction and field trips. Courses such as Horse Handling, Equine Health Care, and Horse Shoeing are held solely at a stable to provide the student with as much direct contact with the Equine environment as possible. The certificate also includes 150 hours of workplace experience to further ensure the practical aspect of working with horses. The academic courses include basic computer and business communication skills for day-to-day work in an equine environment.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
Ms. Vicki Schulz, Student Advisor

FIRST SEMESTER 15 Sem. Hours

INFT	180	Introduction to Information Systems	3
EQUI	107	Equine Health Care I	2
EQUI	117	Equine Physiology	3
EQUI	125	Horse Handler First Aid	1
EQUI	127	Horse Handling I	2
EQUI	111	Equine Massage I	2
EQUI	119	Equine Stress Points I	2

SECOND SEMESTER 16 Sem. Hours

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
EQUI	103	Equine Evaluation	2
EQUI	115	Equine Nutrition	3
EQUI	123	Horse Handler Exercise	1
EQUI	131	Horse Shoeing	1
EQUI	121	Equine Stress Points II	2
EQUI	113	Equine Massage II	2
OCED	290	Workplace Experience	2

Total Hours = 31

* Course has a prerequisite. See course descriptions.





GEOLOGY (409)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Geology majors study the characteristics and features of the earth and the processes that shape them.

NATURE OF WORK AND EMPLOYMENT

The most common jobs people have one year after graduating with a baccalaureate degree in this major are Geologist, Science Technician, Secondary Teacher, and Environmental Scientist.

SPECIAL CONSIDERATIONS

Those interested in geology should have an aptitude for science and mathematics as well as a deep curiosity about the earth and its characteristics. The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Steve Simpson, Geology/Geography Faculty
Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

BIOL	110	Principles of Biology	4
* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
GEOL	126	Geology	4
* GEOL	236	Historical Geology	4
* MATH	168	Analytic Geometry and Calculus I	5
* MATH	268	Analytic Geometry and Calculus II	5
†* PHYS	141	Introductory Physics I	4
†* PHYS	142	Introductory Physics II	4

* Course has a prerequisite. See course descriptions.

† Some senior institutions require General Physics. Check with a student advisor regarding proper course selection for each university.



GRAPHIC DESIGN (301)

Associate of Applied Science

ABOUT OUR PROGRAM

This program is designed to provide entry-level job skills necessary for entrance in the graphic design field. Students learn the basics of typography, layout, and design using computer software. An emphasis is placed on the design process including questioning, research, communication, proofs, presentation and mechanicals. A problem-solving approach is used and actual design projects are incorporated into the curriculum when appropriate.

NATURE OF WORK AND EMPLOYMENT

Areas of employment include graphic design, print media, illustration, electronic publishing, communications, entertainment, industry, and advertising. Many jobs in this field involve communication and marketing skills, as well as creative and technical abilities. As visual communication needs increase, this area will continue to grow. The tools used in this field have changed dramatically over the last 15 years as technology continues to change. Highland's computer lab is well-equipped, well-maintained, and up-to-date.

SPECIAL CONSIDERATIONS

Although this degree is not specifically intended for transfer students, many courses will transfer to senior institutions. Checking with the program faculty or a student advisor will help provide a smooth transfer. This degree includes general-education courses as well as some business and communications courses to help the student with work-related skills.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Dr. Thompson Brandt, Dean, Humanities and Social Sciences
Mr. Sam Tucibat, Graphic Design Faculty
Ms. Heather Moore, Student Advisor

FIRST SEMESTER 15 Sem. Hours

ART	113	Drawing I	3
ART	115	Basic Design I	3
* ART	118	Graphic Design I	3
* BUSN	141	Business Communications	
	-or-		
* COMM	101	Technical Communications	3
	-or-		
* ENGL	121	Rhetoric and Composition I	
	Major Elective		3

SECOND SEMESTER 15 Sem. Hours

* ART	114	Drawing II	
	- or -		3
* ART	116	Basic Design II	
* ART	218	Graphic Design II	3
* COMM	214	Business and Technical Writing	
	- or -		3
* ENGL	122	Rhetoric and Composition II	
SPCH	191	Fundamentals of Speech	
	- or -		3
SPCH	192	Introduction to Public Speaking	
	Major Elective		3

THIRD SEMESTER 17/18 Sem. Hours

* ART	228	Graphic Design III	3
* BUSN	125	Mathematics of Business	3
		(or MATH 162, MATH 157, MATH 159, or above)	
PSY	160	Psychology of Human Relations	
	- or -		2/3
PSY	161	Introduction to Psychology	
	Major Electives		6
	General Education Elective		3

FOURTH SEMESTER 15 Sem. Hours

* ART	238	Graphic Design IV	3
* BUSN	143	Fundamentals of Retailing	
	- or -		
BUSN	244	Principles of Advertising	3
	- or -		
* BUSN	246	Principles of Marketing	
	- or -		
* BUSN	124	Introduction to Small Business	
	Major Electives		6
	General Education Elective		3

Total Hours = 62/63

Major Electives

ART	110	Introduction to Art	3
* ART	120	Life Drawing	3
ART	201	Photography	3
ART	202	Digital Image Editing with Photoshop	3
* ART	211	Painting I	3
* ART	212	Painting II	3
ART	215	Art History I	3
ART	216	Art History II	3
ART	219	Modern Art	3
* ART	260	Web Design Studio	3
DRAF	105	Computer-Aided Drafting (CAD) I	3
* INFT	137	Desktop Publishing	3
* INFT	202	Web Programming	3
* INFT	250	Dreamweaver	3
* INFT	260	Computer Animation	3
* OFFT	161	Proofreading	1
* SPCH	293	Small Group Communication	3
* SPTP	101	Topics in Graphic Design	3

* Course has a prerequisite. See course descriptions.



GRAPHIC DESIGN (305)

Certificate Program

ABOUT OUR PROGRAM

The certificate program prepares students for entry-level positions in graphic design. Students learn the fundamentals of design using computer software. A problem-solving approach is used and actual design projects are incorporated into the curriculum when appropriate.

NATURE OF WORK AND EMPLOYMENT

Among job positions available in this field are graphic design, print media, illustration, electronic publishing, communications, entertainment industry, and advertising. Continued economic growth in the region, resulting in increased business activity, should allow this field of employment to continue to grow.

SPECIAL CONSIDERATIONS

This program develops specialized skills in graphic design. For a wider range of skills, students should consider the degree program offered in the Associate of Arts or Applied Science degrees.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Sam Tucibat, Graphic Design Faculty
- Ms. Heather Moore, Student Advisor

Required Technical Courses

21 Sem. Hours

ART	113	Drawing I	3
ART	115	Basic Design I	3
* ART	116	Basic Design II	3
* ART	118	Graphic Design I	3
* ART	218	Graphic Design II	3
* ART	228	Graphic Design III	3
* ART	238	Graphic Design IV	3

Required Related Courses

3 Sem. Hours

* BUSN	141	Business Communications	
		- or -	
* COMM	101	Technical Communications	3
		- or -	
* ENGL	121	Rhetoric and Composition I	

Total Hours = 24

* Course has a prerequisite. See course descriptions.



HISTORY (502)

Associate of Arts

ABOUT OUR PROGRAM

The history program is designed for the student who is interested in how humans have made decisions, treated each other under the pressure of circumstances, and considered how the decisions of the past have shaped the present. The program's emphasis is on United States and European history. Courses are also offered in the Middle East and other non-western areas. This program is designed for the student who intends to pursue a baccalaureate degree in history.

NATURE OF WORK AND EMPLOYMENT

Baccalaureate degree history majors typically are employed as teachers in elementary and secondary schools and as researchers in government, museums, and industrial research departments. A four-year degree in history also provides a good background for careers in journalism, law, foreign service, and a variety of related professions.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. History majors are strongly encouraged to include a foreign language as part of their program of study. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Dr. Andrew Dvorak, History/Political Science Faculty
- Mr. Jim Phillips, History/Political Science Faculty
- Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. It is suggested that students who major in history concentrate on at least one foreign language because many four-year colleges and universities require a proficiency in one foreign language to graduate with a B.A. degree. For more information, please see your student advisor.

GEOG	132	Regional Geography of the World	3
HIST	141	Western Civilization to 1648	3
HIST	142	Western Civilization 1648 to Present	3
HIST	143	U.S. History I	3
HIST	144	U.S. History II	3
		History Electives	



HUMAN/SOCIAL SERVICES (509)

Associate of Arts

ABOUT OUR PROGRAM

This program allows students to choose either an emphasis in children's services or general social services. Both are designed for the student intending to transfer to a senior institution for completion of a baccalaureate degree. It is possible for a student to complete the two-year program and gain employment in an entry-level position.

NATURE OF WORK AND EMPLOYMENT

Program graduates are often employed in state, county, and private social-service agencies, as well as educational institutions, religious organizations, and health-related institutions.

SPECIAL CONSIDERATIONS

The course guideline listed is recommended only. For purposes of transfer students should meet with a student advisor for specific university requirements in this major.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Kim Goudreau, Sociology Faculty
- Ms. Karissa Patefield, Student Advisor

Children's Services Emphasis

FIRST SEMESTER 15 Sem. Hours

* ENGL	121	Rhetoric and Composition I	3
PSY	161	Introduction to Psychology	3
SOCI	171	Introduction to Sociology	3
SPCH	191	Fundamentals of Speech	3
		HIST/POL Requirement	3

SECOND SEMESTER 16 Sem. Hours

* ENGL	122	Rhetoric and Composition II	3
ECE	123	Health, Safety, & Nut. of Young Children	3
* PSY	264	Social Psychology	3
SOCI	271	Social Problems	3
		Physical/Life Science Requirement	4

THIRD SEMESTER 18 Sem. Hours

ECE	121	Introduction to Early Childhood Education	3
* ECE	126	Observation/Guidance of the Young Child	3
		Humanities/Fine Arts Requirement	6
		Electives	6

FOURTH SEMESTER 15 Sem. Hours

* MATH	177	Statistics	3
* PHIL	282	Ethics	3
* SOCI	273	Social Service Field Experience	3
		Fine Arts Requirement	3
		Physical/Life Science Requirement	3

Total Hours = 64

Social Services Emphasis

FIRST SEMESTER 15 Sem. Hours

ECE	121	Introduction to Early Childhood Education	3
* ENGL	121	Rhetoric and Composition I	3
* PSY	161	Introduction to Psychology	3
SOCI	171	Introduction to Sociology	3
SOCI	177	Introduction to Anthropology	3

SECOND SEMESTER 16 Sem. Hours

* ENGL	122	Rhetoric and Composition II	3
* PSY	264	Social Psychology	3
SOCI	271	Social Problems	3
		HIST/POL Requirement	3
		Physical/Life Science Requirement	4

THIRD SEMESTER 18 Sem. Hours

* ECE	203	Home, Schl, & Comm. Relations in EC	3
* SOCI	273	Social Service Field Experience	3
SOCI	274	The Family	3
		Humanities/Fine Arts Requirement	6
		Elective	3

FOURTH SEMESTER 15 Sem. Hours

* MATH	177	Statistics	3
* PHIL	282	Ethics	3
SPCH	191	Fundamentals of Speech	3
		Fine Arts Requirement	3
		Physical/Life Science Requirement	3

Total Hours = 64

* Course has a prerequisite. See course descriptions.



INDUSTRIAL MANUFACTURING TECHNOLOGY (601)

Computer-Aided Design • Mechanical/Architectural (Certificate)

ABOUT OUR PROGRAM

This program is designed to prepare students to be a CAD technician in the manufacturing and/or engineering industries.

NATURE OF WORK AND EMPLOYMENT

Graduates of this program prepare clear, accurate, and detailed drawings from the rough sketches, specifications, and calculations of engineers and designers. These drawings are used for engineering and manufacturing purposes according to the specified dimensions. CAD/CAM technicians also use computer-controlled systems to assist industrial designers and engineers in designing products and carrying out automated processes.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Eric Dietmeier, Industrial Technology Faculty
- Mr. Steve Gellings, Industrial Technology Faculty
- Mr. Dana Zimmerman, Coordinator of Career Services/ Student Advisor

Required Courses

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
* DRAF	101	Drafting Fundamentals I	3
DRAF	105	Computer-Aided Drafting (CAD) I	3
DRAF	110	Print Reading and Inspection	2
* DRAF	260	CAD-3D Solid Modeling (or DRAF 151)	4
* MATH	111	Technical Mathematics I	3
* MTEC	110	Geometric Dimensioning & Tolerancing	3

Total Hours = 21

* Course has a prerequisite. See course descriptions.





INDUSTRIAL MANUFACTURING TECHNOLOGY (615)

Industrial Electronics & Controls (Certificate)

ABOUT OUR PROGRAM

This certificate program will provide students with experience in general and industrial electronic components such as sensors, motors, and valves as well as typical electronic circuits found in industry. Students will also gain experience with computer applications and programming industrial control devices such as programmable logic controllers.

NATURE OF WORK AND EMPLOYMENT

Graduates with this certificate are prepared to work with industrial machines and manufacturing systems. Typical career positions include maintenance technician, troubleshooter, machine builder, and field sales specialist. With additional experience and education, graduates can move into supervisory and advanced technical occupations.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Eric Dietmeier, Industrial Technology Faculty
- Mr. Steve Gellings, Industrial Technology Faculty
- Mr. Dana Zimmerman, Coordinator of Career Services/ Student Advisor

Required Courses

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
* ELET	179	Electronic Principles	3
* ELET	182	Devices and Circuits I	3
* ELET	183	Devices and Circuits II	3
* ELET	295	Programmable Logic Controllers	4
* INFT	180	Introduction to Information Systems	3
* MATH	111	Technical Mathematics	3
* MTEC	210	General Pneumatics	3
* MTEC	220	Motors and Controls	3
* MTEC	263	General Hydraulics	3

Total Hours 31

* Course has a prerequisite. See course descriptions.





INDUSTRIAL MANUFACTURING TECHNOLOGY (607)

Machine Processes (Certificate)

ABOUT OUR PROGRAM

The Machining Processes Certificate is designed to provide students with opportunities to obtain basic and intermediate level experience in the areas of computer numeric control (CNC), computer-aided drafting (CAD), and computer-aided manufacturing (CAM).

NATURE OF WORK AND EMPLOYMENT

Successful graduates of this certificate will have entry-level competence for the fields of CAD/CAM operation and be able to set-up CNC equipment.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Eric Dietmeier, Industrial Technology Faculty
- Mr. Steve Gellings, Industrial Technology Faculty
- Mr. Dana Zimmerman, Coordinator of Career Services/ Student Advisor

Required Courses

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
DRAF	105	Computer-Aided Drafting (CAD) I	3
DRAF	110	Print Reading and Inspection	2
* MATH	111	Technical Mathematics I	3
* MTEC	110	Geometric Dimensioning And Tolerancing	3
* MTEC	151	Machine Processes	3
* MTEC	270	CNC Mill I	3
* MTEC	280	CNC Lathe I	3

Total Hours = 23

* Course has a prerequisite. See course descriptions.





INDUSTRIAL MANUFACTURING TECHNOLOGY (623)

Industrial Maintenance Technology (Certificate)

ABOUT OUR PROGRAM

This certificate program will provide students with experience in welding, mechanics, electronics, motors, and fluid power systems. Students will also gain experience with computer applications and programming industrial control devices such as programmable logic controllers. Problem solving and troubleshooting are emphasized throughout the program.

NATURE OF WORK AND EMPLOYMENT

Graduates with this certificate are prepared to work as entry-level industrial maintenance or manufacturing plant technicians. Typical career positions include maintenance mechanic, troubleshooter, machine installer, and tool/equipment specialist. With additional experience and education, graduates can move into supervisory and advanced technical occupations.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Eric Dietmeier, Industrial Technology Faculty
- Mr. Steve Gellings, Industrial Technology Faculty
- Mr. Dana Zimmerman, Coordinator of Career Services/ Student Advisor

Required Courses

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3	
	DRAF	110	Print Reading and Inspection	2
* ELET	179	Electronic Principles	3	
* ELET	182	Devices and Circuits I	3	
* ELET	295	Programmable Logic Controllers	4	
* INFT	180	Introduction to Information Systems	3	
* MATH	111	Technical Mathematics I	3	
* MTEC	151	Machine Processes	3	
* MTEC	210	General Pneumatics		
	-or-			
	MTEC	164	Manufacturing Processes	3
	-or-			
	ELET	183	Devices and Circuits II	
* MTEC	220	Motors and Controls	3	
* MTEC	263	General Hydraulics	3	
WELD	130	Introduction to Welding	3	

Total Hours = 36

* Course has a prerequisite. See course descriptions.





INDUSTRIAL MANUFACTURING TECHNOLOGY (614)

Welding and Fabrication (Certificate)

ABOUT OUR PROGRAM

This program develops skills that students require to lay out, fabricate, and weld various metals. These skills will be developed in the areas of Print Reading, Shielded Metal Arc Welding (SMAW), Metal Inert Gas (GMAW), and Tungsten Inert Gas Welding (TIG).

NATURE OF WORK AND EMPLOYMENT

Graduates will use a fusion process to join (weld) two pieces of metal by applying intense heat, pressure, or both to melt the edges of metal so they fuse permanently. This work requires laying out jobs according to drawings or blueprints and determining the welding process best suited for the metals being fused.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Eric Dietmeier, Industrial Technology Faculty
- Mr. Steve Gellings, Industrial Technology Faculty
- Mr. Dana Zimmerman, Coordinator of Career Services/
Student Advisor

Required Courses

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
DRAF	110	Print Reading and Inspection	2
* MATH	111	Technical Mathematics I	3
MTEC	164	Manufacturing Processes	3
WELD	130	Introduction to Welding	3
* WELD	232	Intermediate Welding & Fabrication	3
* WELD	233	Advanced Welding Processes	3
		Technical Elective	3

Total Hours = 23

* Course has a prerequisite. See course descriptions.

Technical Electives:
Electives should be selected from courses with prefixes INFT, DRAF, ELET, MTEC, or WELD.





INDUSTRIAL MANUFACTURING TECHNOLOGY (628)

Basic Welding (Certificate)

ABOUT OUR PROGRAM

This program develops entry-level job skills that students require in welding and metal fabrication. These skills will be developed in the areas of Print Reading, Materials, Layout, Shielded Metal Arc Welding (SMAW), and Metal Inert Gas (GMAW).

NATURE OF WORK AND EMPLOYMENT

The Basic Welding program provides the academic and technical skills as well as occupational basics for the person wishing to enter the field as a novice worker. Graduates will use permanent fusion (welding) techniques to fabricate metal products. This work requires laying out jobs according to drawings or blueprints and determining the welding method best suited for the metals being fused.

SPECIAL CONSIDERATIONS

A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Eric Dietmeier, Industrial Technology Faculty
- Mr. Steve Gellings, Industrial Technology Faculty
- Mr. Dana Zimmerman, Coordinator of Career Services/ Student Advisor

Required Courses

* BUSN	125	Mathematics of Business	3
	-or-		
* MATH	111	Technical Mathematics	
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
DRAF	110	Print Reading & Inspection	2
MTEC	101	Intro to Geometric Dimension & Tolerancing	1
OCED	250	Career Seminar	1

Welding
1st course in Sequence A or B
(see sequences below) 3

Welding
2nd course in Sequence A or B
(see sequences below) 3

Sequence A

WELD	130	Introduction to Welding and	
* WELD	232	Intermediate Welding & Fabrication	

Sequence B

WELD	135	Shielded Arc & Oxy-Acetylene Welding and	
* WELD	233	Advanced Welding & Fabrication	

Total Hours = 16

* Course has a prerequisite. See course descriptions.





INFORMATION SYSTEMS (206)

Associate of Applied Science

ABOUT OUR PROGRAM

This program is intended to provide the graduate with the entry-level job skills necessary in an information technology field. Candidates for the degree must choose an emphasis area for their specialty.

NATURE OF WORK AND EMPLOYMENT

Graduates with this degree typically work as computer programmers, computer technicians, technical support staff, network specialists, office administrators, or in information technology system sales.

SPECIAL CONSIDERATIONS

Information Systems majors need to be well organized and precise. Certain required courses may be waived or credit allowed through proficiency testing. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Denise Johnson, Information Systems Faculty
- Mr. Jeremy Monigold, Information Systems Faculty
- Ms. Vicki Schulz, Student Advisor

Required Technical Courses

52 Sem. Hours

* INFT	131	Beginning Microsoft Word	1
* INFT	135	PowerPoint	1
* INFT	140	Beginning Excel	1
* INFT	145	Beginning Access	1
* INFT	180	Introduction to Information Systems	3

Selected courses from emphasis area or electives (see following page) 45

Required Related Courses

12 Sem. Hours

* Comm.	(COMM 101, BUSN 141, or ENGL 121)	3
* Communications	(COMM 214 or ENGL 122)	3
OCED	250 Career Seminar	1
PSY	160 Psychology of Human Relations	2
SPCH	191 Fundamentals of Speech	3

Minimum Total Hours

64

* Course has a prerequisite. See course descriptions.

General Education Electives:

ART, BIOL, CHEM, EDUC, ENGL, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, SOCI, SPAN, SPCH, and, THEA.





INFORMATION SYSTEMS (206)

Emphasis areas:

Programming Emphasis (27 hours req. courses) **45 Sem. Hours**

* BUSN 121	Introduction to Business	3
INFT 105	Basic Keyboarding	2
* INFT 115	Introduction to the World Wide Web	1
* INFT 122	Introduction to Windows	1
* INFT 132	Intermediate Microsoft Word	1
* INFT 147	Advanced Access	1
* INFT 190	Principles of Computer Science I	3
- or -		
* INFT 191	Introduction to Programming	3
* Mathematics (BUSN 125, MATH 111, 162, 165 & above)		7
* INFT Programming Courses		8
Suggested Programming Courses		
* INFT 202	Web Programming	3
* INFT 250	Dreamweaver	3
* INFT 260	Computer Animation	3
Electives Choose 18 Sem. Hours		
* INFT 133	Advanced Microsoft Word	1
* INFT 137	Desktop Publishing	3
* INFT 142	Advanced Excel	1
* INFT 150	Microsoft Office Integration	1
INFT 160	Digital Pictures & Sound	1
General Education Electives		

Computer Technician Emphasis (26 hours req. courses) **45 Sem. Hours**

* BUSN 125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	3
* ELET 179	Electronic Principles	3
INFT 105	Basic Keyboarding	1
* INFT 182	Microcomputer Hardware	3
* INFT 282	A+ Certification	3
* INFT 284	Net+ Certification	3
OCED 290	Work Place Experience	4
* MATH 111 & above		3
Business Elective (BUSN, ACCT, or ECON)		3
Electives Choose 19 Sem. Hours		
* INFT 122	Introduction to Windows	1
* INFT 132	Intermediate Microsoft Word	1
* INFT 133	Advanced Microsoft Word	1
* INFT 142	Advanced Excel	1
* INFT 147	Advanced Access	1
* INFT 150	Microsoft Office Integration	1
INFT 160	Digital Pictures & Sound	1
* INFT 286	Security + Certification	3
General Education Electives		

* Course has a prerequisite. See course descriptions.

Office Administration Emphasis (39 hours req. courses) **45 Sem. Hours**

ACCT 105	Elements of Accounting	3
* BMAC 142	Electronic Calculator	1
* BUSN 121	Introduction to Business	3
- or -		
* BUSN 124	Introduction to Small Business	3
* BUSN 125	Mathematics of Business (or MATH 162, MATH 157, MATH 159, or above)	3
* ECON 111	Principles of Economics	3
- or -		
BUSN 225	Personal Finance	3
* INFT 115	Introduction to the World Wide Web	1
* INFT 122	Introduction to Windows	1
* INFT 132	Intermediate Microsoft Word	1
* INFT 133	Advanced Microsoft Word	1
* INFT 137	Desktop Publishing	3
* INFT 142	Advanced Excel	1
* INFT 147	Advanced Access	1
* INFT 150	Microsoft Office Integration	1
OFFT 151	Keyboarding/Formatting I	4
* OFFT 152	Keyboarding/Formatting II	3
* OFFT 156	Keyboarding Speed & Accuracy	1
* OFFT 161	Proofreading	1
* OFFT 162	Pre-Transcription Skills	1
* OFFT 163	Machine Transcription	2
* OFFT 255	Office Procedures	4
Electives Choose 6 Sem. Hours		
INFT 160	Digital Pictures & Sound	1
* INFT 250	Dreamweaver	3
* INFT 202	Web Programming	3
General Education Electives		

Business Emphasis (31 hours req. courses) **45 Sem. Hours**

ACCT 105	Elements of Accounting	3
* ACCT 213	Financial Accounting	4
* BUSN 121	Introduction to Business	3
- or -		
* BUSN 124	Introduction to Small Business	3
* BUSN 221	Business Statistics	3
- or -		
* MATH 177	Statistics	3
* ECON 111	Principles of Economics I	3
INFT 105	Basic Keyboarding	2
* INFT 182	Microcomputer Hardware	3
* INFT 190	Principles of Computer Science I	3
* MATH 111, 162, 165 & above		7
Electives Choose 14 Sem. Hours		
* BUSN 223	Business Law I	3
* ECON 112	Principles of Economics II	3
* OFFT 161	Proofreading	1
* OFFT 162	Pre-Transcription Skills	1
* Any programming course(s)		3
General Education Electives		



INFORMATION TECHNOLOGY - HEALTH CARE (233)

Associate of Applied Science

ABOUT OUR PROGRAM

Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through many courses at their own pace and at times that are convenient to both the traditional student and the person wishing to train for a new field or upgrade skills. Candidates for the degree must choose an emphasis area for their specialty.

NATURE OF WORK AND EMPLOYMENT

Every time a patient receives health care, a record is maintained of the observations, medical or surgical interventions, and treatment outcomes. This record includes information that the patient provides concerning his or her symptoms and medical history, the results of examinations, reports of x-rays and laboratory tests, diagnoses, and treatment plans. Medical records and health information technicians organize and evaluate these records for completeness and accuracy.

Medical records and health information technicians usually work a 40-hour week. Some overtime may be required. In hospitals - where health information departments often are open 24 hours a day, 7 days a week - technicians may work day, evening, and night shifts. Medical records and health information technicians work in pleasant and comfortable offices. This is one of the few health occupations in which there is little or no direct contact with patients. Because accuracy is essential in their jobs, technicians must pay close attention to detail. Technicians who work at computer monitors for prolonged periods must guard against eyestrain and muscle pain.

SPECIAL CONSIDERATIONS

A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Denise Johnson, Information Systems Faculty
- Ms. Vicki Schulz, Student Advisor

Required Technical Courses

49/50 Sem. Hours

^	ACCT	105	Elements of Accounting	
			-or-	3/4
	ACCT	213	Financial Accounting	
*	BMAC	142	Electronic Calculator	1
*	BUSN	121	Introduction to Business	
			-or-	3
*	BUSN	124	Introduction to Small Business	
*	BUSN	125	Mathematics of Business	3
			(or BUSN 221 or MATH 111 or above)	
*	INFT	115	Introduction to the World Wide Web	1
*	INFT	122	Introduction to Windows	1
*	INFT	131	Beginning Microsoft Word	1
*	INFT	132	Intermediate Microsoft Word	1
*	INFT	133	Advanced Microsoft Word	1
*	INFT	135	PowerPoint	1
	ITHC	101	Medical Terminology I	1
*	ITHC	102	Medical Terminology II	1
*	ITHC	103	Medical Terminology III	1
*	ITHC	220	Anatomy for Information Technology	3
	OCED	250	Career Seminar	1
*	OFFT	161	Proofreading	1
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	255	Office Procedures	4
			Select courses from emphasis area	20

Required Related Courses

14/15 Sem. Hours

*	BUSN	141	Business Communications	3
			(or COMM 101 or ENGL 121)	
*	COMM	214	Business and Technical Communications	3
			(or ENGL 122)	
	BUSN	225	Personal Finance	3
			(or ECON 111 or ECON 112)	
	SPCH	191	Fundamentals of Speech	3
	PSY	160	Psychology of Human Relations	
			-or-	2/3
	PSY	161	Introduction to Psychology	

Total Hours

63/65

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.





INFORMATION TECHNOLOGY - HEALTH CARE (233)

Associate of Applied Science

Medical Transcription Emphasis

ABOUT OUR PROGRAM

The program prepares the student for entry-level employment as a medical transcriptionist in hospitals, clinics, doctors' offices, and other medical facilities utilizing dictating and transcribing equipment. The program involves science-based courses in anatomy and medical terminology.

NATURE OF WORK AND EMPLOYMENT

The medical transcriptionist transcribes dictated orders and records for patients' permanent files. The student must possess skills and knowledge in science and terminology and have the ability to work with a variety of styles and preferences in dictating. The work is very important to the establishment of a smooth and error-free record-keeping process that is critical to the medical and medical-related fields. This program prepares versatile employees who are able to accept higher levels of responsibility.

Required Courses		20 Sem. Hours
* INFT 140	Beginning Excel	1
* INFT 145	Beginning Access	1
OFFT 151	Keyboarding/Formatting I	4
* ITHC 155	Medical Transcription	2
* OFFT 156	Keyboarding Speed & Accuracy	1
* ITHC 157	Advanced Medical Transcription	3
* OFFT 163	Machine Transcription	2
Electives from any INFT or OFFT		6

Medical Coding Emphasis

ABOUT OUR PROGRAM

The Medical Coding Program is designed to prepare individuals to understand coding principles, guidelines, medical terminology and regulatory changes for coding. The program is designed to offer a wide variety of learning experiences including classroom lecture and observation in a hospital setting.

NATURE OF WORK AND EMPLOYMENT

Medical coders are professionals skilled in classifying medical data from patient records. These coders review patients' records and assign numeric codes for each diagnosis and procedure. Coding accuracy is highly important to health care organizations because of its impact on revenues and describing health outcomes. Numerous career opportunities exist in hospitals, physician offices, clinics, home health agencies and other health care settings. Graduates are eligible to take the national medical coding exams for certification.

Required Courses		20 Sem. Hours
INFT 105	Basic Keyboarding	1
* INFT 180	Introduction to Information Systems	3
* ITHC 201	Medical Coding	4
* ITHC 205	Advanced Medical Coding	2
* OCED 290	Office Practicum (Observation)	1
Any INFT or OFFT electives from any area		9





INFORMATION TECHNOLOGY - HEALTH CARE (234)

Medical Coding (Certificate)

ABOUT OUR PROGRAM

The Medical Coding Program is a certificate program designed to prepare individuals to understand coding principles, guidelines, medical terminology, and regulatory changes for coding. The program is designed to offer a wide variety of learning experiences including classroom lecture and observation in a hospital setting.

NATURE OF WORK AND EMPLOYMENT

Medical coders are professionals skilled in classifying medical data from patient records. These coders review patients' records and assign numeric codes for each diagnosis and procedure. Coding accuracy is highly important to health care organizations because of its impact on revenues and describing health outcomes. Numerous career opportunities exist in hospitals, physician offices, clinics, home health agencies, and other health care settings. Successful graduates are eligible to take the national medical coding exams for certification.

SPECIAL CONSIDERATIONS

A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Denise Johnson, Information Systems Faculty
- Ms. Vicki Schulz, Student Advisor

Required Technical Courses

24 Sem. Hours

* BUSN	125	Mathematics of Business (or MATH 162, MATH 157, MATH 159)	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
	INFT	105 Basic Keyboarding	1
* INFT	180	Introduction to Information Systems	3
	ITHC	101 Medical Terminology I	1
* ITHC	102	Medical Terminology II	1
* ITHC	103	Medical Terminology III	1
* ITHC	201	Medical Coding	4
* ITHC	205	Advanced Medical Coding-Hospital	2
* ITHC	220	Anatomy for Information Technology	3
OCED	250	Career Seminar	1
* OCED	290	Office Practicum (Observation)	1
		-or-	1
		Elective from any INFT	

Total Hours = 24

* Course has a prerequisite. See course descriptions.





INFORMATION TECHNOLOGY - HEALTH CARE (232)

Medical Transcriptionist (Certificate)

ABOUT OUR PROGRAM

The program prepares the student for entry-level employment as a medical transcriptionist in hospitals, clinics, doctors' offices, and other medical facilities utilizing dictating and transcribing equipment. The program involves science-based courses in anatomy and medical terminology.

NATURE OF WORK AND EMPLOYMENT

The medical transcriptionist transcribes dictated orders and records for patients' permanent files. The student must possess skills and knowledge in science and terminology and have the ability to work with a variety of styles and preferences in dictating. The work is very important to the establishment of a smooth and error-free record-keeping process that is critical to the medical and medical-related fields.

SPECIAL CONSIDERATIONS

A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
Ms. Denise Johnson, Information Systems Faculty
Ms. Vicki Schulz, Student Advisor

Required Courses 32 Sem. Hours

* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
* INFT	131	Beginning Microsoft Word	1
* INFT	132	Intermediate Microsoft Word	1
* INFT	133	Advanced Microsoft Word	1
* INFT	140	Beginning Excel	1
* INFT	145	Beginning Access	1
ITHC	101	Medical Terminology I	1
* ITHC	102	Medical Terminology II	1
* ITHC	103	Medical Terminology III	1
* ITHC	155	Medical Transcription	2
* ITHC	157	Advanced Medical Transcription	3
* ITHC	220	Anatomy for Information Technology	3
OCED	250	Career Seminar	1
* OFFT	151	Keyboarding/Formatting I	4
* OFFT	156	Keyboard Speed & Accuracy	1
* OFFT	161	Proofreading	1
* OFFT	162	Pre-Transcription Skills	1
* OFFT	163	Machine Transcription	1
* OFFT	255	Office Procedures	4

Total Hours 32

* Course has a prerequisite. See course descriptions.



INFORMATION WORD PROCESSING (221)

Certificate Program

ABOUT OUR PROGRAM

This program prepares students for entry-level positions in word processing. The program may be especially beneficial to individuals currently working as secretaries and those who desire advanced training in office automation.

Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed at all times with an instructor to assist students with their course work. Students are able to proceed through many courses at their own pace and at times that are convenient to both the traditional student and to the person wishing to train for a new field or to upgrade his/her skills.

NATURE OF WORK AND EMPLOYMENT

Program graduates find jobs with public utilities, manufacturing, insurance, finance, and real estate firms. Trained operators of word processing programs are often responsible for the transcription and typing for several departments.

SPECIAL CONSIDERATIONS

Certain required courses may be waived or credit allowed through proficiency testing. The type of position obtained with this certificate would develop into an administrative assistant position with the addition of further course work toward an Associate degree. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Denise Johnson, Information Systems Faculty
- Ms. Vicki Schulz, Student Advisor

Required Technical Courses

25 Sem. Hours

* INFT	131	Beginning Microsoft Word	1
* INFT	132	Intermediate Microsoft Word	1
* INFT	133	Advanced Microsoft Word	1
* INFT	122	Introduction to Windows	1
* INFT	135	PowerPoint	1
* INFT	137	Desktop Publishing	3
* INFT	140	Beginning Excel	1
* INFT	145	Beginning Access	1
* INFT	180	Introduction to Information Systems	3
OCED	250	Career Seminar	1
OFFT	151	Keyboarding/Formatting I	4
* OFFT	161	Proofreading	1
* OFFT	162	Pre-Transcription Skills	1
* OFFT	163	Machine Transcription	1
* OFFT	255	Office Procedures	4

Related Required Courses

9 Sem. Hours

^ ACCT	105	Elements of Accounting	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
SPCH	191	Fundamentals of Speech	3

Total Hours = 34

* Course has a prerequisite. See course descriptions.
^ Knowledge of Microsoft Excel is recommended for this course.





LIBERAL ARTS (303 or 304)

Associate of Arts/ Associate of Science

ABOUT OUR PROGRAM

This program is designed for the student intending to transfer to a senior institution to complete a baccalaureate degree. Students who are undecided about their majors may follow this guideline. All courses may be applied to a major.

NATURE OF WORK AND EMPLOYMENT

Many employers seek employees with a non-specific baccalaureate degree. They desire applicants who possess a general body of knowledge rather than a specific concentration.

SPECIAL CONSIDERATIONS

Listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:
Dr. Thompson Brandt, Dean, Humanities and Social Sciences
Ms. Heather Moore, Student Advisor
Ms. Vicki Schulz, Student Advisor

FIRST SEMESTER 17 Sem. Hours

* ENGL 121	Rhetoric and Composition I	3
* HIST 141	Western Civilization to 1648	3
* PSY 161	Introduction to Psychology	3
	Foreign Language	4
	Physical/Life Science Requirement	4

SECOND SEMESTER 16/17 Sem. Hours

* ENGL 122	Rhetoric and Composition II	3
* HIST 142	Western Civilization 1648 to Present	3
MUS 267	Introduction to Music	3
	Foreign Language	4
	Physical/Life Science Requirement	3/4

THIRD SEMESTER 15 Sem. Hours

HUMA 104	Introduction to Humanities	3
PHIL 281	Introduction to Philosophy	3
* POL 152	American Government and Politics	3
SPCH 191	Fundamentals of Speech	3
	Mathematics Requirement	3

FOURTH SEMESTER 16 Sem. Hours

PHIL 282	Ethics	3
* SOCI 171	Introduction to Sociology	3
	History Elective	3
	Literature Elective	3
	Mathematics Elective	4

Total Hours = 64/65

* Course has a prerequisite. See course descriptions.

NOTE: Students should check with a student advisor about diversity in requirements between Arts and Science degrees.



MATHEMATICS (410)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Majors in mathematics study mathematical principles, relationships, and methods of analysis. Applied mathematicians apply these methods and principles to the solution of problems in science, engineering, business, and industry.

NATURE OF WORK AND EMPLOYMENT

The most common jobs people have one year after receiving a baccalaureate degree with this major are secondary teacher, actuary, statistician, stockbroker, and mathematician.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Jenna Haenggi, Mathematics Faculty
- Mr. Steve Mihina, Mathematics Faculty
- Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* MATH	177	Statistics	3
* MATH	168	Analytic Geometry and Calculus I	5
* MATH	262	C Prog. for Science & Engineering	4
* MATH	265	Differential Equations	3
* MATH	268	Analytic Geometry and Calculus II	5
* MATH	269	Analytic Geometry and Calculus III	4
* MATH	270	Linear Algebra	3
* PHYS	221	Mechanics I (Statics)	3
* PHYS	222	Mechanics II (Dynamics)	3

* Course has a prerequisite. See course descriptions.





MUSIC (306)

Associate of Arts

ABOUT OUR PROGRAM

This program is designed for the student who plans to transfer to a senior institution to complete a baccalaureate degree. Students enrolled as music majors concentrate in applied music (instrumental and/or vocal), music theory, aural skills, piano proficiency, and music performance.

NATURE OF WORK AND EMPLOYMENT

Following completion of a four-year baccalaureate degree in this major, the most common employment position opportunities are elementary and secondary music educators, church and community music directors, private studio music instruction, and professional performers.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students. NOTE: Piano majors should take two semesters of applied minor MUS 172/Voice in place of MUS 177 and 178 Class Piano. Vocal majors should consider taking a foreign language if possible.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Allen Redford, Director of Fine Arts
- Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

* MUS	154	Aural Skills I	1	
* MUS	157	Class Guitar I	2	
	MUS	158	Aural Skills II	1
* MUS	161	Theory I	3	
* MUS	162	Theory II	3	
** MUS	171	Applied Music Major	2	
	MUS	177	Class Piano I	2
* MUS	178	Class Piano II	2	
* MUS	254	Aural Skills III	1	
* MUS	258	Aural Skills IV	1	
* MUS	261	Theory III	3	
* MUS	262	Theory IV	3	
**		Choral or Instrumental Performance	1	

* Course has a prerequisite. See course descriptions.

** Course should be taken every semester.





NAIL TECHNICIAN (635)

Certificate Program

ABOUT OUR PROGRAM

Highland offers training that meets or exceeds the State Department of Financial and Professional Regulation requirement of 350 clock hours for state licensure in nail technology. Included in this program is basic through advanced training in the areas of nail care, nail extensions and pedicuring. Training also includes the completion of a Business Communication class and a related electives class, which give the graduates additional entrepreneur skills towards salon ownership. This program operates on a space available basis.

NATURE OF WORK AND EMPLOYMENT

Program graduates, once licensed, may find employment providing nail care services to salon clientele. Salons today offer many opportunities for employment. Other career possibilities for a licensed nail technician may include educator, product company representative, or salon owner/manager.

SPECIAL CONSIDERATIONS

Admission and enrollment procedures for this program are not the same as for other college programs and classes. Students interested in this program should contact Cosmetology Faculty or Academic Advisor to obtain enrollment procedures. Students must attend a mandatory program orientation before being allowed to begin class. Graduates of Highland's program must also pass a state board examination to obtain a license to practice.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Cathie Schmerse, Cosmetology Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

* COSM	190	Nail Technology I	3
* COSM	192	Nail Technology II	2
COSM	194	Nail Technology III	2
COSM	196	Nail Technology IV	2
COSM	198	Nail Technology V	2
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
		Restricted electives (ACCT, BUSN, INFT, THEA 186, COSM 180)	3

Total Hours = 17

* Course has a prerequisite. See course descriptions.





NURSING PROGRAMS

Associate of Applied Science in Nursing (ADN) Practical Nursing Certificate (PN)

ADMISSION PROCESS

All students are required to attend a mandatory nursing information session in order to apply for any of the programs; dates, times, and locations are listed on our website. The admission process is designed to admit students who are most likely to be successful in the academically challenging nursing curriculum and to do so in an impartial manner. The process includes prerequisite requirements and an admission procedure. It is strongly recommended that all students see their student advisor to develop a personal academic plan for completing prerequisite course requirements.

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by the nurse or student nurse to successfully perform the essential functions of both the job requirements of a nurse and the required clinical experiences of a student nurse. While performing the duties of the nursing program/job, the student nurse is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; talk; and hear. The student nurse is frequently required to sit, reach with hands and arms, stoop, kneel, crouch, and/or crawl. The student nurse/nurse must regularly move up to ten pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds.

It is the responsibility of the student applying for admission to the nursing program to notify the Associate Dean, Nursing/Allied Health in his/her Request for Admission to the Nursing Program any concerns regarding the physical, mental, or emotional health of the applicant that could impact the student's success in the program.

REQUIREMENTS TO BE MET BEFORE APPLICATION TO THE PROGRAM:

1. A GED certificate or high school diploma and an official, final high school transcript must be on file in the HCC Admissions Office.
2. First level students are required to take the Test of Essential Academic Skills (TEAS) Returning LPN-RN students are required to take the LPN STEP Proctored Assessment. Individuals may take the TEAS or LPN STEP Assessment exam up to two (2) times per application year.
3. The student's Grade Point Average (GPA) must be 2.5 overall.
4. Some prerequisite courses may be in progress at the time of application. Students are not admitted until all prerequisite courses are successfully completed. All prerequisite and support courses must be completed with at least the grade of "C" (2.0) by spring.
5. HCC placement test results indicating that the applicant does not need any reading development course, does not need any math course below MATH 158, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiencies identified by placement tests.
6. A current CNA certificate or equivalent must be on file in the Nursing Coordinator's Office.
7. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department



NURSING PROGRAMS

ADMISSION TO THE NURSING PROGRAM

Students must see their student advisor to register for any nursing core courses.

1. A Request for Admittance into the Nursing Program must be received by the Nursing/Allied Health Coordinator by the deadline to be considered for admission to the nursing program and indicating the semester he/she wishes to begin the core nursing curriculum. Applicant may specify to which preference (day or evening ADN or PN) they wish to be admitted.
- Nursing LPN/ADN/LPN-RN deadline: March 1
2. The nursing admission assessment will be done in two different phases. Phase One will include: Academic Requirements, Pre-Requisites and Support Courses, Recommendations Letters, ATI test scores, and CNA Requirements. All of the above must be turned in to the nursing office no later than March 1. If students meet Phase One requirements, they will be sent a letter giving them the opportunity to participate in Phase Two of the Admission Assessment. Phase Two will include registering for a time slot to come in during a scheduled time to complete four essays for the writing portion of the Admission Assessment.

3. Applicants who are not selected may reapply the succeeding year, but need to attend an additional information session to hear about new changes. No waiting list.
4. All individuals are welcome to apply for the Highland Community College Nursing Program, but we accept all in-district students who qualify and meet our criteria first. If there is space available, out-of-district applicants will be reviewed for admittance into the program. For the nursing program, in-district is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district."

It is important to note that the application process is the applicant's responsibility - not the responsibility of the institution.

Our responsibility, as an institution, is to fully consider and evaluate each application carefully for admission into our programs. Our responsibility is not to gather appropriate data, but rather to review that data. Data gathering is the responsibility of the person who wishes to be considered for admission.





NURSING (421)

Associate of Applied Science

ABOUT OUR PROGRAM

The Associate Degree Nursing Program (ADN) prepares students to take the NCLEX-RN exam. Upon successful completion of the exam, the student is eligible to become licensed as a Registered Nurse (RN).

NATURE OF WORK AND EMPLOYMENT

Positions are available for RNs in long-term care facilities, home health, hospitals, physicians' offices, and clinics. Employment is available nationwide. Nurses are encouraged to continue their formal nursing education by going on for a baccalaureate degree at a number of institutions. HCC nursing graduates may want to consider pursuing a Master's degree in nursing instead of a Bachelors, an option that is becoming more readily available. Students should check with a student advisor or the Nursing/Allied Health Coordinator for more information regarding transfer to other institutions and what requirements may be needed before transfer is possible.

SPECIAL CONSIDERATIONS

Students entering the health care professions (i.e. nursing, medical assistant, emergency medical technician) must have a positive attitude about the importance of the work that they are being prepared to do. In part, a professional attitude involves personal integrity, the use of positive communication techniques, flexibility in regards to clinical assignments, and taking on a leadership role when necessary .

PROGRAM CONTACTS

Call Highland for the following program contacts:

- Donna Kauke, NNP-BC, MSN, RN, Associate Dean, Nursing/Allied Health, 815-599-3688
- Ms. Cassie Mekeel, BS, RN, Nursing/Allied Health Coordinator & Learning Specialist , 815-599-3679
- Ms. Heather Moore, Nursing Program Student Advisor, 815-599-3483
- Ms. Jessica Larson, MSN, Nursing Faculty, 815-599- 3452
- Ms. Barbara Merhley, MSN, Nursing Faculty, 815-599-3683
- Ms. Mary Kate Shore, MSN, Nursing Faculty. 815-599-3516
- Ms. Kay Sperry, MSN, Nursing Faculty, 815-599-3684
- Ms. Chrislyn Senneff, MSN, Nursing Faculty, 815-599-3685
- Ms. Maggie Ankney, MSN, Nursing Faculty, 815-599-3626
- Ms. Joani Bardell, Division Secretary, 815-599-3433

TO BE CONSIDERED FOR THE PROGRAM, STUDENTS MUST HAVE:

1. A completed high school diploma or General Education Diploma (GED) on file with the Admissions Department.
2. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department.
3. First level students are required to take the Test of Essential Academic Skills (TEAS) Returning LPN-RN students are required to take the LPN STEP Proctored Assessment. Individuals may take the TEAS or LPN STEP Assessment exam up to two (2) times per application year.
4. HCC placement test results indicating that the applicant does not need any reading development course, does not need any math course below MATH 158, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiency identified by placement tests.
5. Completed all prerequisite courses and a GPA of 2.5 or higher.
6. Current CNA certificate or equivalent on file in the Nursing/Allied Health Coordinator's Office.
7. Submission of three appropriate letters of recommendation.



NURSING (421)



PROGRAM PREREQUISITE COURSES* 12 Credit Hours

BIOL	213	Anatomy and Physiology I	4
BIOL	214	Anatomy and Physiology II	4
CHEM	120	General, Organic, & Bio Chemistry	4

NOTE: CHEM 101, high school chemistry, or permission of instructor and MATH 067 or placement into MATH 158 or above are the prerequisites to CHEM 120.

SUPPORT COURSES ** 13 Credit Hours

BIOL	211	General Microbiology	4
ENGL	121	Rhetoric & Composition I	3
PSY	161	Introduction to Psychology	3
PSY	262	Human Growth and Development	3

NOTE: PSY 161 is a prerequisite for PSY 262

CORE CURRICULUM

Fall - First Year 12 Credit Hours

BIOL	104	Pharmacology	3
NURS	185	Mental Health Nursing Concepts	1
NURS	191	Clinical Development I	8

Spring - First Year 15 Credit Hours

NURS	192	Clinical Development II	8
NURS	184	Nutrition and Diet Therapy	2
NURS	291	Family Nursing	5

Fall - Second Year 13 Credit Hours

NURS	292	Clinical Development IIIA	8
NURS	293	Psychiatric Nursing	5

Spring - Second Year 13 Credit Hours

NURS	294	Clinical Development IIIB	8
NURS	188	Pathophysiology	3
NURS	298	Perspectives and Leadership in Nursing	2

Total Hours = 78

- * All prerequisite courses must be successfully completed prior to program entry
- ** All support courses must be successfully completed prior to the start of the second year of the ADN program. LPN-RN students must successfully complete all support courses by the end of the spring semester in which they are applying to the ADN program.



NURSING PROGRAMS

PN to ADN Option

Licensed practical nurses may transfer their first two semesters of nursing core courses of the PN program into Highland's ADN program. However, there are limitations.

1. The LPN must submit a new Request for Admittance into the Nursing Program .
2. All ADN admission criteria must be met.
3. Current LPN license must be on file in the Nursing office.
4. A GPA of 2.5 overall.
5. All LPN applicants are required to complete the ATI LPN STEP Proctored Assessment. Contact the Testing Center to schedule testing. The exam is highly predictive of ADN success. Applicants may be required to repeat nursing courses depending on results of the ATI LPN STEP Proctored Assessment.
6. Submission of three appropriate letters of recommendation.
7. Admission into ADN program is not guaranteed and is based on a number of factors, including grades on the above named pre-requisite courses, space availability, ATI score, and residency.
8. All prerequisite and support courses need to be completed by end of Spring.



Transfer Nursing Students

Students transferring into Highland Community College nursing programs who have completed nursing courses at another school will be considered for admission on an individual basis. Students must have a completed admission file turned in by March 1 for the succeeding fall semester. The admission committee will review the individuals file to determine which nursing courses will transfer.



PRACTICAL NURSING (419)

Certificate Program

ABOUT OUR PROGRAM

This program prepares students to take the NCLEX-PN exam. Upon successful completion of the exam, the student is eligible to become licensed as a Practical Nurse (LPN).

NATURE OF WORK AND EMPLOYMENT

Positions are available for LPNs in long-term care facilities, home health, hospitals, physicians' offices, and clinics. Employment is available nationwide.

SPECIAL CONSIDERATIONS

The ability to care, to be flexible, to have positive interpersonal skills, a willingness to learn and ability to work hard and be a team player will increase the student's chances of being successful in this program.

PROGRAM CONTACTS

Call Highland for the following program contacts:

- Ms. Donna Kauke, NNP-BC, MSN, RN, Associate Dean, Nursing/Allied Health, 815-599-3688
- Ms. Cassie Mekeel, BS, RN, Nursing/Allied Health Coordinator & Learning Specialist, 815-599-3679
- Ms. Heather Moore, Nursing Program Student Advisor, 815-599-3483
- Ms. Jessica Larson, MSN, Nursing Faculty, 815-599-3452
- Ms. Barbara Merhley, MSN, Nursing Faculty, 815-599-3683
- Ms. Mary Kate Shore, MSN, Nursing Faculty, 815-599-3516
- Ms. Kay Sperry, MSN, Nursing Faculty, 815-599-3684
- Ms. Chrislyn Senneff, MSN, Nursing Faculty, 815-599-3685
- Ms. Maggie Ankney, MSN, Nursing Faculty, 815-599-3626
- Ms. Joani Bardell, Division Secretary, 815-599-3433

TO BE CONSIDERED FOR THE PROGRAM, STUDENTS MUST HAVE:

1. A completed high school diploma or General Education Diploma (GED) on file with the Admission's Department.
2. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department.
3. HCC placement test results indicating that the applicant does not need any reading development course, does not need any math course below MATH 158, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiency identified by placement tests.
4. The first level student must complete the Test of Essential Academic Skills (TEAS).
5. Completion of all prerequisite courses and a GPA of 2.5 or higher.
6. Current CNA certificate or equivalent on file with Nursing/Allied Health Coordinator & Learning Specialist.
7. Submission of three appropriate letters of recommendation.



PRACTICAL NURSING (419)



PROGRAM PREREQUISITE COURSES* 12 Credit Hours

BIOL	213	Anatomy and Physiology I	4
BIOL	214	Anatomy and Physiology II	4
CHEM	120	General, Organic, and Bio Chemistry	4

NOTE: CHEM 101, high school chemistry, or permission of instructor and MATH 067 or placement into MATH 158 or above are the prerequisites to CHEM 120

SUPPORT COURSE 3 Credit Hours

ENGL	121	Rhetoric & Composition I	3
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CORE CURRICULUM

Fall - First Year 12 Credit Hours

BIOL	104	Pharmacology	3
NURS	185	Mental Health Nursing Concepts	1
NURS	191	Clinical Development I	8

Spring - First Year 15 Credit Hours

NURS	184	Nutrition and Diet Therapy	2
NURS	192	Clinical Development II	8
NURS	291	Family Nursing	5

Summer Session 1 Credit Hours

NURS	193	Nursing Perspectives	1
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Total Hours = 43

* All prerequisite courses must be successfully completed prior to program entry.



NURSE'S AIDE (429)

Certificate Program

ABOUT OUR PROGRAM

This program prepares students to enter the health care workforce. Attendance in class is mandatory to meet federal and state standards set for nursing assistants. All students must achieve grades of "C" or above in theory and complete 40 clinical hours in order to receive a certificate of completion. The program is approved by the Illinois Department of Public Health. Students who successfully complete the program are eligible for the Nurse Aide Training Competency Evaluation. The program is 88 hours of theory in the classroom and 40 hours of clinical experience in an area health care facility.

NATURE OF WORK AND EMPLOYMENT

Nursing Assistants work as caregivers in all types of health care facilities and agencies, but predominantly in long term care under the supervision of nurses. Advancement in the health care field is possible with further education.

SPECIAL CONSIDERATIONS

Physical demands include the ability to stand, sit, squat, good finger dexterity, and ability to lift up to 100 pounds. Students must also successfully meet and document all health and background checks required by academic departments and clinical sites **prior** to clinical practicum. This includes a two-step Mantoux TB skin test, a flu vaccination during flu season, and a statement from the health care provider that pregnant women have no restrictions for clinical work.

ADMISSION REQUIREMENTS

1. Candidate must be at least 16 years of age.
2. Compass reading score of 40 or above, or equivalent ACT score.

PROGRAM CONTACTS

Call Highland for the following program contacts:

- MS. Donna Kauke, NNP-BC, MSN, RN, Associate Dean, Nursing/Allied Health, 815-599-3688
- Ms. Mary Kate Shore, MSN, CNA Coordinator, 815- 599-3516
- Ms. Heather Moore, CNA Program Student Advisor, 815-599-3483
- Ms. Cassie Mekeel, BS, R.N. Nursing/Allied Health Coordinator & Learning Specialist , 815-599-3679
- Ms. Jessica Larson, MSN, Nursing Faculty, 815-599-3452
- Ms. Kay Sperry, MSN, Nursing Faculty, 815-599-3684
- Ms. Joani Bardell, Division Secretary, 815-599-3433

REQUIRED COURSE **8 Sem. Hours**

NURS 091 Nurse Assistant	8
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Total Hours = 8



EMERGENCY MEDICAL SERVICES PROGRAMS

Associate of Applied Science Paramedic Certificate

All students are required to attend a mandatory paramedic information session in order to apply; dates, times, and locations are listed on our website. The admission process is designed to admit students who are most likely to be successful in the academically challenging paramedic curriculum and to do so in an impartial manner. The process includes prerequisite requirements and an admission procedure. It is strongly recommended that all students see their student advisor to develop a personal academic plan for completing prerequisite course requirements.

ADMISSION PROCESS

The admission process is designed to admit students who are most likely to be successful in the academically challenging paramedic curriculum and to do so in an impartial manner. The process includes prerequisite requirements and an admission procedure. It is strongly recommended that all students see their student advisor to develop a personal academic plan for completing prerequisite course requirements.

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by the paramedic or student paramedic to successfully perform the essential functions of both the job requirements of a paramedic and the required clinical experiences of a student paramedic. While performing the duties of the paramedic program/job, the student paramedic is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; talk; and hear. The student paramedic is frequently required to sit, reach with hands and arms, stoop, kneel, crouch, and/or crawl. The student paramedic must regularly move and/or lift up to 100 pounds. It is the responsibility of the student applying for admission to the paramedic program to notify the Associate Dean, Nursing/Allied Health in his/her Request for Admission to the Paramedic Program any concerns regarding the physical, mental, or emotional health of the applicant that could impact the student's success in the program.

BEFORE APPLICATION TO THE PROGRAM:

1. A GED certificate or high school diploma and an official, final high school transcript must be on file in the HCC Admissions Office.
2. Nelson Denny Reading assessment score of 12 or higher is recommended. Test will be given the first night of class.
3. The student's Grade Point Average (GPA) must be 2.0 overall.
4. The EMT-B course must be completed with a "C" or better prior to admission. Course may be in progress at time of application. A current EMT-B certificate must be on file in the Nursing/Allied Health Department prior to the start of the core curriculum.
5. HCC placement test results indicating that the applicant does not need any reading development course, does not need any math course below MATH 158, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiencies identified by placement tests.
6. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department.





EMERGENCY MEDICAL SERVICES PROGRAMS

ADMISSION TO THE PARAMEDIC PROGRAM:

1. A Request for Admittance into the Paramedic Program must be received by the deadline by the Nursing/Allied Health Coordinator requesting to be considered for admission to the paramedic program.
2. Submission of three appropriate letters of recommendation.
3. Successfully completed prerequisite course and a cumulative GPA of 2.0 or higher.
4. When the student file is complete the selection committee (Associate Dean of Nursing/Allied Health and Faculty) will make the decision regarding admission. The applicant will be notified of the committee's decision by U.S. Mail. Incomplete folders will not be reviewed.
- Fall semester deadline: June 1
5. Applicants are ranked according to a point system. Points are awarded in the manner shown in the column to the right.
6. All individuals are welcome to apply for the Highland Community College Paramedic Program, but we accept all in-district students who qualify and meet our criteria first. If there is space available, out-of-district applicants will be reviewed for admittance into the program. In district is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district."

Point System Grid

Category	Exceptional Suitability for EMS	Adequate Suitability for EMS	Marginal Suitability for EMS
Grade Point Average	2	1	Will not be considered
Personal Statement	2	1	0
Experience in a Health Care Field	2	1	0
Service to others	2	1	0
Letters of recommendation	2	1	0



EMERGENCY MEDICAL SERVICES (425)

Associate of Applied Science

ABOUT OUR PROGRAM

This program is designed for students interested in pre-hospital health care, including local ambulance personnel and firefighters requiring additional EMS training. The program also seeks to meet emerging needs in our region for emergency medical technicians and to augment required paramedic training required by local fire districts. Upon successful completion of the AAS in EMS, graduates will be well prepared to take certification state licensure exams in this health care specialty.

NATURE OF WORK AND EMPLOYMENT

In any emergency, EMTs and paramedics are typically dispatched by a 911 operator to a scene, where they often work with police and firefighters. Once they arrive, EMTs and paramedics assess the nature of the patient's condition while trying to determine whether the patient has any preexisting medical condition(s). Following medical protocols and guidelines, they provide appropriate emergency care and, when necessary, transport the patient. Some paramedics are trained to treat patients with minor injuries on the scene of an accident or they may treat them at their home without transporting them to a medical facility. Emergency treatment is carried out under the medical direction of physicians.

SPECIAL CONSIDERATIONS

Students entering the health care professions (i.e. nursing, medical assistant, emergency medical services) must have a positive attitude about the importance of the work that they are being prepared to do. In part, a professional attitude involves personal integrity, the use of positive communication techniques, flexibility in regards to clinical assignments, and taking on a leadership role when necessary.

PREVIOUSLY LICENSED PARAMEDICS

Currently licensed paramedics may be eligible to receive prior learning credit for the core paramedic courses. The following minimum criteria must be met in order to be eligible for prior learning credit:

1. A current Illinois Department of Public Health (IDPH) or National Registry Paramedic License.
2. Letter of good standing from the local EMS system coordinator.

The student must also meet the minimum graduation requirements to earn the Associate Degree:

1. Overall cumulative grade-point average of 2.00 or higher
2. Have enrolled at Highland for the last 15 approved semester hours applied to a degree preceding graduation or earning at least 30 approved semester hours of credit at Highland

The student must meet with the Dean of Nursing and Allied Health to review their individual situation and develop a course plan to meet graduation requirements. An administrative fee and/or per credit hour tuition fee may apply.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Donna Kauke, NNP-BC, MSN, RN, Associate Dean, Nursing/Allied Health, 815-599-3688
- Ms. Cassie Mekeel, BS, RN, Nursing/Allied Health Coordinator & Learning Specialist, 815-599-3679
- Ms. Heather Moore, EMS Student Advisor, 815-599-3483
- Mr. Richard Robinson, EMS System Coordinator, Swedish American Health System, 815-489-6081



EMERGENCY MEDICAL SERVICES (425)

TO BE CONSIDERED FOR THE PROGRAM, STUDENTS MUST HAVE:

1. A GED certificate or high school diploma and official, final high school transcript must be on file in the HCC Admissions Office.
2. Nelson Denny Reading assessment score of 12 or higher is recommended. Test will be given the first night of class.
3. Student's Grade Point Average (GPA) must be 2.0 overall.
4. EMT-B course must be completed with a "C" or better prior to admission. Course may be in progress at time of application.
5. HCC placement test results indicating that the applicant does not need any reading development course, does not need any math course below MATH 158, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiencies identified by placement tests.
6. A current EMT-B certificate must be on file in the Nursing Coordinator's Office.
7. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Dept.

Program Prerequisite Courses

6 Credit Hours

NURS	196	Emergency Medical Training	6
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Program Support Courses

14 Credit Hours

BIOL	120	Foundations of Anatomy and Physiology	5
ITHC	101	Medical Terminology I	1
ITHC	102	Medical Terminology II	1
ITHC	103	Medical Terminology III	1
SPCH	191	Fundamentals of Speech Communication	3
ENGL	121	Rhetoric & Composition	
		-or-	
COMM	101	Technical Communications	3
		-or-	
BUSN	141	Business Communications	

Core Curriculum

43 Credit Hours

NURS	112	Paramedic I	11
NURS	113	Paramedic II	12
NURS	114	Paramedic III	8
NURS	115	Paramedic IV	12

Total Hours:

63

* Course has a prerequisite. See course descriptions.



PARAMEDIC (426)

Certificate Program

ABOUT OUR PROGRAM

This program is designed for students interested in pre-hospital health care, including local ambulance personnel and firefighters requiring additional EMS training. The program also seeks to meet emerging needs in our region for emergency medical technicians and to augment required paramedic training required by local fire districts. Upon successful completion of the certificate in EMS, graduates will be well prepared to take certification state licensure exams in this health care specialty.

NATURE OF WORK AND EMPLOYMENT

In any emergency, EMTs and paramedics are typically dispatched by a 911 operator to a scene, where they often work with police and firefighters. Once they arrive, EMTs and paramedics assess the nature of the patient's condition while trying to determine whether the patient has any preexisting medical condition(s). Following medical protocols and guidelines, they provide appropriate emergency care and, when necessary, transport the patient. Some paramedics are trained to treat patients with minor injuries on the scene of an accident or they may treat them at their home without transporting them to a medical facility. Emergency treatment is carried out under the medical direction of physicians.

SPECIAL CONSIDERATIONS

Students entering the health care professions (i.e. nursing, medical assistant, emergency medical services) must have a positive attitude about the importance of the work that they are being prepared to do. In part, a professional attitude involves personal integrity, the use of positive communication techniques, flexibility in regards to clinical assignments, and taking on a leadership role when necessary.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Donna Kauke, NNP-BC, MSN, RN, Associate Dean, Nursing/Allied Health, 815-599-3688
- Ms. Cassie Mekeel, BS, RN, Nursing/Allied Health Coordinator & Learning Specialist, 815-599-3679
- Ms. Heather Moore, Paramedic Program Student Advisor, 815-599-3483
- Richard Robinson, EMS System Coordinator, Swedish American Health System, 815-489-6081

TO BE CONSIDERED FOR THE PROGRAM, STUDENTS MUST HAVE:

1. A GED certificate or high school diploma and official, final high school transcript must be on file in the HCC Admissions Office.
2. Nelson Denny Reading assessment score of 12 or higher is recommended. Test will be given the first night of class.
3. The student's Grade Point Average (GPA) must be 2.0 overall.
4. The EMT-B course must be completed with a "C" or better prior to admission. Course may be in progress at time of application.
5. HCC placement test results indicating that the applicant does not need any reading development course, does not need any math course below MATH 158, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiencies identified by placement tests.
6. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department.

Program Prerequisite Courses

6 Credit Hours

NURS	196	Emergency Medical Training	6
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Core Curriculum

43 Credit Hours

NURS	112	EMT Paramedic I	11
NURS	113	EMT Paramedic II	12
NURS	114	EMT Paramedic III	8
NURS	115	EMT Paramedic IV	12

Total Hours = 49



MEDICAL ASSISTANT (420)

Associate of Applied Science

ABOUT OUR PROGRAM

The Associate Degree of Applied Science in medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of MAERB (Medical Assistant Education Review Board)

Commission on Accreditation of Allied Health Education Programs
1361 Park Street Clearwater, FL 33756
727-210-2350
www.caahep.org

When students have completed the curriculum for medical assisting including a 160 hour unpaid externship, the student will be eligible for national certification through the AAMA (American Association of Medical Assistants) which offer the CMA (certified medical assistant) credential or through the AMT (American Medical Technologist) which offer the RMA (registered medical assistant) credentials.

NATURE OF WORK AND EMPLOYMENT

Demand for medical assistants is expected to far exceed supply in the next few years. In fact, locally, there is already a shortage of these workers, as reported by local human resource executives. These workers are highly desirable in clinic settings, with multiple technical skills which provide flexibility to clinical managers and frees up nursing staff for higher level activities. Statewide projections are also dramatically good for this occupational group, with most employment occurring in physician's offices, hospitals, and offices of other health care providers (nurse practitioners, etc.).

SPECIAL CONSIDERATIONS

Students entering the health care professions (i.e. nursing, medical assistant) must have a positive attitude about the importance of the work that they are being prepared to do. In part, a professional attitude involves personal integrity, the use of positive communication techniques, flexibility in regards to clinical assignments, and taking on a leadership role when necessary.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Donna Kauke, NNP-BC, MSN, RN, Associate Dean, Nursing/Allied Health, 815-599-3688
- Ms. Alicia Kepner, CMA, Medical Assistant Coordinator, 815-599-3682
- Ms. Cassie Mekeel, BS, RN Nursing/Allied Health Coordinator & Learning Specialist , 815-599-3679
- Ms. Heather Moore, Medical Assistant Student Advisor, 815-599-3483
- Ms. Barb Merhley, MSN,RN Instructor, 815-599-3683

TO BE CONSIDERED FOR THE PROGRAM, STUDENTS MUST HAVE:

1. A GED certificate or high school diploma and official, final high school transcript must be on file with the HCC Admissions Office.
2. HOBET_Health Occupations Basic Entrance Exam
3. The student's Grade Point Average (GPA) must be a 2.5 overall.
4. Some prerequisite courses may be in progress at the time of application. Students are not admitted until all prerequisite courses are successfully completed. All prerequisite and support courses must be completed with at least the grade of "C" (2.0).
5. HCC placements test results indicating that the applicant does not need any reading development course, does not need any math course below MATH158, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiencies identified by placement tests.
6. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department.



MEDICAL ASSISTANT (420)

ADMISSION TO THE MEDICAL ASSISTANT PROGRAM

All students are required to attend a mandatory medical assistant information session in order to apply; dates, times, and locations are listed on our website. The admission process is designed to admit students who are most likely to be successful in the academically challenging medical assistant curriculum and to do so in an impartial manner. The process includes prerequisite requirements and an admission procedure. It is strongly recommended that all students see their student advisor to develop a personal academic plan for completing prerequisite course requirements.

1. A Request for Admittance into the MA Program must be received by June 1 by the Medical Assistant Coordinator to be considered for admission to the MA Program and indicating the fall semester he/she wishes to begin the core MA curriculum.
2. When the Request for Admittance is received and all prerequisite courses are completed and entrance exam results are on file, the selection committee (Associate Dean of Nursing/Allied Health and MA Coordinator) will make the decision regarding admission. This occurs only at the end of the spring semester. The applicant will be notified of the committee's decision by U.S. Mail. Incomplete folders will not be reviewed.
3. Applicants are ranked according to a point system. Points are awarded in the manner shown in the column on this page.
4. Applicants who are not selected may reapply the succeeding year, but need to attend an additional information session to hear about new changes. Individuals may take the entrance exam up to two (2) times per application year.
5. All individuals are welcome to apply for the Highland Community College Medical Assistant Program, but we accept all in-district students who qualify and meet our criteria first. If there is space available, out-of-district applicants will be reviewed for admittance into the program. For the MA program, in-district is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district."

Program Prerequisite Courses 16 Credit Hours

BIOL	120	Foundations of Anatomy and Physiology	5
ENGL	121	Rhetoric & Composition I	3
PSY	161	Introduction to Psychology	3
BIOL	117	Nutrition	3
ITHC	101	Medical Terminology I	1
ITHC	102	Medical Terminology II	1

Point System Grid

Category	Exceptional Suitability for Medical Assisting	Adequate Suitability for Medical Assisting	Marginal Suitability for Medical Assisting
Grade Point Average	> 3.0	2.5 - < 3.0	< 2.5 will not be considered
HOBET* Adj. Individual total Reading English	>70% >70% >65%	≥66% ≥ 62% ≥54%	<65% < 62% <54%
Personal Statement	Clear, well written, articulates awareness of medical assisting as a profession and his/her potential contribution	Understandable, written with some grammatical errors, with some understanding of medical assisting as a profession and his/her potential contribution	Poorly written, with multiple grammatical errors, and a limited awareness of medical assisting as a profession and his/her potential contribution
Service to Others	> 1 year commitment to volunteer activities post high school	< 1 year commitment to volunteer activities post high school	No volunteer activities post high school
Letters of Recommend.	Letters reflect qualities desirable in medical assisting (hard worker, caring, empathetic, etc.) with examples of these characteristics		Letters reflect general statements without examples of qualities

* HOBET scores are tentative and subject to change.

Program Support Courses

15 Credit Hours

SPCH	191	Fundamentals of Speech Communication	3
INFT	180	Introduction to Information Systems	3
ITHC	103	Medical Terminology III	1
ITHC	201	Medical Coding	4
ACCT	115	Computer Applications in Accounting	2
ITHC	155	Medical Transcription	2

Core Curriculum 34 Credit Hours

NURS	095	Phlebotomy Techniques	3
NURS	120	Medical Assistant Clinical Procedures I	4
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	122	Medical Assistant Seminar	2
NURS	123	Medical Assistant Externship	6
NURS	124	Pathopharmacology	4
NURS	125	Electronic Health Records	2
NURS	126	Administrative Procedures in Health Care	4
NURS	289	Legal and Ethical Issues of Health Care	3

Total Hours = 65



PARAPROFESSIONAL EDUCATION (505 & 507)

Associate of Applied Science Degree (505) Certificate Program (507)

ABOUT OUR PROGRAM

The purpose of the Paraprofessional AAS Degree and Certificate Program is to prepare prospective teacher aides to enter the workforce after meeting the Federal Teacher Aide Certification requirements. As education has moved towards specialization, one of the largest areas of growth is the teacher aide field. This growth has created an increasing need for properly trained and certified teacher aides. The Highland Community College, Teacher Aide, Paraprofessional AAS Degree Program offers the student the theory and practical skills training necessary to not only meet certification requirements, but to exceed them.

The target population for the Teacher Aide, Paraprofessional AAS Degree Program includes the following: persons desiring career entry skills; displaced workers pursuing retraining into new career areas; and current teacher aides in need of upgraded skills.

There are two items of particular interest in this program. The first is the attention given to communications and math skills. Feedback from the college curriculum and instruction committee has traditionally assured faculty that emphasizing these areas will afford improved academic value for students.

The second noteworthy feature concerns the component of special education and educational technology in the curriculum. These areas are of vital importance to today's educator, and having strong skills in each will enable teacher aides who are graduated from our program to contribute significant value to full-time teachers in their school settings.

The Teacher Aide Paraprofessional AAS Degree Program is complementary to the Early Childhood Education Program and Associate of Applied Science programs at Highland Community College. The programs will share faculty, facilities, and resources allowing improved economies of delivery. Appraisals of local market need have shown a considerable demand for trained teacher aides. A review of local employers indicates a steady demand for this career to address issues of growth and employee retention.

NATURE OF WORK AND EMPLOYMENT

The typical program graduate is prepared to be a teacher's aide in either a public or private school.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Scott Anderson, Dean of Business & Technology
- Ms. Melissa Johnson, Early Childhood Faculty
- Ms. Vicki Schulz, Student Advisor

AAS Degree Model (Paraprofessional)

General Education 22 Req. Hours

* ENGL 121	Rhetoric and Composition I	3
* ENGL 122	Rhetoric and Composition II	3
SPCH 191	Fundamentals of Speech	3
SOCI 276	Racism and Diversity in Cont. Society	3
* PSY 161	Introduction to Psychology	3
	Humanities/Fine Arts Elective	3
* MATH 164	Math for Elementary Teachers I	4

AAS Degree Model (Paraprofessional)

Professional Education 19 Req. Hours

* EDUC 100	Education Observation I	1
EDUC 221	The American Public School	3
EDUC 224	Introduction to Special Education	3
EDUC 225	Educational Technology	3
* PSY 262	Human Growth and Development	3
	- and/or -	3
* PSY 162	Child Psychology	
ECE 124	Language & Literacy Development in Early Childhood	
* MATH 174	Math for Elementary Teachers II	3

* Course has a prerequisite. See course descriptions.



PARAPROFESSIONAL EDUCATION (505 & 507)

Electives **23 Required Hours**

* ECE	127	Music and Movement for the Young Child	3
* ECE	128	Practicum II	3
* ECE	206	Creative Activities for the Young Child	3
	- or -		3
ART	110	Introduction to Art	
CJS	208	Juvenile Delinquency	
	-or-		3
LAW	208	Juvenile Delinquency	
* ECE	121	Introduction to Early Childhood Education	3
* ECE	123	Health, Safety & Nutrition of Young Child	3
* ECE	203	Home School & Community Relations in Early Childhood	3
* NSCI	131	Physical Science	4
	- or -		4
NSCI	132	Physical Geography	
* PSY	261	Educational Psychology	3
SOCI	274	Marriage and Family	3
SPAN	155	Elementary Spanish I	4

Total Hours = 64

* Course has a prerequisite. See course descriptions.

Certificate Model (Paraprofessional)

* ECE	121	Introduction to Early Childhood Education	3
* ECE	123	Health, Safety & Nutrition of Young Child	3
* ECE	124	Lang. & Literacy Development in EC	3
* EDUC	100	Education Observation I	1
EDUC	221	The American Public School	3
EDUC	224	Introduction to Special Education	3
EDUC	225	Educational Technology	3
* ENGL	121	Rhetoric and Composition I	3
* MATH	164	Math for Elementary Teacher I	4
* MATH	174	Math for Elementary Teachers II	3
* PSY	262	Human Growth and Development	
	- and/or -		3
* PSY	162	Child Psychology	3
* PSY	161	Introduction to Psychology	3
SOCI	276	Racism and Diversity in Cont. Society	3

Total Hours = 38

* Course has a prerequisite. See course descriptions.



PHYSICAL EDUCATION (510)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Highland's program and comprehensive facility enables the student to receive an excellent background of experience in physical education, sports, and recreation.

NATURE OF WORK AND EMPLOYMENT

College graduates of four-year baccalaureate programs with a major in physical education or the related fields of fitness, health, recreation, or sports will discover many opportunities for career employment within the education system as teachers, coaches, trainers, and administrators. Graduates may also find employment within industry as fitness, recreation, and sport specialists and within the health professions as fitness, physical, and recreational therapists.

SPECIAL CONSIDERATIONS

Careers in physical education and related fields are challenging, interesting and personally rewarding. The work environment is most often surrounded with a high degree of enthusiasm and motivation. The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Pete Norman, Director of Physical Ed. and Athletics
Ms. Vicki Schulz, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

BIOL	120	Foundations of Anatomy and Physiology	5
PHYD	111	Introduction to Physical Education	2
PHYD	112	Health	2
PHYD	115	Introduction to Recreation	3
PHYD	124	Theory of Football Coaching	2
PHYD	135	Games in Elementary Physical Education	3
PHYD	212	First Aid	2
PHYD	225	Theory of Baseball/Softball Coaching	2
PHYD	226	Theory of Basketball Coaching	2
PHYD	227	Sports Officiating	3
* PSY	261	Educational Psychology	3
* PSY	262	Human Growth and Development	3

* Course has a prerequisite. See course descriptions.



PHYSICS (411)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Majors in physics examine natural phenomena at the fundamental level. Through observation, measurement, and mathematical analysis of processes, physics seeks to discover the underlying principles and concepts.

NATURE OF WORK AND EMPLOYMENT

The four most common jobs people have one year after completion of their bachelor's degree in this major are researcher, science technician, electrical/electronics engineer, and computer analyst.

SPECIAL CONSIDERATIONS

Those interested in this field should possess a strong aptitude for mathematics and science as well as an interest and curiosity about natural phenomena. The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Alan O'Keefe, Physics Faculty
Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* MATH	168	Analytic Geometry & Calculus I	5
* MATH	262	C Prog. for Science & Engineering	4
* MATH	268	Analytic Geometry & Calculus II	5
* MATH	269	Analytic Geometry & Calculus III	4
* MATH	265	Differential Equations	3
* PHYS	143	General Physics I	4
* PHYS	144	General Physics II	4
* PHYS	145	General Physics III	4

* Course has a prerequisite. See course descriptions.





POLITICAL SCIENCE (504)

Associate of Arts

ABOUT OUR PROGRAM

The program provides a thorough introduction to all fields of political science. Emphasis is placed on governing systems, local and state government, public policy, the electoral process, foreign policy, and international relations. Opportunities are provided for participation in political campaigns. This program is designed for the student intending to pursue a baccalaureate degree in political science.

NATURE OF WORK AND EMPLOYMENT

Baccalaureate-degree political science majors typically are employed in private-sector management and public-sector positions on the local, state, and national levels. A growing number of interest groups and foundations are employing more political science majors. The field also serves as preparation for a pre-law major.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Political Science majors are strongly encouraged to include a foreign language as part of their program of study. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Dr. Andrew Dvorak, History/Political Science Faculty
- Mr. Jim Phillips, History/Political Science Faculty
- Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. It is suggested that students who major in history concentrate on at least one foreign language because many four-year colleges and universities require a proficiency in one foreign language to graduate with a B.A. degree. For more information, please see your student advisor.

POL	151	Introduction to Political Science	3
POL	152	American Government and Politics	3
POL	153	State and Local Government	3
POL	253	International Relations	3
POL	254	Introduction to Comparative Government	3



PRE-CHIROPRACTIC (430)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Study in this major provides a foundation for a career as a chiropractic physician through study in humanities, math, and sciences.

NATURE OF WORK AND EMPLOYMENT

Chiropractors, also known as doctors of chiropractic or chiropractic physicians, diagnose and treat patients whose health problems are associated with the body's muscular, nervous, and skeletal systems, especially the spine. Many chiropractors are solo or group practitioners who also have the administrative responsibilities of running a practice. In larger offices, chiropractors delegate these tasks to office managers and chiropractic assistants. Chiropractors in private practice are responsible for developing a patient base, hiring employees, and keeping records.

SPECIAL CONSIDERATIONS

Listed below is the recommended course of study to meet the prerequisite requirements to enter Palmer College of Chiropractic in Davenport, Iowa. Students interested in attending another chiropractic college should consult with their student advisor for appropriate course selection. Overall, 90 semester hours are required. All prerequisite courses listed must be completed with a "C" or better. The minimum prerequisite and cumulative grade point average for entrance to Palmer College is 2.50 on a 4.0 grading scale. Other course selections may be acceptable; however, please check with your student advisor before registering for classes other than those listed.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Natural Science and Health Division
Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
* BIOL	211	General Microbiology	4
	-or-		
** BIOL	213	Human Anatomy and Physiology I	4
** BIOL	214	Human Anatomy and Physiology II	4
* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* CHEM	221	Organic Chemistry I	4
* CHEM	222	Organic Chemistry II	4
* PHYS	141	Introductory Physics I	4
* PHYS	142	Introductory Physics II	4
	-or-		
* PHYS	143	General Physics I with Lab	4
* PHYS	144	General Physics II with Lab	4
*^PHYS	145	General Physics III with Lab	4
		Communication/Writing/Speech	6
		Psychology	3
		Social Science and Humanities	15
		(Select from ART, CJS/LAW, ECON, EDUC, ENGL, GERM, HIST, MUS, POL, PHIL, PSY, SOCI, SPAN, SPCH, THEA)	

* Course has a prerequisite. See course descriptions.

**Recommended course.

^ PHYS 145 will better prepare students academically for Palmer School of Chiropractic; however, it is not required for acceptance into the Doctor of Chiropractic program.



PRE-DENTISTRY (412)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Study in this major provides a foundation for a career in dentistry through study in humanities, math, and sciences.

NATURE OF WORK AND EMPLOYMENT

Dentists diagnose and treat diseases of the teeth and tissues of the mouth. Most dentists work in private offices or clinics. Specialty areas include oral surgeon, periodontist, and orthodontist. Dentists require a license to practice.

SPECIAL CONSIDERATIONS

Those interested in dentistry should have an aptitude in science, good manual dexterity, good hand-eye coordination, and good eyesight. Students must be prepared to continue their education at the professional level after completing their baccalaureate degree. **The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major.** Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Natural Science and Health Division
Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* BIOL	208	Biology I: Cell & Molecular Biology	4
* BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
* BIOL	211	General Microbiology	4
* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* CHEM	221	Organic Chemistry I	4
* CHEM	222	Organic Chemistry II	4
* MATH	168	Analytic Geometry & Calculus I	5
* MATH	268	Analytic Geometry & Calculus II	5
* PHYS	141	Introductory Physics I	4
* PHYS	142	Introductory Physics II	4

* Course has a prerequisite. See course descriptions.



PRE-MEDICAL TECHNOLOGY (416)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Students in this major study how to become technicians in medical settings. Students learn about laboratory testing techniques, evaluating test results done on patients, interpreting the results of tests, and monitoring laboratory testing instruments.

NATURE OF WORK AND EMPLOYMENT

Typical job titles graduates of four-year baccalaureate programs in this major have include chief technologist, laboratory manager, clinical laboratory scientist, immunology technologist, and staff technologist. Due to the growth of the middle-aged and older population and the new development of new diagnostic techniques, there is an increased demand for medical laboratory services. Employment is primarily in hospitals, but there are jobs available in independent laboratories, physicians' offices, veterinarians' offices, and public health agencies.

SPECIAL CONSIDERATIONS

Students must have an interest and skills in science and electronic/computer technology, numerical aptitude, attention to detail, accuracy, precision, patience, and the ability to work under pressure. The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Natural Science and Health Division
Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* BIOL	208	Biology I: Cell & Molecular Biology	4
* BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
BIOL	120	Fndtns of Anatomy and Physiology	5
* BIOL	211	General Microbiology	4
* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* CHEM	220	Elementary Organic Chemistry	3
* CHEM	225	Elementary Organic Chemistry Lab	1
* MATH	168	Analytic Geometry & Calculus I	5
* MATH	268	Analytic Geometry & Calculus II	5

* Course has a prerequisite. See course descriptions.



PRE-MEDICINE (418)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Study in this major provides a foundation for a career in medicine through study in humanities, math, and sciences.

NATURE OF WORK AND EMPLOYMENT

Physicians are licensed health-care providers who use science and the healing arts to diagnose and treat illness and injury, as well as provide advice and encouragement about health maintenance and disease prevention. Most physicians work in private offices, clinics, hospitals, or medical schools.

SPECIAL CONSIDERATIONS

Those interested in the field of medicine should have an aptitude for science, good interpersonal skills, emotional stability, and a desire to help the injured and sick. Students must be prepared for further educational training at the professional level beyond the baccalaureate degree. Medical schools limit enrollment and students compete vigorously for admission. The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Juliet D'Souza, Biology Faculty
- Ms. Karla Giuffre, Biology Faculty
- Mr. Tony Grahame, Biology Faculty
- Mr. Alan Nowicki, Biology Instructor
- Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* BIOL	208	Biology I: Cell & Molecular Biology	4
* BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
* BIOL	211	General Microbiology	4
* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* CHEM	221	Organic Chemistry I	4
* CHEM	222	Organic Chemistry II	4
* MATH	168	Analytic Geometry & Calculus I	5
* MATH	268	Analytic Geometry & Calculus II	5
* PHYS	141	Introductory Physics I	4
* PHYS	142	Introductory Physics II	4

* Course has a prerequisite. See course descriptions.



PRE-PHARMACY (422)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Study in this major provides a foundation for a career in pharmacy through study in humanities, math, and sciences.

NATURE OF WORK AND EMPLOYMENT

Pharmacists prepare and dispense medications. They cooperate in the prevention and treatment of disease by providing drug information to other health care practitioners and patients. Pharmacists also must be extremely accurate in dispensing drugs and maintaining records.

The four most common jobs graduates in this field have after completion of their advanced degree are pharmacist, health technician, health care manager, and health aide. Pharmacists require a license to practice.

SPECIAL CONSIDERATIONS

Those interested in the field of medicine should have an aptitude for science, good interpersonal skills, emotional stability, and a desire to help the injured and sick. Students must be prepared for further educational training at the professional level beyond the baccalaureate degree. Medical schools limit enrollment and students compete vigorously for admission. **The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major.** Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Julie D'Souza, Biology Faculty
- Ms. Karla Giuffre, Biology Faculty
- Mr. Tony Grahame, Biology Faculty
- Mr. Alan Nowicki, Biology Faculty
- Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* BIOL	208	Biology I: Cell & Molecular Biology	4
* BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
BIOL	120	Fndtns of Anatomy and Physiology	5
* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* CHEM	221	Organic Chemistry I	4
* CHEM	222	Organic Chemistry II	4
* MATH	168	Analytic Geometry & Calculus I	5
* MATH	268	Analytic Geometry & Calculus II	5
* PHYS	141	Introductory Physics I	4
* PHYS	142	Introductory Physics II	4

* Course has a prerequisite. See course descriptions.



PRE-VETERINARY MEDICINE (424)

Associate of Science

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Study in this major provides a foundation for a career in veterinary medicine through study in humanities, math, and sciences.

NATURE OF WORK AND EMPLOYMENT

Veterinarians diagnose, treat, and control the spread of diseases among animals. Many limit practice to companion animals. Others focus on food producing animals (cattle, poultry, fish, sheep, swine), food safety inspection, horses, laboratory animals, or research and education.

The most common jobs graduates with advanced degrees in veterinary medicine have are staff veterinarian, research veterinarian, veterinarian medical officer, and public health veterinarian. Veterinarians require a license to practice.

SPECIAL CONSIDERATIONS

Students interested in this field should have an aptitude toward science, good interpersonal skills, emotional stability, physical stamina, and an interest in animals. Students also must be prepared to continue their education at the professional level after completing a baccalaureate degree. Schools of veterinary medicine limit enrollment and students compete vigorously for admission. Students should begin to independently investigate veterinary school admissions policies. **The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major.** Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Ms. Juliet D'Souza, Biology Instructor
- Ms. Karla Giuffre, Biology Instructor
- Mr. Tony Grahame, Biology Instructor
- Mr. Alan Nowicki, Biology Instructor
- Ms. Heather Moore, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Science degree (see page 62) in order to graduate from Highland Community College. For more information, please see your student advisor.

* BIOL	208	Biology I: Cell & Molecular Biology	4
* BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
* CHEM	123	General College Chemistry I	5
* CHEM	124	General College Chemistry II	5
* CHEM	221	Organic Chemistry I	4
* CHEM	222	Organic Chemistry II	4
* MATH	168	Analytic Geometry & Calculus I	5
* MATH	268	Analytic Geometry & Calculus II	5
* PHYS	141	Introductory Physics I	4
* PHYS	142	Introductory Physics II	4

* Course has a prerequisite. See course descriptions.



PROFESSIONAL EDUCATION

Certification Requirements

Students interested in teaching in the State of Illinois have choices of certification in many areas. The following are the most popular categories:

- Early Childhood (Birth through Grade 3)
- Elementary (Kindergarten through Grade 9)
- Secondary (Grades 6 through 12)
- Special (Kindergarten through Grade 12)

Highland Community College provides general education courses and some professional courses for students interested in any of these areas. Many courses are the same for all certification levels; however, the number of hours required in certain disciplines may vary.

Students interested in the teaching profession should contact a student advisor for up-to-date information regarding state requirements and senior institution admission requirements.

Special Notes:

Early Childhood Education

Highland Community College's Associate of Applied Science degree in Early Childhood Education will NOT satisfy teacher certification requirements in the State of Illinois.

Elementary Education

Students need to declare an area of emphasis after transferring to a senior institution. Working with a student advisor will help clarify students' choices in these areas.



Secondary/ Special Education

Students should declare a major in a specific area such as history, biology, speech, hearing impaired, etc. General education and professional education courses complete the program.

The recommended courses on the next page are intended to give students a general idea of course choices. Education majors are required to consult with a student advisor, faculty member, and/or the Transfer Coordinator to ensure proper course selection and program advising. **Certification requirements are subject to change due to legislation or Illinois State Board of Education (ISBE) decisions.**



PROFESSIONAL EDUCATION (506)

Associate of Arts

ABOUT OUR PROGRAM

This program is designed for the student intending to transfer to a senior institution to complete a baccalaureate degree.

NATURE OF WORK AND EMPLOYMENT

Graduates of four-year baccalaureate programs in this major are typically employed as teachers in elementary schools, secondary schools, colleges and universities, religious organizations, and civic/social organizations.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Dr. Chelsea Martinez, Education and Psychology Faculty
- Mr. Paul Rabideau, Psychology Faculty
- Ms. Vicki Schulz, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

* HIST	143	U.S. History I	
	-or-		
			3
* HIST	144	U.S. History II	
* PSY	161	Introduction to Psychology	3
† EDUC	224	Introduction to Special Education	3
* POL	152	American Government and Politics	3
† PSY	261	Educational Psychology	3
* EDUC	100	Educational Observation I	
	-or-		1/2
* EDUC	200	Educational Observation II	
EDUC	221	American Public Schools	
	-or-		3
EDUC	222	Education As An Agent For Change	
† EDUC	225	Educational Technology	3
* PSY	162	Child Psychology	
	- or -		3
* PSY	262	Human Growth and Development	

* Course has a prerequisite. See course descriptions.
 † Choices should be made after consulting with a student advisor



PSYCHOLOGY (516)

Associate of Arts

ABOUT OUR PROGRAM

This program is designed for students who plan to transfer to a senior institution to complete a baccalaureate degree. Among courses in the program are personality development, counseling, and social, clinical, educational, experimental, and abnormal psychology.

NATURE OF WORK AND EMPLOYMENT

Graduates of four-year baccalaureate programs in this major are typically employed as social workers or counselors in civic, health, industrial and governmental agencies, as well as in personnel offices and educational or research institutions.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Dr. Chelsea Martinez, Psychology Faculty
- Mr. Paul Rabideau, Psychology Faculty
- Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

** PSY	161	Introduction to Psychology	3
* PSY	162	Child Psychology	
	- or -		3
* PSY	262	Human Growth and Development	
* PSY	260	Abnormal Psychology	3
* PSY	261	Educational Psychology	3
* PSY	264	Social Psychology	3
* PSY	268	Introduction to Personality	3
* MATH	177	Statistics	3

* Course has a prerequisite. See course descriptions.

** A grade of C or higher is required for transferring to most institutions.



SOCIOLOGY (508)

Associate of Arts

ABOUT OUR PROGRAM

This program is designed to facilitate the understanding of human behavior within the context of the greater human community. The program prepares students to select the option of transferring from Highland to a senior institution to pursue a baccalaureate degree. In addition to a general survey course about sociology, the program also offers courses covering topics such as family, social problems, social work, criminology, and anthropology.

NATURE OF WORK AND EMPLOYMENT

Graduates of the program may immediately seek employment in entry-level positions with social-service agencies. Those choosing to complete a baccalaureate program will acquire skills leading to careers in areas that focus on human relations, social organizations, and the like. Social work, teaching, health care, and community work often attract sociology majors. Students may choose to pursue an advanced degree after program completion.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Kim Goudreau, Sociology Faculty
- Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

* SOCI	171	Intro to the Principles of Sociology	3
SOCI	177	Introduction to Anthropology	3
SOCI	271	Social Problems	3
SOCI	273	Social Service Field Experience	
SOCI	274	The Family	3
SOCI	275	Criminology	3
SOCI	276	Racism & Diversity in Cont. Society	3
* MATH	177	Statistics	3

* Course has a prerequisite. See course descriptions.



SPEECH (308)

Associate of Arts

ABOUT OUR PROGRAM

This program is designed for the student intending to transfer to a senior institution to complete a baccalaureate degree. Courses explore how ideas and messages are exchanged at the interpersonal level, through public address, and in terms of mass media.

NATURE OF WORK AND EMPLOYMENT

Graduates of baccalaureate programs in this major are often employed in sales, secondary schools, and colleges as teachers, radio/television, industrial/management training, public relations, personnel administration, governmental agency administration, and retailing.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Alan Wenzel, Speech/Communication Faculty
- Mr. Jim Yeager, Speech/Communication Faculty
- Ms. Karissa Patefield, Student Advisor

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

SPCH	189	Introduction to Communication Studies	3
SPCH	194	Introduction to Broadcasting	3
SPCH	191	Fundamentals of Speech	3
**SPCH	199	Speech Activities	1
SPCH	290	Introduction to Film	3
SPCH	292	Contemporary Argumentation	3
SPCH	298	Intercultural Communication	3

**NOTE: All speech emphasis majors are encouraged to participate in speech activities during all four semesters.





THEATRE (308)

Associate of Arts

ABOUT OUR PROGRAM

This program is designed for the student intending to transfer to a senior institution to complete a baccalaureate degree. The curriculum offers an emphasis in acting or technical theatre. Acting students complete a greater number of performance oriented courses. Technical theatre students complete a greater number of courses oriented to technical training. Separate curricula are provided as guidelines.

NATURE OF WORK AND EMPLOYMENT

Graduates of four-year baccalaureate programs in this major typically are employed in educational institutions, community theatres, social agencies, religious organizations, professional theatres, and radio/television station.

SPECIAL CONSIDERATIONS

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution to which they plan to transfer are met. Colleges and universities have specific requirements for transfer students. Courses will transfer as either general education, lower-division theatre major courses, or theatre electives.

PROGRAM CONTACTS

Students planning to major in theatre with an acting emphasis should contact Elwyn Webb or a Theatre Department representative before enrolling. Call Highland at 815-235-6121 for the following program contacts:

Dr. Thompson Brandt, Dean, Humanities and Social Sciences
Mr. Elwyn Webb, Theatre Technician
Ms. Heather Moore, Student Advisor

The Highland Theatre Company

Acting majors at Highland are organized into a company of players that trains together as an ensemble. The company is exclusively responsible for at least two productions each school year. Summer and special productions are open to everyone, including non-student actors and technicians.

RECOMMENDED COURSES

The following are recommended courses for this major only. Students must still meet all requirements for the Associate of Arts degree (see page 54) in order to graduate from Highland Community College. For more information, please see your student advisor.

Actor Training

THEA	183	Principles of Acting I	3
*	THEA	184 Principles of Acting II	3
*	THEA	185 Principles of Acting III	3
THEA	186	Stage Make-up	2
THEA	187	Introduction to Technical Theatre I	3
THEA	196	Introduction to Theatre	3
THEA	283	Theatre Practicum	1-5
**	PHYD	239 Body Mechanics	1
MUS	167	Class Voice I	2

Technical Theatre

ART	110	Introduction to Art	3
THEA	186	Stage Make-up	2
THEA	187	Introduction to Technical Theatre I	3
THEA	189	Introduction to Costuming	3
THEA	196	Introduction to Theatre	3
THEA	296	Introduction to Technical Theatre II	3
**	THEA	283 Theatre Practicum	1-5
MUS	167	Class Voice I	2

* Course has a prerequisite. See course descriptions.

** This course should be repeated each semester.



WEB DESIGN (210)

Associate of Applied Science

ABOUT OUR PROGRAM

The Associate of Applied Science Program in Web Design concentrates on creating cutting-edge application development for the World Wide Web and other digital media. Course materials include Internet fundamentals, advanced authoring, animation and graphic development, programming, and database integration.

NATURE OF WORK AND EMPLOYMENT

The Web Design degree can lead to employment in entry-level Web development, Web and Network administration, game design, and commercial or personal media production. Many entry-level employment positions are freelance/contract in nature, though skilled graduates can usually work toward fulltime employment.

SPECIAL CONSIDERATIONS

The program starts with a core of information system, art, and design skills and then immerses the student in specialized digital media technology experiences. The program is structured to provide a solid academic background as well as hands-on activities, while offering career counseling and opportunities for professional work-based experiences. A workplace experience is required for successful completion of this program.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Dr. Thompson Brandt, Dean, Humanities and Social Sciences
- Mr. Jeremy Monigold, Information Systems Faculty
- Mr. Sam Tucibat, Graphic Design Faculty
- Ms. Heather Moore, Student Advisor

Required Courses

ART	115	Basic Design I	3
* ART	118	Graphic Design I	3
** ART	228	Graphic Design III	3
* ART	260	Design Studio	3
* Communications (COMM 101, BUSN 141 or ENGL 121)			3
* INFT	250	DreamWeaver	3
* INFT	260	Computer Animation/Interactivity	3
* INFT-Programming (INFT 190 or INFT 191)			3

* Mathematics (BUSN 125, MATH 111, 162 or higher)	3
OCED 250 Career Seminar	1
OCED 290 Work Place Experience	4
SPCH 191 Fundamentals of Speech	3
Business Electives	6
Specialist Electives: All from either ART/MUS or INFT	19

Total Hours = 60

Specialist Electives

ART/MUS			
ART	113	Drawing I	3
* ART	114	Drawing II	3
* ART	116	Basic Design II	3
* ART	120	Life Drawing I	3
ART	201	Introduction to Photography I	3
ART	202	Digital Image Editing with Photoshop	3
** ART	218	Graphic Design II	3
* ART	238	Graphic Design IV	3
MUS	150	Fundamentals of Music	2
MUS	157	Class Guitar I	2
* MUS	161	Theory I	4
MUS	167	Class Voice I	2
MUS	172	Applied Music	1
MUS	177	Class Piano I	2

INFT			
* INFT	135	PowerPoint	1
* INFT	137	Desktop Publishing	3
* INFT	145	Beginning Access	1
* INFT	147	Advanced Access	1
* INFT	180	Introduction to Information Systems	3
* INFT	182	Microcomputer Hardware	3
* INFT	202	Web Programming	3
* INFT	282	A+ Certification	3
* INFT	284	Net+ Certification	3
* INFT	286	Security+ Certification	3

SUGGESTED BUSINESS ELECTIVES			
ACCT	105	Elements of Accounting	3
*^ACCT	115	Computer Applications in Accounting	2
* ACCT	213	Financial Accounting	4
* BUSN	121	Introduction to Business	3
* BUSN	124	Introduction to Small Business	3
BUSN	143	Fundamentals of Retailing	3
* BUSN	223	Business Law I	3
BUSN	244	Principles of Advertising	3
* BUSN	246	Principles of Marketing	3
* ECON	111	Principles of Economics I	3
* ECON	112	Principles of Economics II	3

Total Hours = 60

* Course has a prerequisite. See course descriptions.
 **Students in the INFT emphasis are not required to take ART 218 Graphic Design II. However, students in the ART/MUS emphasis are required to take ART 218 Graphic Design II before taking ART 228 Graphic Design III.
 ^ Knowledge of Microsoft Excel is recommended for this course.





WIND TURBINE TECHNICIAN (631)

Associate of Applied Science

ABOUT OUR PROGRAM

The Highland Community College Wind Turbine Technician program prepares individuals to work in the emerging wind power energy industry. Students will complete an industry derived curriculum as they learn about the electrical power generation industry, safety at the work site, mechanical devices, as well as hydraulic and electrical systems. Courses take place in traditional classrooms, various lab settings on campus and in local work environments in cooperation with local wind industry business partners. Graduates enter the workforce with the skills necessary to be employed and succeed in entry-level technical positions and with additional training and experience may advance to supervisory or advanced technical positions.

NATURE OF WORK AND EMPLOYMENT

Wind turbine technicians may work in a variety of situations. Some assist in the assembly of individual wind generators or the construction of wind farms. Wind turbine technicians are also responsible for troubleshooting mechanical, hydraulic and electrical problems and making repairs to generation equipment. Technicians may also be responsible for preventive maintenance and periodic inspections of wind turbine equipment and facilities. Most work takes place in the field and technicians must be prepared to work inside and outside, on the ground and around elevated machinery, and at times with heavy equipment. Some technicians may also work in manufacturing facilities that fabricate wind turbine equipment. Employment opportunities exist locally and in many regions of the state and country.

SPECIAL CONSIDERATIONS

To be accepted into the wind turbine technician degree program, students must meet all math and writing entrance requirements. Readiness may be demonstrated by scores on placement tests or by evidence of completion of prerequisite courses on an official transcript. Many courses have prerequisites that must be met with a grade of “C” or better. Many courses must be taken in sequence. Certain courses may be offered one term per year. Individuals interested in the wind turbine technician program should meet with a student advisor to become familiar with the program requirements and develop a personal plan before beginning studies.

An overall grade point average of 2.5 on a 4.0 scale must be maintained throughout the program. All courses with a WTEC prefix must be completed with a “B” or better to take the following WTEC course in the sequence. Because of the physical nature of the work, students must be able to achieve and maintain a level of physical fitness appropriate to meet the demands of the career. Each student should be able to climb a 240 foot ladder and regularly carry 60 pounds.

This program is recommended for students who have a specific career goal in mind and do not plan to transfer to a four-year program at a college or university. A workplace experience is required for successful completion of this program.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Steve Gellings, Industrial Technology Faculty
- Mr. David Vrtol, Wind Turbine Technology Faculty
- Mr. Dana Zimmerman, Coordinator of Career Services/
Student Advisor





WIND TURBINE TECHNICIAN (631)

FIRST SEMESTER 14/15 Sem. Hours

* ELET 179	Electronic Principles	3
* INFT 180	Introduction to Information Systems	3
* MATH 111	Technical Math	3
* NSCI 232	Meteorology	
-or-		
NSCI 132	Physical Geography	3/4
-or-		
* PHYS 141	Physics	
PHYD 121	Physical Fitness I	1
* WTEC 101	Introduction to Wind Energy	1

SECOND SEMESTER 16 Sem. Hours

* BUSN 141	Business Communications (or COMM 101 or ENGL 121)	3
* MTEC 263	General Hydraulics	3
SPCH 191	Speech	3
* WTEC 110	Wind Mechanical Systems	4
* WTEC 120	Wind Systems Technician I	3

THIRD SEMESTER 16/17 Sem. Hours

* ELET 182	Devices and Circuits I	3
* MTEC 220	Motors and Controls	3
* WTEC 220	Wind Systems Technician II	3
* WTEC 230	Wiring and Schematics	4
Gen Ed Elective (a foreign language is recommended)		3/4

FOURTH SEMESTER 17 Sem. Hours

* ELET 295	Programmable Logic Controllers	4
OCED 250	Career Seminar	1
* OCED 290	Workplace Experience (internship)	4
* WTEC 240	Wind Systems Technician III	5
Gen Ed. Electives		3

Total Hours = 63/65

* Course has a prerequisite. See course descriptions.





WIND TURBINE TECHNICIAN (632)

Certificate

ABOUT OUR PROGRAM

The Highland Community College Wind Turbine Technician certificate program prepares individuals to work in the emerging wind power energy industry. Students will complete an industry-derived curriculum as they learn about the electrical power generation industry, safety at the work site, mechanical devices, as well as hydraulic and electrical systems. Courses take place in traditional classrooms and at various lab settings on campus. Graduates enter the workforce needing further on-the-job training to become a wind turbine technician. They will, however, possess the basic skills needed to complete more advanced training and coursework.

NATURE OF WORK AND EMPLOYMENT

Wind turbine technicians may work in a variety of situations. Some assist in the assembly of individual wind generators or the construction of wind farms. Wind turbine technicians are also responsible for troubleshooting mechanical, hydraulic and electrical problems and making repairs to generation equipment. Technicians may also be responsible for preventive maintenance and periodic inspections of wind turbine equipment and facilities. Most work takes place in the field and technicians must be prepared to work inside and outside, on the ground and around elevated machinery, and at times with heavy equipment. Some technicians may also work in manufacturing facilities that fabricate wind turbine equipment. Employment opportunities exist locally and in many regions of the state and country.

SPECIAL CONSIDERATIONS

To be accepted into the wind turbine technician certificate program, students must meet all math and writing entrance requirements. Readiness may be demonstrated by scores on placement tests or by evidence of completion of prerequisite courses on an official transcript. Many courses have prerequisites that must be met with a grade of "C" or better. Many courses must be taken in sequence. Certain courses may be offered one term per year. Individuals interested in the wind turbine technician certificate program should meet with a student advisor to become familiar with the program requirements and develop a personal plan before beginning studies.

An overall grade point average of 2.5 on a 4.0 scale must be maintained throughout the program. All courses with a WTEC prefix must be completed with a "B" or better to take the following WTEC course in the sequence. Because of the physical nature of the work, students must be able to achieve and maintain a level of physical fitness appropriate to meet the demands of the career. Each student should be able to climb a 240 foot ladder and regularly carry 60 pounds.

This program is recommended for students who have a specific career goal in mind and do not plan to transfer to a four-year program at a college or university.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Mr. Scott Anderson, Dean of Business & Technology
Mr. Steve Gellings, Industrial Technology Faculty
Mr. David Vrtol, Wind Turbine Technology Faculty
Mr. Dana Zimmerman, Coordinator of Career Services/ Student Advisor

FIRST SEMESTER 10 Sem. Hours

Table with 4 columns: Course ID, Credits, Course Name, and Hours. Rows include ELET 179, INFT 180, MATH 111, and WTEC 101.

SECOND SEMESTER 13 Sem. Hours

Table with 4 columns: Course ID, Credits, Course Name, and Hours. Rows include BUSN 141, MTEC 263, WTEC 110, and WTEC 120.

THIRD SEMESTER 10/11 Sem. Hours

Table with 4 columns: Course ID, Credits, Course Name, and Hours. Rows include MTEC 220, ELET 295, WTEC 220, and WTEC 230.

Total Hours = 33/34

* Course has a prerequisite. See course descriptions.







Course Descriptions

Order of Course Listings

The courses offered by Highland Community College are listed on the following pages. Listings are grouped alphabetically by discipline (e.g. agriculture, mathematics, etc.). A syllabus for each course, giving a greater detailed description of course content than is found in this catalog, is on file in the HCC library.

Discipline (Subject) Code

The first line of each course description begins with a three or four letter code that identifies to what discipline the course belongs. Each discipline is identified by a separate code that is listed after the beginning of each discipline's section.

Course Numbers

The first digit of a course number indicates its classification according to the year it should be taken. Courses that begin with a zero (0) are less than freshman-level courses that carry credit but are not intended to transfer to other colleges nor count toward degree requirements. Courses that begin with a one (1) are generally freshman-level courses that should be taken during the first year of college. Courses that begin with a two (2) are usually sophomore-level courses that should be taken during the second year of college.

Types of Credit

At the right of each course number is a credit code that signifies the type of credit that the course carries.

- D This is a developmental course and includes basic knowledge necessary for pursuit of other course offerings. It cannot be part of a transfer program, but may be specified as part of other degrees and certificates.
- O This type of course is usually in Applied Science or Occupational Certificate programs. Some of these courses may transfer depending upon the major. Students should check with a student advisor.
- T These courses are most often articulated with state universities and are usually transferable. Students should check with a student advisor.
- V These courses are usually part of specialized certificate programs and are generally not transferable. Students should check with a student advisor.

Course Title

The course title is intended to provide a very brief description of course content. Course titles that are followed by a I, II, or III indicate that the course belongs to a sequence of two or three courses that study different aspects, or levels, of the same topic.

Course Data

Each course title is followed by four categories of course data, as described below:

Credits

This number signifies the semester hours of credit the student will earn by successfully completing the course. If the number is followed by a V, Highland may offer the course for a variable amount of credit hours with the number stated being the maximum amount allowed. For example, 3V would indicate that the course could be offered for one credit, two credits or three credits. Each semester's course schedule will list the semester hours available for any variable credit course.

Lecture

This number represents the number of lecture or discussion hours per week in class.

Lab

This number represents the number of laboratory or activity hours per week in class.

Repeat

This number represents how many times a class may be repeated for credit. The maximum amount of hours that may be earned for any repeatable course will be listed in the course description.

Prerequisites

Prerequisites, if any, are listed under the course data line of each course description. A prerequisite refers to courses that must be satisfactorily completed prior to the beginning of a particular course.



Distance Learning

Students at Highland Community College have several options for distance learning courses: online courses, hybrid courses, and interactive video classes (two-way television). Each of these formats has unique aspects and requirements. While many students who enroll in these classes do not come to either the Highland main or west campus, there are on-campus students who opt to enroll in the distance learning courses because of the convenience they offer.

Online courses are college-credit courses that are conducted via the Internet. They are taught mostly by HCC faculty, although there are also courses available through a statewide network with other community colleges and 4-year colleges. Online courses also require the use of the Moodle course management software. Interested students may go to <http://www.highland.edu/online> for more information.

Hybrid courses or “blended” courses are names commonly used to describe courses that combine face-to-face classroom instruction with online learning. A significant portion of the learning activities take place online and time spent on instruction that traditionally occurs in the classroom is reduced but not eliminated. This allows the student much more flexible scheduling, while maintaining the face-to-face contact with the instructor and classmates that is typical of a more traditional course.

Interactive video classes are college-credit classes taught by instructors who may be on the HCC campus or another campus and who teach the class according to the schedule of the originating institution, via two-way television. The HCC location is on the first floor of the Student/Conference Center, and students must attend classes there.





Accounting (ACCT)

ACCT 102 O **Fundamentals of Bookkeeping**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces the beginning accounting student to the fundamentals of the record-keeping area of accounting. Proper methods for keeping records, posting and preparing trial balances, and statements will be included.

ACCT 105 T **Elements of Accounting**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 2

Introduces students to basic accounting principles and procedures as they are applied to accounting for service and merchandising businesses. Includes the recording of transactions in general and special journals, the posting process, adjusting and closing entries, and the preparation of accounting worksheets and financial statements. A maximum of nine (9) credit hours may be earned in this course. Note: This course is considered a transfer course when taken in conjunction with ACCT 213 and ACCT 214.

ACCT 115 O **Computer Applications in Accounting**

*COURSE DATA: CREDITS: 2V • LECTURE: 2 • LAB: 0 • REPEAT: 2

Introduces the student to microcomputer accounting systems, including general ledger, accounts payable, accounts receivable, payroll, inventory, and asset depreciation applications. Provides for hands-on experience with an accounting system software package. A maximum of six (6) credit hours may be earned in this course.

ACCT 116 O **Introduction to Payroll Accounting**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 1

Introduces the student to the principles of payroll administration. Among the topics covered are gross pay determination; Social Security and income tax withholding; employee deductions and benefits; federal and state laws affecting payroll administration; deposit rules for forms 941, 940, and 8109; and preparing W-2 and W-3 forms. A maximum of four (4) credit hours may be earned in this course.

ACCT 120 O **Introduction to QuickBooks Accounting**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 2

Provides students with introductory hands-on training with the QuickBooks accounting program. Includes company setup, entering payables and receivables, recording checks and deposits, preparing bank reconciliations, entering/adjusting and closing entries, customizing and printing financial statements and other reports for internal management control.

ACCT 211 O **Individual Income Tax Accounting**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3

Studies income taxation with the primary emphasis on individual taxation. Some coverage of corporate and partnership taxation is made. Topics studied are gross income, including business and investment income, deductions, and credits. The course is designed for accounting and business students and for the general public interested in studying taxation.

ACCT 213 T **Financial Accounting**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 2
PREREQUISITE: ACCT 105 or consent of instructor

Provides an introduction to corporate accounting and reporting issues as they relate to investors, creditors, and managers. Theoretical and practical issues related to accounting for cash equivalents, receivables, inventory, liabilities, non-current assets, common and preferred stock, investments, cash flow statements, and financial statement analysis. A maximum of twelve (12) credit hours may be earned in this course. IAI Code: BUS 903

ACCT 214 T **Managerial Accounting**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 2
PREREQUISITE: ACCT 213

Provides an introduction to the use of accounting information in planning, directing, and controlling business operations. Theoretical and practical issues related to accounting for modern manufacturing operations, costing inventories, preparing budgets and performance reports, and utilizing decision-making techniques. A maximum of twelve (12) credit hours may be earned in this course. IAI Code: BUS 904



ACCT 218 **T**
Business Income Tax

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 2

Studies taxation with the primary emphasis on business taxation. Coverage of corporate and partnership taxation is made. Topics studied are gross income, including business and investment income, deductions, and credits. The course is designed for accounting and business students and for the general public interested in studying taxation.

ACCT 220 **O**
Advanced QuickBooks Accounting

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 2
PREREQUISITE: ACCT 120 or concurrent enrollment

Provides advanced training with the QuickBooks accounting program. Includes payroll functions, invoice customization, budgets, class tracking, time tracking, customizing reports, and importing/exporting data.

Agricultural (AGRI)

AGRI 182 **T**
Introductory Agricultural Mechanization

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Includes problems, discussions, and laboratory exercises examining present and potential engineering applications in agriculture. Emphasis is on farm power and machinery, soil and water control, farm electrification, and farm structures. IAI Code: AG 906

AGRI 184 **T**
Introduction to Agricultural Economics

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Covers the basic economic principles of agricultural firms, current farm problems, domestic and foreign demand, agricultural marketing, agricultural finance, and characteristics of agricultural production, and agricultural policy. IAI Code: AG 901

AGRI 186 **T**
Introduction to Animal Science

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

Surveys the fundamentals of nutrition and management, ruminant and non-ruminant animal digestion, genetics of breeding and improvement, marketing livestock and the handling of livestock products and the physiology of animals. IAI Code: AG 902

AGRI 188 **T**
Introductory Horticultural Science

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces the principles and practices involved in the development, production, and use of horticultural crops (fruit, vegetable, greenhouse, turf, nursery, floral, and landscape).

AGRI 284 **T**
Introductory Soils

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Investigates the origin, formation, and biological, chemical and physical properties of soils. This is a beginning course in soils and is the basis for further Agronomy courses. IAI Code: AG 904

AGRI 286 **T**
Field Crop Science

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Studies growth, reproduction, and utilization of crops; crop hazards and environments; and cropping and tillage principles and practices. IAI Code: AG 903

Agricultural Occupations (AGOC)

AGOC 120 **O**
Principles of Farm Management

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: AGOC 124 or consent of instructor.

Applies economic principles to the organization and operation of farms, complete and partial budgeting, crops and livestock decision-making methods, machinery decisions, farm financial management and decisions related to farm leases.

AGOC 124 **O**
Economics of Agricultural Production

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Considers the basic economic principles of agricultural firms, such as production principles, profit maximization, supply and demand, characteristics of farms and farm production, the role of our natural resources, and current problems in agriculture.

AGOC 127 **O**
Forage Production

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Studies legume and grass crops as they are used for hay, silage, and pasture. Seed establishment, weed control, disease, insects, fertility, harvesting, and usage will be covered.



AGOC 129 ○ **Livestock Production**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

Surveys the fundamentals of nutrition and management, ruminant and non-ruminant animal digestion, genetics of breeding and improvement, marketing livestock and the handling of livestock products and the physiology of animals.

AGOC 141 ○ **Grain Conditioning and Handling Systems**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Covers how grain dries, the effect of drying on quality, dryers and drying methods, designing and sizing systems, materials flow, storage problems, and control and safety of systems.

AGOC 142 ○ **Livestock Facilities and Waste Management**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Covers the design of beef, dairy, and swine facilities including ventilation, insulation, environment, space and scheduling, feed movement, and methods of waste storage and disposal consistent with environmental standards.

AGOC 143 ○ **Evaluation of Livestock Animals**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Presents the basic criteria necessary in evaluating livestock animals and provides the opportunity to gain actual evaluation experiences with live animals. The course will include the preparation and the oral delivery of placement evaluations.

AGOC 144 ○ **Evaluation of Dairy Animals**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Presents the basic criteria necessary for evaluating dairy animals and provides the opportunity to gain actual evaluation experience with live animals. The course will include the preparation and the oral delivery of placement evaluations.

AGOC 145 ○ **Dairy Production**

*COURSE DATA: CREDITS: 5V • LECTURE: 4 • LAB: 2 • REPEAT: 0

Considers the principles and practice of milk production. Topics include the physiology of milk secretion, feeding of the dairy herd, and raising replacement stock.

AGOC 220 ○ **Financing Agricultural Production**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Investigates ways and means of securing and using borrowed capital. Priority use of capital, sources and types of credit, the financial statements, and the pros and cons of various types of financing are considered. Capital planning is considered for the agricultural firm.

AGOC 221 ○ **Agricultural Policies, Programs, and Legal Problems**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Analyzes the unique position of food producers and considers the statement, intent, and results of international, federal, and state laws and policies and their application to specific situations. A study of the major farm organizations structure programs with a field trip will be included.

AGOC 222 ○ **Marketing Agricultural Products**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Discusses the economic, psychological, and sociological problems of the distribution of farm products and supplies. Factors such as market information, advertising, packaging, services, risks, and futures are analyzed. The present types of markets and the trends in marketing are considered. This course may be taken with emphasis on livestock marketing, grain marketing, or both.

AGOC 223 ○ **The Dairy Industry**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Surveys the industry, including dairy production, dairy equipment, and dairy product processing and distribution.

AGOC 224 ○ **Artificial Insemination**

*COURSE DATA: CREDITS: 2 LECTURE: 1 LAB: 2

Studies the physiology of the reproductive tract of farm animals and the use of insemination equipment for the breeding of livestock. The course will be taught primarily for dairy insemination. Completion of the course will approve the student as an Artificial Insemination Technician.



AGOC 226 ○

Feed and Livestock Industry

*COURSE DATA: CREDITS: 4V • LECTURE: 3 • LAB: 2 • REPEAT: 0

Studies livestock nutrition with emphasis on feeds and their value, utilization formulation, and use of feed industry information. Management, feeding, and health of beef cattle, dairy, and swine are included in the course.

AGOC 229 ○

Agri-Business Seminar

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides for a series of lectures and discussions related to management of agri-business. Some are led by agri-business authorities or specialists in particular areas. An agri-business firm management problem will be studied and analyzed during the course. An agri-business sales experience will also be part of the course.

AGOC 240 ○

Farm Business Records and Analysis

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces the practical use of accounts and records in the management of the farm. Farm financial accounts, production records, budgeting, and the use of records in analyzing the farm business are included.

AGOC 241 ○

Applied Swine Science

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0

Emphasizes the production aspects of efficiency, breeding, selection, feeds, nutrition, sow and pig management, feeder pig production, market hog management, herd health, and production costs.

AGOC 242 ○

Applied Beef Cattle Science

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0

Includes production systems, efficiency of production, feeds and nutrition, breeding, selection, cow-calf herd management, feeder cattle management, feed lot management, and beef cattle health.

AGOC 243 ○

Swine Management

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Emphasizes the economic aspects of swine enterprise production systems. The economics of selection and breeding, ration analysis and cost, and the marketing of swine are considered.

AGOC 245 ○

Dairy Management

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Emphasizes the organizational management of the dairy herd including farmstead and building design, herd improvement, herd nutrition, and health.

Art (ART)

ART 110 T

Introduction to Art

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces non-art majors to art appreciation through a study of various art concepts, processes, and major art historical periods. This course fulfills general education requirements under the Fine Arts group or general education elective needs and uses visual arts slide/lectures. IAI Code: F2 900

ART 113 T

Drawing I

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0

Introduces the principles and elements of design and composition using a variety of drawing materials. Line, shape, texture, value, and perspective are emphasized. Lecture, slides, discussion, and drawing are the methods used.

ART 114 T

Drawing II

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 1
PREREQUISITE: ART 113 with a grade of "C" or better or consent of instructor

Provides a continuation of ART 113. Further develops drawing skills and techniques, with an emphasis on individual creative concepts. Explores additional materials and color theory.

ART 115 T

Basic Design I

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0

Introduces students to elements of design and structure through two-dimensional design principles and theories. Emphasis on creative problem solving using a variety of media including the computer.

ART 116 T

Basic Design II

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0
PREREQUISITE: ART 115 with a grade of "C" or better or consent of instructor

Continues the intensive study of the elements of design and structure through three-dimensional design principles and the ones using a variety of media.



ART 117 **Pottery I** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0

Explores the capabilities and limitations of clay as a material for creative expression. Functional and sculptural approaches to the material will be explored through hand building and wheel-throwing techniques. Glazing and decorating techniques, demonstrations, slide lectures, and individual critiques are covered in this class.

ART 118 **Graphic Design I** **O**

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0
PREREQUISITE: Completion of, or concurrent enrollment in, ART 113 and ART 115 with a grade of "C" or better or consent of instructor

Graphic Design I is a study of basic design principles as related to business and the advertising industry. Individual projects will include problems in page layout, logo design, corporate identity systems, and business forms using computer graphics software. Macintosh and Windows computers will be used.

ART 119 **Sculpture I** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0

Gives the student a basic understanding of three-dimensional form and its manipulation into compositional works. Work will be done with a number of media, including clay, alabaster stone, and found objects. Demonstrations, slide lectures, and group and individual critiques are used.

ART 120 **Life Drawing I** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 1
PREREQUISITE: ART 114 with a grade of "C" or better or consent of instructor

The study of the human form from observation and invention using a variety of drawing methods and media.

ART 201 **Introduction to Photography I** **T**

*COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0

Includes history of the medium, as well as techniques for capturing images, digital editing, and printing. Composition and aesthetic quality are emphasized using the student's camera.

ART 202 **Digital Image Editing with Photoshop** **O**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3

An in-depth study of capturing still images with a digital camera; scanning; image editing with Adobe Photoshop and preparation of digital images for print, presentation, the web, animation and fine art purposes. Windows and Macintosh computers will be used.

ART 211 **Painting I** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0
PREREQUISITE: ART 113 and ART 115 with a grade of "C" or better or consent of instructor.

Explores oil and/or acrylic painting using basic painting techniques and color theory. Emphasis is placed on concepts and material.

ART 212 **Painting II** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 1
PREREQUISITE: ART 211 with a grade of "C" or better or consent of instructor

Includes further exploration of oil and/or acrylic painting techniques emphasizing personal expression.

ART 213 **Printmaking I** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0
PREREQUISITES: ART 113 and ART 115 with a grade of "C" or better, or consent of instructor

Explores relief and silkscreen printing as a means of artistic expression. Color composition and concept will be emphasized. A variety of papers and materials will be explored.

ART 214 **Printmaking II** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0
PREREQUISITES: ART 213 with a grade of "C" or better or consent of the instructor

Explores additional printing processes including intaglio and lithography.

ART 215 **Art History I** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Surveys the major works of art and architecture from prehistoric times through the Middle Ages. Emphasis is placed on historical, cultural, and societal relevance of works of art from this period. IAI Code: F2 901

ART 216 **Art History II** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Surveys the major works, ideas, and influences of the visual arts from the Renaissance through the 18th century. Emphasis is placed on historical, cultural, and societal relevance of works of art from this period. IAI Code: F2 902



ART 217

T

Pottery II

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 1
PREREQUISITE: ART 117 with a grade of "C" or better or consent of instructor

Continues ART 117 with an emphasis on craftsmanship and concepts with emphasis on craftsmanship and concepts with a concentration in wheel-thrown work. In-depth work with glazes and stains. Slides, demonstrations, and individual critiques are used.

ART 218

O

Graphic Design II

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0
PREREQUISITE: ART 118 with a grade of "C" or better or consent of instructor.

Introduces the fundamentals of advertising design and print technology. Students continue with advanced studies of design principles, ad formats, page layout, editorial design and corporate identity systems. Macintosh and Windows computers are used.

ART 219

T

Modern Art

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Explores European and American Art from the 18th century to the present and the issues and concepts behind the art of modern times. IAI Code: F2 902

ART 228

O

Graphic Design III

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 3
PREREQUISITE: ART 218 with a grade of "C" or better or consent of instructor

Introduces multimedia and includes focus areas such as presentation, animation, marketing, instructional design, print technology, typography, photographic design, illustration, and WEB design. Macintosh and Windows computers are used.

ART 238

O

Graphic Design IV

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 15 • REPEAT: 0
PREREQUISITE: ART 228 with a grade of "C" or better and consent of instructor

Prepares the student in an internship setting to apply design skills, troubleshoot, and solve problems related to projects in Graphic Design and related areas. There will be supervision by the instructor and a mentor.

ART 260

O

Web Design Studio

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 3
PREREQUISITE: ART 115, ART 228, and INFT 190 or 250

Provides practical experience in web design. Students work in a team setting to apply design and programming skills to a real world project.

Auto Body Repair (AUTB)

The Auto Body Program is competency based. Check with the instructor before registering for any course.

AUTB 180

O

Basic Auto Electrical Systems

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0

This electrical course is designed as a prerequisite for automotive electrical classes. Areas of instruction will cover basic electricity, magnetism, basic electronic components, fundamentals of batteries, and automotive wiring systems.

AUTB 191

O

Introduction to Auto Body

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: WELD 135 or concurrent enrollment

Introduces students to the construction of both the frame and body of an automobile and the construction practices used by the industry. Proper use of tools, safety, and basic practices of metal finishing are part of this course.

AUTB 192

O

Painting Equipment and Materials

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Acquaints students with all types of auto refinishing materials, mixtures, and the care and use of painting equipment. Repair procedures are included.

AUTB 193

O

Frame and Body Alignment I

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: AUTB 191

Teaches students how to analyze and correct one or more damaged automobile sections in order to repair vehicles to pre-accident condition. Correcting stresses and strains of the sheet metal and the frame is included.

AUTB 194

O

Auto Body Repair I

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: AUTB 191

Introduces students to sheet metal straightening techniques, tools, and body fillers.

AUTB 195

O

Glass, Upholstery, and Trim

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 2

Includes the study of removing and replacing stationary and moveable glass as well as trim panel removal and seat track repair. A maximum of six (6) credit hours may be earned in this course.



AUTB 197 ○ **Auto Chassis and Accessory Systems**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Studies wheel alignment, suspension systems, cooling system repair, air conditioning, & steering systems repair from damage caused in collisions.

AUTB 291 ○ **Frame and Body Alignment II**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 2
PREREQUISITE: AUTB 193

Practices the straightening of heavy auto damage with the use of hydraulic power and the pulls needed to straighten frame or body damage to pre-accident condition. Stress points in automobile doors, hood & deck lid alignment, and the replacement of detachable parts are included. A maximum of nine (9) credit hours may be earned in this course.

AUTB 292 ○ **Auto Body Repair II**

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 2
PREREQUISITE: AUTB 194

Includes removing, trimming, fitting, and replacement of damaged panels; reforming contours by hand in damaged sheet metal; perfecting of the final finishing of metal; and final preparation before painting. A maximum of twelve (12) credit hours may be earned in this course.

AUTB 293 ○ **Paint Applications I**

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: AUTB 192

Familiarizes the student with refinishing equipment, spot painting, and finish taping procedures, masking, paints and paint mixtures. The cause of paint troubles and the complete paint jobs are also included.

AUTB 294 ○ **Damage Analysis**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Explains making acceptable estimates, parts ordering, use of estimating forms, figuring hourly rates, and scheduling auto body repair work.

AUTB 296 ○ **Paint Applications II**

*COURSE DATA: CREDITS: 5 • LECTURE: 3 • LAB: 4 • REPEAT: 2
PREREQUISITE: AUTB 293

Provides a continuation of AUTB 293, including total vehicle refinishing and the use of various types of paints and refinishing equipment. A maximum of fifteen (15) credit hours may be earned in this course.

Automotive Mechanics (AUTM)

AUTM 111 ○ **Suspension and Alignment**

*COURSE DATA: CREDITS: 5 • LECTURE: 2 • LAB: 7 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 113, 115, or consent of instructor

Studies the theory of suspension designs and how steering geometry affects directional controls and tire wear. The principles of wheel alignment including types of adjustments are covered. Laboratory work includes checking and reconditioning suspension systems plus actual alignment and adjustment procedures. This class will help prepare the student for the ASE test A4, Suspension and Steering.

AUTM 113 ○ **Brakes**

*COURSE DATA: CREDITS: 4V • LECTURE: 1 • LAB: 7 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 111, 115, or consent of instructor

Studies the theory of drum, disc, power-assisted, and anti-lock brake systems. Includes disassembly and repair procedures necessary for service of hydraulic and electric braking systems. This class will help prepare the student for the ASE test A5, Brakes.

AUTM 115 ○ **Standard Transmission and Final Drives**

*COURSE DATA: CREDITS: 4 • LECTURE: 1 • LAB: 7 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 111, 113, or consent of instructor

Discusses the theory of standard transmissions and overdrives, including clutch, drive shaft, and rear axle assemblies. Laboratory work consists of disassembly, inspection, reconditioning, and reassembly of all types of standard three- and four-speed transmissions, overdrives, clutches and differential assemblies. This class will help prepare the student for the ASE test A3, Manual Drive Train and Axle.

AUTM 120 ○ **Fundamentals of Engines**

*COURSE DATA: CREDITS: 3V • LECTURE: 1 • LAB: 5 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 122, 124, or consent of instructor

Studies the basic operating principles of an engine. Operation of automotive machine shop equipment is demonstrated. This class will help prepare the student for the ASE test A1, Engine Repair.



AUTM 122 ○
Engine Components and Construction

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 5 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 122, 124, or consent of instructor

Studies the construction and the components of an engine including the cylinder block, crankshaft, piston assemblies, cylinder heads, camshafts, and valve train parts. This class will help prepare the student for the ASE test A1, Engine Repair.

AUTM 124 ○
Fundamentals of Electricity

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 5 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 120, 122, or consent of instructor

Studies electrical theory, magnetism, terms, symbols, measurements, as well as automotive circuits including starting and ignition systems. This class will help prepare the student for the ASE test A6, Electrical/Electronic Systems.

AUTM 138 ○
Automotive Servicing

*COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 5 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; a grade of "C" in AUTM 121, 122, and 124 or consent of instructor

Studies service procedures, customer relations, and diagnosis of all areas of auto repair. Includes diagnosis and light repair in all previous courses studied. This class will help prepare the student for the ASE test A8, Engine Performance.

AUTM 231 ○
Fundamentals of Electronics

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 5 • REPEAT: 0
PREREQUISITE: Concurrent enrollment in AUTM 233, 235, 237, and a grade of "C" in AUTM 120, 122, 124 or consent of instructor

Studies electronic theory and components including diodes transistors and solid-state circuits. This class will help the student prepare for ASE test A6, Electrical/Electronics Systems.

AUTM 233 ○
Fuel Systems

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 5 • REPEAT: 0
PREREQUISITE: Concurrent enrollment in AUTM 235, 237, and a grade of "C" in AUTM 120, 122, 124 or consent of instructor

Studies fuel system components and circuits. Gasoline rating and additives are also covered along with testing, diagnosing, and repairing the system. This class will help prepare the student for the ASE test A8, Engine Performance.

AUTM 235 ○
Electronic Engine Controls

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: Concurrent enrollment in AUTM 233, 237, and a grade of "C" in AUTM 120, 122, 124 or consent of instructor

Studies the computerized system and components. Helps student prepare for the ASE test A8, Engine Performance.

AUTM 237 ○
Engine Performance

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 7 • REPEAT: 0
PREREQUISITE: Concurrent enrollment in AUTM 233, 235, and a grade of "C" in AUTM 120, 122, 124 or consent of instructor

Studies the diagnosis of engine control systems, ignition systems, fuel and induction system, and the emission control system. This class will help prepare for ASE test A8, Engine Performance.

AUTM 238 ○
Advanced Auto Data Analysis

COURSE DATA: CREDITS: 3 LECTURE: 1 LAB: 4 REPEAT: 1
PREREQUISITE: AUTM 233, 235, 237, and a grade of "C" in AUTM 120, 122, 124 or consent of instructor

Studies the operation of the chassis dynamometer along with continuing study of emission control system and 5 gas analysis.

AUTM 240 ○
Automatic Transmissions

*COURSE DATA: CREDITS: 5 • LECTURE: 2 • LAB: 7 • REPEAT: 0
PREREQUISITE: AUTM 233, 235, 237, and a grade of "C" in AUTM 120, 122, 124 or consent of instructor

Studies automatic transmissions of automobiles and light trucks. Includes a study of the design, operation, servicing, maintenance, repair, and testing of automatic transmissions. This class will help prepare the student for the ASE test A2, Automatic Transmissions/Transaxle.

AUTM 242 ○
Automotive Body Electronics

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0
PREREQUISITE: AUTM 124 or consent of instructor

Studies all body electrical components and systems such as remote and lighted entry, cruise control, power windows and seats, power door locks, power antenna, security systems, rear window defogger, and electronic traction controls. This class will help prepare the student for the ASE test A6, Electrical/Electronic Systems.



AUTM 248 **O** **Automotive Heating and Air Conditioning**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 3 • REPEAT: 0
PREREQUISITE: AUTM 233, 235, 237, and a grade of "C" in AUTM 120, 122, 124 or consent of instructor

Studies air conditioning fundamentals of standard and automatic temperature control systems. Diagnose and repair of air conditioning units and the preparation for certification in the handling, recycling and retrofitting to 134A. This class will help prepare the student for the ASE test A7, Heating and Air Conditioning.

Biology (BIOL)

BIOL 103 **O** **Principles of Pharmacology**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0
PREREQUISITE: BIOL 120 or 213, enrollment in the Nursing program

Introduces basic principles of pharmacologic interactions within various body systems. Also includes instruction in mathematical formulas and safe administration of medication.

BIOL 104 **O** **Pharmacology**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BIOL 103, enrollment in the Nursing program

Continued study of basic principles of pharmacologic interactions within various body systems. Also includes instruction in mathematical formulas and safe administration of medication.

BIOL 109 **T** **Plants and Society**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: High School Biology

Course intended to satisfy a non-lab three credit life science general education requirement. Emphasizes scientific inquiry through selected concepts in plant biology, such as organization, function, heredity, evolution and ecology, using plants as the type of organism. Topics include plant chemistry, plant structure, growth, genetics, evolution, physiology, reproduction, ecology and the importance and inter-relationships between plants and humans. IAI Code: L1 901

BIOL 110 **T** **Principles of Biology**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Emphasizes scientific inquiry and principles common to all major fields of biology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. Covers such topics as cell biology, heredity, ecology and evolution. Satisfies the science requirement for non-science majors. IAI Codes: LI 900 L and BIO 910

BIOL 116 **T** **Introduction to Ecology**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Presents how various organisms relate to their environments. Examines the principles of ecology as they relate environmental problems. Emphasizes personal actions and local problems as they relate to more global issues. Emphasis is placed on the need of plants and animals and how the activities of man affect them. IAI Code: L1 905L

BIOL 117 **T** **Nutrition**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

A study of the basic elements of nutrition. Emphasis is placed on meeting normal nutritional needs for individuals of all ages and cultural backgrounds. Students are taught diet evaluation, basis of food choices, the roles of proteins, carbohydrates, fats, vitamins, and minerals in proper nutrition as well as specifics of sports, infant, and geriatric nutrition. Note: This course does not satisfy IAI requirements for general education credit.

BIOL 118 **T** **Local Flora**

*COURSE DATA: CREDITS: 2 • LECTURE: .5 • LAB: 3 • REPEAT: 2

Focuses on the native plants of northern Illinois. Through the use of taxonomic keys and field trips, students will become familiar with the plants in bloom at the time the course is taken. A maximum of six (6) credit hours may be earned in this course.

BIOL 119 **T** **Field Ornithology**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Focuses on identification, behavior, ecology and conservation of the most successful group of vertebrates: birds. We will use the Highland Community Collection of study skins to prepare for field experiences. During the course, students will visit a variety of habitats in northern Illinois and become familiar with resident and migrant birds.



BIOL 120 **T**
Foundations of Anatomy and Physiology

*COURSE DATA: CREDITS: 5 • LECTURE: 4 • LAB: 2 • REPEAT: 0

Introduces students to the structure and the function of the skeletal, muscle, nerve, digestive, reproductive and other key systems that comprise the human body. The entire human body is studied via a systemic approach. Laboratory experiences illustrate the relationships between structure and function in addition to providing clinical correlations. IAI Code: L1 904L

BIOL 124 T
Microbes and Society

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Satisfies a three-credit life science general education requirement. Emphasizes scientific inquiry through selected concepts in biology including organization, function, heredity, evolution and ecology, using microbes as the type of organism. Topics include a survey of microorganisms, the role of microorganisms in health and disease, ecology of microbes, economic and social impact of microbes, and an introduction to the role of microorganisms in biotechnology. IAI Code: L1 903

BIOL 208 **T**
Biology I: Molecular and Cell Biology

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: COMPASS score of 80 or equivalent, one year of high school algebra, or MATH 065, MATH 067, or placement in to MATH 158 or higher

Introduces biological science students to molecular and cellular processes common to all living organisms. Course will include an overview of cell structures, cell signaling, cell reproduction, cellular metabolism, genetic information flow, theory of inheritance, and genetic engineering. IAI Code: L1900L

BIOL 209 **T**
Biology II: Biodiversity, Evolution & Ecology

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: BIO 208 or permission of instructor

Introduces biological science students to higher levels of biological organization. Topics of study will consist of evolution, characteristics and classification of organisms, plant structure and function, animal structure and function, and the principles of ecology.

BIOL 211 **T**
General Microbiology

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: See Advisor

Familiarizes students with the classification, morphology, and physiology of bacteria, viruses, and other microbes. This course provides students with a foundation for entering the various health and biological professions.

BIOL 213 **T**
Anatomy and Physiology I

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: Compass score of 80 or equivalent

This course is a detailed scientific study of the structure and function of the human body. The integumentary, skeletal, muscle, and nervous systems are studied from the molecular and cellular levels up to the organ systems. Laboratory work includes experiments in physiology, organ, and animal dissection, as well as study of a human cadaver. IAI Code: L1 904L

BIOL 214 **T**
Anatomy and Physiology II

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: BIOL 213 with a grade of "C" or better or consent of instructor

Continued detailed study of the structure and function of the human body. The endocrine, circulatory, digestive, respiratory, excretory, and reproductive systems are studied to the cellular and molecular levels. Lab work includes experiments in physiology, organ, and animal dissection, as well as study of a human cadaver.

Business Administration (BUSN)

BUSN 121 **T**
Introduction to Business

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 125 or equivalent Math course or placement in MATH 158 or above or consent of instructor.

Introduces numerous aspects of modern business to the student. Includes organization, labor-management relations, stock market exploration, marketing, forms of ownership, business functions, as well as offering an overview of career choices available in business. The roles and relationships which business plays in society are discussed and evaluated.

BUSN 124 **O**
Introduction to Small Business

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 125 or equivalent Math course or placement in MATH 158 or above or consent of instructor

Helps students learn the details of owning and operating their own business. This is a practical, how-to course that aids the student in preparing a business plan that could be submitted to a banker for a business loan.



BUSN 125 O **Mathematics of Business**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 059 or Math placement into MATH 066 or consent of instructor

Increases a student's basic mathematical skills and teaches how to utilize those skills in practical business applications. The course covers a comprehensive review of mathematical principles with application in the areas of taxation, banking, discounts, pricing, income determination, transactions in corporate securities, insurance, business graphs, and basic algebra.

BUSN 130 O **Business Equipment**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1

Provides hands-on usage and instruction of ten different types of equipment used by businesses today.

BUSN 131 O **Money and Inventory Control**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1

Identifies current money control issues and practices for business and provides practice in dealing with inventory.

BUSN 141 O **Business Communications**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: COMM 090 with a grade of "C" or better or placement into ENGL 121 and INFT 131 or 180, or consent of instructor

Intended for persons pursuing technical careers, this course includes communication principles and practical applications to on-the-job situations. Written instruction includes preparation of employment materials, business documents, complaint and adjustment letters, and student selected professional topics. Oral topics cover interpersonal communications, presentations, and student selected activities.

BUSN 143 O **Fundamentals of Retailing**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Presents a detailed analysis of the American retailing industry. The student will study the methods and technologies successful retailers use to establish, organize, operate, and control a modern retailing business. Specific emphasis is given to forms of ownership, legal requirements for business operations in Illinois, and federal reporting requirements.

BUSN 221 T **Business Statistics**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 166 or 171 or consent of instructor

Covers measures of central tendency, variability, sampling, statistical inference, simple linear regression, and correlation. This is the first course in statistics for business majors. IAI Code: BUS 901

BUSN 223 T **Business Law I**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 121 or 124 with a grade of "C" or better

Introduces civil law. Areas covered are the court system, contracts, agency and employment, commercial paper, personal property, and bailment. The course is designed to acquaint students with business law and applications as they relate to private citizens. Course is based on Uniform Commercial Code.

BUSN 224 T **Business Law II**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 121 or 124 with a grade of "C" or better

Considers the following topics: sales, security devices, partnerships, corporations, real property, estates, bankruptcy, and divorce. It is advised that law courses be taken in sequence.

BUSN 225 T **Personal Finance**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Investigates the financial decision-making process confronted by all consumers. Elevates the competence of the consumer in the wise use of personal resources. Topics covered include money management, budgeting, consumer credit and banking facilities, investments, savings, insurance, securities, real estate, wills and trusts, federal and state income taxes, and consumer ethics.

BUSN 229 T **The Legal Environment of Business**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Places emphasis on federal government involvement in business. Topics include employment, administrative agencies, labor management relations, product liability, and problems of legislating control over the business environment.



BUSN 241 **O**
Principles of Personnel Management

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 249 or work experience with consent of instructor

Offers a more detailed understanding of human behavior in an organization. Discussions will relate to the personnel management system, staffing and organization, individual and group behavior, management-labor relations, remuneration, and EEOC. The course may be taken by all students who are interested in people management.

BUSN 242 **O**
Fundamentals of Supervision

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Assists first line and potential supervisors in developing a better understanding of their jobs and responsibilities. The course promotes ideas for efficiency, identifies management skills, and establishes the supervisor's place on the management team. Discussions on various related topics directed at the supervisor's fundamental needs and problems will be emphasized.

BUSN 243 **O**
Sales and Personal Communication

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Covers principles and problems of personal selling, prospecting, pre-approach, approach, demonstration, meeting objectives, and closing of sales. Correct attitude and personal aptitude of one who deals with the public.

BUSN 244 **O**
Principles of Advertising

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Emphasizes the practical techniques of copywriting, layout, production, and media buying. Major advertising media are discussed, such as the Internet, newspapers, magazines, direct mail, radio, television, and point-of-purchase with emphasis on present-day practices and uses.

BUSN 246 **T**
Principles of Marketing

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 121 or ECON 111

Presents an overview of the strategies and tactics used by successful firms in the distribution of goods and services to satisfy consumer desires and corporate objectives. Emphasis is placed on the marketing concept as a means to integrate American business objectives and consumer needs. The economic, sociological, and psychological factors affecting consumer needs are introduced and discussed.

BUSN 249 **T**
Principles of Management

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 121 or practical business experience in a supervisory position and consent of instructor

Explains the jobs of managers and how they function within an organization. Class discussion revolves around management theories. Topics discussed include fundamental concepts of management, decision-making, planning, organizing, staffing, directing, and controlling.

Business Machines (BMAC)

BMAC 142 **O**
Electronic Calculator

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 059 or placement into MATH 066 or consent of instructor
**Offered in the Office Technology Lab where class time and the learning pace are set by the individual student.

Develops a job entry-level skill for this business machine. The student operates the machine using touch control. Business math problems such as percentages, discounts and net amounts, merchandising, rate of increase, decrease, interest, insurance, and invoicing are solved using electronic calculators.

Chemistry (CHEM)

CHEM 101 **T**
Introduction to Chemistry

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: One year of high school algebra, MATH 065, MATH 066 & MATH 067, or placement into MATH 158 or MATH 162 or above.

Presents the fundamental concepts of chemistry. This is a beginning course for students with no previous background in chemistry. It may be used as preparation for nursing programs as well as for any general chemistry course. This course does not fulfill the general education science requirement and is not intended to replace other chemistry courses in any curriculum. A maximum of six (6) credit hours may be earned in this course.



CHEM 120 **T** **General, Organic, and Bio Chemistry**

*COURSE DATA: CREDITS: 4V • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: High school chemistry or CHEM 101 with a grade of "C" or better and MATH 065, MATH 066 and MATH 067, or placement in MATH 158 or MATH 162 or above.

Includes the study of inorganic, organic, and biological chemistry and is designed to provide the fundamental concepts necessary for the understanding of the chemical processes of the human body and related subjects such as nutrition, pharmacology, and microbiology. It is not designed for medical technology or science majors. This course may be taken for three (3) credit hours of lecture. Two (2) hours of laboratory may be taken for an additional one (1) credit hour for a maximum of four (4) credits. The laboratory component includes experiments in inorganic, organic, and biological chemistry. (Must be 4 credit hours for general education credit) IAI Code (4 credits) P1 902L

CHEM 123 **T** **General College Chemistry I**

*COURSE DATA: CREDITS: 5 • LECTURE: 3 • LAB: 4 • REPEAT: 0
PREREQUISITE: MATH 166 with a grade of "C" or better or concurrent enrollment and high school chemistry with a grade of "C" or better or CHEM 101 or consent of instructor

Presents the first of a two-semester sequence in general chemistry. This course is for the student planning to major in any science or related field for meeting the General Education requirements. Quantitative applications of principles are stressed and the student is expected to have a good background in basic algebra. Topics covered include atomic structure and the periodic table, stoichiometry, types of reactions, thermochemistry, types of bonds, electron and orbital modeling, and introduction to gas, solid, and liquid chemistry. IAI Code: P1 902L

CHEM 124 **T** **General College Chemistry II**

*COURSE DATA: CREDITS: 5 • LECTURE: 3 • LAB: 4 • REPEAT: 0
PREREQUISITE: CHEM 123 with a grade of "C" or better

Provides a continuation of CHEM 123 with emphasis on acids and bases, chemical equilibrium, rates of reactions, thermodynamics, electrochemistry and a study of the periodic table, as well as an introduction to nuclear chemistry.

CHEM 220 **T** **Elementary Organic Chemistry**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: CHEM 120 or 123

This is a beginning organic chemistry course for non-chemistry majors and is designed for those students majoring in disciplines requiring only one semester of organic chemistry. It provides a survey of basic concepts of aliphatic and aromatic compounds and their applications to biochemistry.

CHEM 221 **T** **Organic Chemistry I**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: CHEM 124

Covers the general principles of atomic and molecular structure, reaction energy transformations, reaction mechanisms, specific reactions and nomenclature for alkanes, alkenes and alkynes and an introduction to aromatic systems. Stereochemistry, free radical mechanisms, substitution mechanisms and elimination mechanisms are covered. IAI Code: CHM 913

CHEM 222 **T** **Organic Chemistry II**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: CHEM 221 with a grade of "C" or better or consent of instructor

Continues the systematic study of organic chemistry with an emphasis on the aromatic families, alkyl halides, organometallic compounds, amines, aldehydes, ketones, acids, acid derivatives and b-dicarbonyl compounds; with biological implications. Lab work centers around syntheses related to the theory discussed in lectures. The techniques acquired in CHEM 221 are emphasized in this work. IAI Code: CHM 914

CHEM 225 **T** **Elementary Organic Chemistry Laboratory**

COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0
PREREQUISITES: Concurrent enrollment in CHEM 220 or consent of instructor

A laboratory course designed to give the student an introduction to synthetic organic chemistry including purification and characterization techniques.

Communications (COMM)

COMM 084 **D** **Basic Written Communication**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3
PREREQUISITE: Placement into COMM 084

Emphasizes the development of written communication skills, including the formation of complete and grammatically correct sentences, as well as organized and coherent paragraphs. Students will practice creating paragraphs and revising them for substance, clarity, and proper grammar and punctuation. A maximum of twelve (12) credit hours may be earned in this course.



COMM 086 **D**
Learning Strategies

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3

Provides student involvement in the processes of self-assessment and self-awareness using a variety of available inventories and checklists. Personality types, learning styles/strategies, attitudes, and preferences will be discussed in relation to academic success and career placement. A maximum of eight (8) credit hours may be earned in this course.

COMM 087 **D**
Writing Workshop

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 3
COREQUISITE: Concurrent enrollment in ENGL 121

Based on individual need, may include but is not limited to, how the writing process can help the student become a better writer; how to plan and write an essay; how to take and support/defend a position on an issue; and how to edit for grammar, usage, spelling, and punctuation. A maximum of four (4) credit hours may be earned in this course.

COMM 088 **D**
Critical Thinking

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3

This course may include but not be limited to sentence construction, punctuation, spelling, paragraph development, and development of the whole essay based on individual student need.

COMM 090 **D**
Preface to Rhetoric

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3
PREREQUISITE: COMM 084 or COMM 085 or placement into COMM 090

Emphasizes correct English usage. This course involves a thorough review of basic grammatical skills so students consistently write correct sentences. Students also learn the basic rhetorical concepts of composition for paragraphs and short themes, and are introduced to the word processing skills required for course assignments.

COMM 095 **D**
Basic Composition

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3
PREREQUISITE: Recommendation of instructor based upon performance in COMM 090

Reviews major aspects of grammar and usage, and presents basic concepts of rhetoric. This course is for students who need continued work in basic composition skills.

COMM 098 **D**
Study Skills

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 3

This course is designed to help the student to read and to study more efficiently. The instructor and the student plan a program of instruction and practice for improving the student's vocabulary, comprehension, study skills in the content areas, and/or flexibility in reading speed. The area of study is determined by an analysis of standardized reading survey test scores and individual testing. Credit will be awarded whenever the student can demonstrate a satisfactory level of performance. Enrollment may take place at any time.

COMM 101 **O**
Technical Communications

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: COMM 090 with a grade of "C" or better or placement into ENGL 121

Teaches technically oriented students the practical communication skills needed for educational and occupational situations. The student will analyze typical communication problems and create written and oral projects.

COMM 214 **O**
Business and Technical Writing

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: A grade of "C" in BUSN 141, COMM 101 or ENGL 121

Investigates contemporary theories of modern business and technical communication. Students observe current styles of usage, discuss technologies available, and investigate both cultural and ethical issues. Required projects include business letters, memoranda, written and oral reports, and one major research paper. These projects offer students practical experience in modern communication skills and principles.

Cosmetology (COSM)

COSM 121 **O**
Science & Practice of Cosmetology I

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COMM 090, RDG 120 or concurrent enrollment or consent of instructor

Students will identify safety and decontamination procedures required for safe and sanitary customer services in the cosmetology industry. Students will identify hair anatomy and disorders as well as perform shampooing and conditioning the hair and scalp.



COSM 122 ○ **Science & Practice of Cosmetology II**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 121 with a "C" or better, COMM 090, RDG 120 or concurrent enrollment

Students will identify and demonstrate skills in basic hair design including finger waving and the use of pin curls. Students will perform basic lab services on mannequins and clientele. Student will perform manicuring and pedicuring.

COSM 123 ○ **Science & Prac. of Cosmetology III**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 122 with a "C" or better or concurrent enrollment

Students will demonstrate skills in the principles of braiding, hair roller placement and set and comb hair using various patterns and roller style. Students will also learn the operating principles of the clinic's dispensary and reception desk.

COSM 124 ○ **Science & Prac. of Cosmetology IV**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 123 with a "C" or better or concurrent enrollment

Students will identify hair shaping terminology and techniques. Students will shape hair with scissors and razors on male and female clientele.

COSM 131 ○ **Science & Prac. of Cosmetology V**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 124 with a "C" or better or concurrent enrollment

Students will identify and demonstrate sectioning and wrapping for a permanent waving of the hair. Also, students will demonstrate the application of chemicals for permanent waving of the hair. Students will identify and demonstrate the principals of color theory, client consultation, and hair analysis. Students will style wigs and hairpieces.

COSM 132 ○ **Science & Prac. of Cosmetology VI**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 131 with a "C" or better or concurrent enrollment

Students will perform customized permanent wave wraps. Students will perform semi-permanent and permanent hair coloring procedures, decolorization (lightening), and hair recolorization. Advanced hair styling of current trends will be demonstrated.

COSM 133 ○ **Science & Prac. of Cosmetology VII**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 132 with a "C" or better or concurrent enrollment

Introduces skills in esthetics (skin care). Students will learn the structure and functions of the skin and identify diseases and disorders of the skin and perform facial treatments. Also, introduces the application of facial make up and superfluous hair removal.

COSM 134 ○ **Science & Prac. of Cosmetology VIII**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 133 with a "C" or better or concurrent enrollment

Students identify and demonstrate nail extension techniques and procedures. Procedures of textural reformation techniques will be identified and demonstrated. Students will also perform advanced clinic services.

COSM 141 ○ **Science & Prac. of Cosmetology IX**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 134 with a "C" or better or concurrent enrollment

Introduces basic anatomy and physiology related to the application of cosmetology services. A basic understanding of nerves and muscles as they relate to proper cosmetology service techniques will be developed. Students will identify state laws related to cosmetology practice and chemistry of products used in the industry. Students will perform hair analysis and various advanced hair-styling techniques.

COSM 142 ○ **Science & Prac. of Cosmetology X**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 141 with a "C" or better or concurrent enrollment

This introduces the skeletal system in relation to the performance of advanced cosmetology and hair styling techniques. Also introduces the student to the managerial aspects of operating a salon. They will perform advanced clinical services. Students will prepare for the practical final exam.

COSM 143 ○ **Science & Prac. of Cosmetology XI**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 142 with a "C" or better or concurrent enrollment

This requires that students perform advanced hairstyling and skin care techniques on clinic floor clientele. Student will complete written final exam. A salon internship is available to qualifying students in this course.



COSM 144 O
Science & Prac. of Cosmetology XII

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 143 with a "C" or better or concurrent enrollment

This is a continuation of the performance of advanced techniques. This is the culminating course in the program leading to the state board examination. In this course, students complete final written course exams and final practical.

COSM 180 V
Introduction to Therapeutic Massage

*COURSE DATA: CREDITS: 2 • LECTURE: 1.5 • LAB: 1 • REPEAT: 2

An introduction to anatomical principles, manipulative movements, and classic massage therapy techniques. Topics include hygiene, sanitation, environment, client wellness, and the six major categories of massage movements. A maximum of six (6) credit hours may be earned in this course.

COSM 190 O
Nail Technology I

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COMM 090, RDG 120 or concurrent enrollment or consent of instructor

An introduction to the profession including: salon conduct, ethics, client consultation, decontamination and safety. Students will identify and demonstrate understanding of nail product chemistry, anatomy and physiology of the skin and nails, diseases or disorders of the nail. Students will identify and demonstrate skills in nail technology.

COSM 192 O
Nail Technology II

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 5 • REPEAT: 0
PREREQUISITE: COMM 090, RDG 120 or concurrent enrollment, COSM 190 with a "C" or better or concurrent enrollment

Students will identify and demonstrate skills in application of pedicuring, application of extension tips and acrylic material. Skills will be practiced by providing services to clients on the clinic floor.

COSM 194 O
Nail Technology III

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 5 • REPEAT: 0
PREREQUISITE: COSM 192 with a "C" or better or concurrent enrollment

Students will identify and demonstrate skills used in the application of nail acrylics, wraps and gels. They will also demonstrate techniques for nail art applications.

COSM 196 O
Nail Technology IV

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 5 • REPEAT: 0
PREREQUISITE: COSM 194 with a "C" or better or concurrent enrollment

Students will identify business skills of record keeping, marketing & sales as well as job seeking skills needed. Students will identify and demonstrate techniques for the use of electrical implements. Students will identify nail technology laws prescribed by the Department of Financial & Professional Regulations. Students will continue to perfect skills while performing client services on the clinic floor.

COSM 198 O
Nail Technology V

COURSE DATA: CREDITS: 2 LECTURE: 1 LAB: 5 REPEAT: 0
PREREQUISITE: COSM 196 with a "C" or better or concurrent enrollment

Students will identify and demonstrate the skills for application of various colored nail enhancements and embellishments. Students will also complete written final exams and demonstrate skills in a practical exam to prepare for state licensure. An internship may be offered to qualified students.

Drafting/CAD (DRAF)

DRAF 101 T
Drafting Fundamentals

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: DRAF 105

Acquaints the student with the fundamentals of mechanical drafting with CAD software. Some topics covered are multiview projection, section views, auxiliary views, and dimensioning. Inch and metric units will be used.

DRAF 102 T
Drafting Fundamentals II

*COURSE DATA: CREDITS: 3 LECTURE: 2 LAB: 2 REPEAT: 0
PREREQUISITE: DRAF 101

Provides a continuation of DRAF 101. This course gives the student more advanced mechanical drafting experience. Some topics covered are allowances, tolerances, detail drawings, assembly drawings, isometrics, and 3D construction.

DRAF 105 O
Computer-Aided Drafting (CAD) I

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Acquaints the student with the basics of two-dimensional, computer-aided design. Topics include menu and command structure, creating geometry, editing, file storage, layers, color manipulation, dimensioning, text generation, and plotting.



DRAF 110 O

Print Reading and Inspection

*COURSE DATA: CREDITS: 2V • LECTURE: 1 • LAB: 2 REPEAT: 2

Acquaints the student with the interpretation of basic mechanical drawings. An emphasis will be placed on the evaluations of multiple views, dimensioning, tolerancing, terminology, and the use of standard industrial symbols. A maximum of six (6) credit hours may be earned in this course.

DRAF 111 O

Architectural Print Reading

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 REPEAT: 0

Acquaints the student with the interpretation of Residential and Commercial Construction Prints. An emphasis will be placed on the interpretation of information found on floor plans, foundation plans, elevations, and special details.

DRAF 151 T

Engineering Graphics

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0

PREREQUISITE: Suggested DRAF 105

Provides the student with (CAD) computer aided drafting tools to solve engineering graphics problems. Topics include (2D) two-dimensional multiview orthographic representations, auxiliary views, section views, dimensioning, fundamental descriptive geometry, and (3D) three-dimensional parametric modeling for design and visualization. IAI Code: EGR 941

DRAF 254 O

Architectural Special Topics

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0

PREREQUISITE: MTEC 245 with a "C" or better

This is a capstone course that requires completion of a comprehensive project. The project demonstrates integration of previous course work knowledge. This project will include elements of team design and development culminating in a class presentation and critique of the project.

DRAF 260 O

CAD-3D Solid Modeling

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0

PREREQUISITE: DRAF 105 or consent of instructor

Studies the principles and techniques used to develop three-dimensional forms. The use of parametric Solid Modeling and 3D-rendering techniques will be stressed as a design and presentation tool.

Early Childhood Education (ECE)

ECE 121 T **Introduction to Early Childhood Education**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 1 • REPEAT: 0

PREREQUISITE: Placement into ENGL 121, Compass reading score of 80 or better, or consent of instructor.

This course is designed as an overview of early childhood care and education, including the basic values, history, philosophy, structure, teaching methods, organization and programming in early childhood. Examination of students' personal qualities in relationship to expectations of the field is addressed throughout the course. Considerations for diversity of culture, language, race, socio-economic status, gender, ethnicity, and ability will be included. A field experience component of 15 contact hours of direct observation in a variety of early childhood settings is required.

ECE 122 T **Child Growth and Development**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Placement into ENGL 121, Compass reading score of 80 or better, or consent of instructor.

This is a foundation course that presents the theory and principles of child development, conception through grade three, as well as an examination of theory (Piaget, Erikson, Vygotsky, Skinner, and others). Content includes an in-depth study of physical, social/emotional, cognitive, linguistic and aesthetic development and the exploration of child development in the context of gender, family, culture, language, ability, diversity, and society. An emphasis is placed on the implications for early childhood practice.

ECE 123 T **Health, Safety, and Nutrition of Young Child**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course focuses on personal health of the individual including nutrition, health, and safety issues. A healthy lifestyle, preventive health, and community health are examined. Emphasis is also placed on the health, safety and nutrition needs of children in group settings, including USDA and DCFS nutrition standards and procedures. Content includes meeting health, nutrition and safety standards, and planning culturally and nutritionally appropriate meals in a variety of settings. It covers various diseases and chronic health conditions that are common among children as well as promotes lesson plan development for teaching, health, safety, and nutrition concepts to young children.



ECE 124 **Language & Literacy Dev in Early Childhood**

T

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course focuses on language and literacy development during the early childhood years. An emphasis is placed on fostering the development of young children within and among the four language arts (listening, speaking, reading and writing) as well as developing skills in teacher-child interaction and selection and use of written material. Students learn about and explore the impact of culture and environment on language development, with special consideration to the care and education of linguistically and ability diverse learners.

ECE 125 **Curriculum & Assessment in Early Childhood Settings**

T

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course defines the concept of curriculum and provides students with a basic knowledge of the importance of curriculum in an early childhood setting. Assessment as a tool for early childhood development and planning is introduced. Students learn about and explore a variety of age, individually, linguistically and culturally appropriate formal and informal assessments to gather and share information on each child's skills, abilities, interests, and needs. Development of curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. The course studies the techniques of planning, presenting, evaluating and motivating educational experiences for young children.

ECE 126 **Observation and Guidance of the Young Child**

O

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 1 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course covers socio-emotional development, classroom management, and child guidance strategies for children birth through eight years. The course emphasizes the adult's role in promoting pro-social skills and self-esteem in young children. Students will learn the purposes, benefits and uses of observation, in relation to providing appropriate classroom management and managing challenging behaviors. Among the variety of issues addressed in this course are strategies for developing and maintaining supportive relationships with children and families with a range of child-rearing practices, language differences, racial identities, cultural traditions, and economic vulnerabilities. Observation techniques and practical application of observing children are included.

ECE 127 **Music and Movement for the Young Child**

O

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

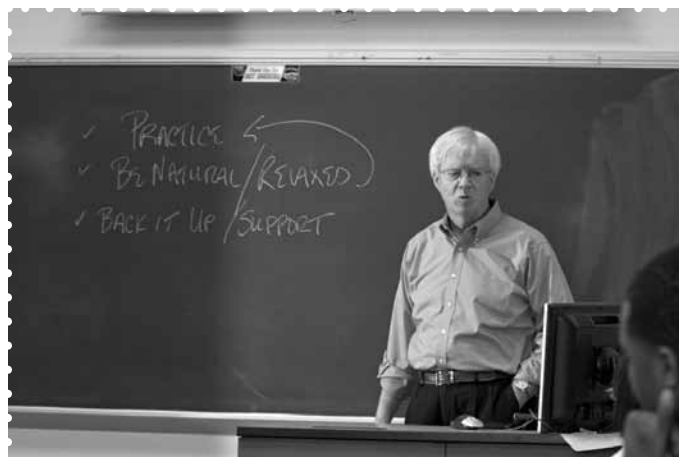
This course incorporates music and movement education and planning for programs with young children birth to eight. It explores the relationship of music and movement in the development of the child. It covers motor, auditory and musical development and the integration of music education with expressive and physical fitness activities. Emphasis is placed on the criteria for selecting and developing activities, developing learning areas and developing music and movement programs, and analyzing methods that encourage individual expression and creative participation. Special consideration is given to adapting activities and modifying the environment to address needs of children that are culturally, linguistically, and ability diverse.

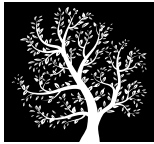
ECE 128 **Practicum II**

O

COURSE DATA: CREDITS: 2 • LECTURE: .5 • LAB: 3 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course emphasizes the practical application of early childhood education principles and theories. In an approved early childhood program, the student will work with diverse young children in a high-quality, culturally, linguistically, and ability diverse early childhood setting under the direct supervision of a qualified professional, during which students will be given the opportunity to plan and direct activities. The college instructor will coordinate the learning experience, including performance assessments. Evaluation will be based on the quality of work in relation to implementation of principles learned in the ECE program. The student will be required to complete 64 contact hours of time in a licensed early childhood program. Students must contact the Coordinator, Early Childhood Program the semester prior to taking the course to determine placement. Students MUST pass a DCFS background check before they will be allowed to have contact hours with children.





ECE 202 **T** **Role of Learning Envir & Play in Early Childhood**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

The course focuses on the preparation of indoor and outdoor learning environments for children from birth through grade three; developmentally and culturally appropriate materials, equipment and technological resources; and the importance of play as the primary vehicle through which young children learn. Emphasis is placed on how to provide learning opportunities that support and enhance all areas of development while designing learning experiences that are responsive to the learning needs of children from diverse cultural and language backgrounds as well as representing a range of special needs.

ECE 203 **T** **Home, School, & Community Relations in Early Childhood**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course focuses on the child in the context of family and community. Included are issues of communication, diversity, professionalism, and social policy. The course promotes awareness and effective use of community resources. Emphasis on strategies and techniques for developing family-centered programs in early childhood programs. The course will examine the interplay of diverse cultures, lifestyles, language and communication with the role of school and other community institutions.

ECE 204 **T** **Exceptional Child in Early Childhood Programs**

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course is an overview of children with exceptional cognitive, physical, social and emotional characteristics; analysis of developmental and educational needs imposed by exceptionality; identification, interventional strategies, methods, and programs designed to meet their needs. Course examines the characteristics and impact of a range of disabilities on young children and their development, with consideration for group care and educational environments, including schools, center-based child development programs, and family child care homes. Practical issues addressed include adapting classroom environments and activities. Considerations for diversity of culture, language, race, socio-economic status, gender, ethnicity, and ability will be included. Study of applicable federal and state laws and requirements; Individuals with Disabilities Act Individualized Family Service Plan, Individualized Education Plan, and Inclusive programs. Identifies legal and best practice guidelines for programs, and guidance for working with parents.

ECE 205 **O** **Intro to Infant/Toddler Care & Education**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 1 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course is designed to provide the student with knowledge pertaining to the patterns of growth and development in the child from birth to 3 years of age. It focuses on the physical, social, emotional, cognitive, language and literacy of infants and toddlers with the examination of the influence of culture and environment context on development. The specific needs of infants and toddlers will be examined with current research considered, including safety measures and planning developmentally appropriate activities that are responsive to the learning needs of children from diverse cultural and language backgrounds as well as representing a range of special needs. Observations are required.

ECE 206 **O** **Creative Activities for the Young Child**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course is designed to give the student an understanding of the natural creative potential that evolves through play within all areas of development. Students develop skills in planning and implementing developmentally appropriate, creative activities, the use of various art media and musical materials, and the integration of music and art experiences in daily classroom activities. The student will have the opportunity to learn how to establish an aesthetically creative environment for young children. The student will learn methods of presenting activities to young children that are culturally, linguistically, and ability diverse in ways to enhance and encourage creativity.

ECE 207 **O** **Math and Science for the Young Child**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or CHLD 181 with grade of "C" or better or consent of instructor

This course provides students with the knowledge, skills, and techniques necessary to incorporate science and mathematics concept development into an integrated, developmentally appropriate early childhood classroom. Development of the math/science curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. Emphasis is placed on the need of the young child to understand biological and physical science and mathematics concepts in her/his environment, on the development of environmental understanding, and integrated curriculum in a developmentally appropriate classroom. Students design and implement science and mathematics activity plans.



ECE 208 ○
**Supervision & Administration
of Child Care Programs**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Successful completion of 30 credit hours in CHLD/ECE courses or consent of instructor

Covers program development, supervision, staff training, budgeting, and evaluation. Emphasis on interpersonal skills building and community resources utilization as key components of effective program management. Course addresses implementing practices that are developmentally and culturally appropriate and that address the needs of children and families that are culturally, linguistically, and ability diverse.

ECE 209 ○
Practicum III

COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0
PREREQUISITE: Consent of Instructor

The course is designed for students preparing to teach children under six years of age. In an approved early childhood program, the student will work with young children that are culturally, linguistically, and ability diverse in a high-quality, early childhood setting under the direct supervision of a qualified professional, during which students will be given the opportunity to plan and direct activities. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to play and execute developmentally appropriate activities in all curriculum areas. Students will complete this course in an approved off-campus facility arranged by the instructor and must meet pre-fieldwork requirements. Emphasis is placed on understanding the teacher's role in early childhood education. Weekly seminars will be held as well as individual conferences and writing assignments. This course requires students to complete 225 contact hours in a licensed early childhood program. Students must contact the Coordinator, Early Childhood Program the semester prior to taking the course to determine placement. Students MUST pass a DCFS background check before they will be allowed to have contact hours with children.

ECE 210 ○
**Legal and Fiscal Management
of Child Care Programs**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Successful completion of 39 credit hours in CHLD/ECE courses or consent of instructor

Addresses the specific knowledge and skills needed to effectively set up and manage the legal and fiscal components of a childcare program. Course content includes Illinois DCFS Licensing Standards, building, zoning, fire, occupational safety, health sanitation, and Americans with Disabilities Act standards as they apply to child care programs. Also includes training in identifying funding sources and applying for funding (loan and grant writing). Practice in budgeting, cash-flow management, fundraising, and state and federal reimbursement programs included. Legal aspects addressed include knowledge of child abuse, child custody and special education laws, insurance liability, contract and labor laws which impact on child care programs.

ECE 211 ○
**Staff Management and Human
Relations in Child Care Programs**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Successful completion of 39 credit hours in CHLD/ECE courses or consent of instructor

Includes knowledge and skills necessary to the effective staff management and leadership of a child development program. Marketing the program to parents and prospective staff, interviewing staff and prospective parents, developing integrated staff performance appraisals and training plans are addressed. Also includes information and practice in relating to staff and community of diverse racial, cultural and ethnic backgrounds. There is additional emphasis on effective, interpersonal communication, team building and collaboration within the program and in the larger community.

ECE 212 ○
**Seminar in Early Childhood
Education**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Successful completion of 39 credit hours in CHLD/ECE courses or consent of instructor

This course expands on the issues and topics introduced and practiced during the previous courses in the degree program, and it provides for the opportunity for professional development through discussion of situations, activities, and challenges encountered in the early childhood field. Topics addressed will be professional ethics and behavior, workplace communication skills with coworkers and parents, child advocacy, current issues, advanced curriculum planning, and program evaluation. The course emphasizes the necessity of differentiated instruction based on race, culture, special education, and English language learners.



Economics (ECON)

ECON 111 **T** **Principles of Economics I (Macro)**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 125 or MATH 067 or higher, placement in MATH 158 or higher

Introduces the student to the basic economic concepts of the market system, national output and expenditures, money, inflation, unemployment, Gross Domestic Product, and related contemporary economic events. IAI Codes: S3 901

ECON 112 **T** **Principles of Economics II (Micro)**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: BUSN 125 or MATH 067 or higher, placement in MATH 158 or higher

Introduces the student to the basic economic concepts of prices, profits and losses, supply and demand, market process in the real world competition, pollution, population, urbanization, poverty and related contemporary economic events. IAI Codes: S3 902

Education (EDUC)

EDUC 100 **T** **Education Observation I**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Provides an orientation to the profession of teaching and supervised observational experience in a classroom setting for elementary and secondary education majors. IAI Codes: ART 921 and EED 904

EDUC 124 **T** **Diversity in Schools and Society**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course focuses on how schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts.

EDUC 200 **T** **Education Observation II**

*COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Provides an orientation to the profession of teaching and supervised observational experience in a classroom setting for special education and physical education majors.

EDUC 221 **T** **The American Public School**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Studies the characteristics of our educational system including the organization, administration and finance of public education, teacher training and certification, and issues and trends of American education.

EDUC 222 **T** **Education as an Agent for Change**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Studies the characteristics of our educational system including the organization, administration and finance of public education, teacher training and certification, and issues and trends of American education.

EDUC 224 **T** **Introduction to Special Education**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides information about opportunities to work with children with disabilities. The topics covered will be the categories of exceptionality, incidence rates, history of programs, present educational programs, and the relationship of special education to the total school program.

EDUC 225 **T** **Educational Technology**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3

Designed to be an introduction to the use of technology in K-12 classrooms. It includes hardware concepts, software evaluation, Microsoft Office applications for education, Internet use and ethics, basic web page design, and state and federal learning and technology standards. A maximum of 12 credit hours may be earned in this course.



Electronics Technology (ELET)

ELET 171



Intro to Logic Circuits

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2

Students will explore several aspects of digital electronics including digital gates, Boolean algebra, flip-flops, counters, arithmetic circuits and other digital electronic devices and applications. Learners will design, simulate, construct and operate digital circuits using Automation Studio® software and provided components. Lab activities will focus on the design of circuits to solve application problems. Students will also become familiar with the use of technical resources, problem solving and troubleshooting skills related to digital electronic circuits.

ELET 179



Electronics Principles

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 111 or MATH 159, placement above MATH 159, or instructor consent

Surveys selected electrical and electric components and lays the groundwork for future study in electronics. No previous electronics background is necessary, but adequate reading and writing skills are necessary and some knowledge of algebra is helpful. Topics to be covered include electrical quantities, units and notation, electronic laws and circuit analysis, components, and their function and demonstrations of test equipment.

ELET 180



Introduction to Electronics

*COURSE DATA: CREDITS: 4V • LECTURE: 2 • LAB: 4 • REPEAT: 2
PREREQUISITE: MATH 111 or MATH 162, placement above MATH 162, or instructor consent

Introduces the student to electronic concepts and devices. The course objective is to develop student interest in electronics and give the student an appreciation of the impact of electronics in our technological society.

ELET 182



Electronic Devices and Circuits I

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 179 with a grade of "C" or better and INFT 180

Introduces students to lab instruments, power, and signal sources and begins lab exploration of electrical and electronic components and circuits. Instrument topics include meters, oscilloscopes, signal sources, and power supplies. Students will build, operate, and evaluate circuits using switches, relays, discrete and integrated semi-conductors, and related components.

ELET 183



Electronic Devices and Circuits II

*COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0
PREREQUISITE: ELET 182 with a grade of "B" or better

Continues to study the electronic components and circuits by extending the study of semi-conductor devices to include operational amplifiers, digital logic circuits, converters, and other electronic topics related to manufacturing applications. Students will gain experience in constructing, operating, and troubleshooting electronic circuits.

ELET 290



Sensors and Interfacing

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: ELET 182 with a grade of "C" or better or consent of instructor

Provides emphasis on the selection and application of sensor devices used to measure variables such as temperature, light level, speed, proximity, and other common inputs. Signal conditioning, level shifting, conversion, and signal transmission will also be included. Applies student knowledge of sensors and sensor circuits by constructing, testing and troubleshooting components and circuits. Applications, circuit performance, and detection of circuit faults will be featured.

ELET 295



Programmable Logic Controllers

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: INFT 180 and ELET 179 with a grade of "C" or better or consent of instructor

Introduces the programmable logic controller (PLC) as a control element in industrial applications. Students will learn PLC terminology, ladder logic program planning techniques, program editing skills, and how to interface sensors, switches, and output devices to PLCs through hands-on experience with the programmable logic controller (PLC). Students will program and troubleshoot PLCs to carry out common control applications.





English (ENGL)

ENGL 121 T Rhetoric and Composition I

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Satisfactory achievement level on the writing sample portion of the Placement Test or successful completion of COMM 090 with a grade of "B" or better.

This course is designed to help students to write effectively. Instruction is offered in the basic elements of rhetoric; much practice is given in composing essays. IAI Code: C1 900

Statement of Co-requisite Relationship Between COMM 087 and ENGL 121

In the HCC catalog, the entry for COMM 087 lists "concurrent enrollment in ENGL 121" as the course "co-requisite." This relationship implies that withdrawal from either course, by the student or by the instructor, results in withdrawal from the other course. Additionally, if a student is "no-showed" from COMM 087, he/she will be automatically dropped from ENGL 121, and vice versa.

ENGL 122 T Rhetoric and Composition II

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" in ENGL 121 or equivalent

This class, a continuation of English 121, focuses on critical skills in thinking, reading, and writing. Skills are developed in writing to inform, persuade, and evaluate. Emphasis is placed on producing a documented, multi-source research essay. IAI Code: C1 901R

ENGL 220 T Topics in Literature

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Improves those skills necessary to understand, critically evaluate, and respond to persuasive prose (advertising, editorials, essays, etc.), literature, and information in the subject areas.

ENGL 221 T Creative Writing

*COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ENGL 122 with a grade of "C" or better or equivalent

Advances skills in expository and creative writing. It will be helpful for English majors or those who may need special writing skills in their chosen occupation.

ENGL 222 T Modern Literature

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

English 222 is an introductory poetry course. The course will focus on 13 modern American poets.

ENGL 223 T Introduction to Fiction

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

Introduces the student to prose fiction. Designed to improve the student's ability to read the short story and the novel critically with keener understanding and appreciation. IAI Code: H3 901

ENGL 224 T Introduction to Poetry

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

Introduces the student to poetry. Designed to deepen the student's insight into the relation between literary theme and form by close analysis of poems. IAI Code: H3 903

ENGL 225 T American Literature I

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

Examines the literature of America from the Colonial period through the Civil War. Emphasis will be on major themes, authors, and the relation between the literature and the historical events of the period. IAI Code: H3 914

ENGL 226 T American Literature II

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

Examines the literature of America from the Civil War to the present. Emphasis will be on major themes and writers of the time, especially in fiction and poetry. IAI Code: H3 915

ENGL 227 T British Literature I

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

This course, the first half of a year's survey of British literature, examines the literature of Great Britain from its Anglo-Saxon origins through the 17th Century. It focuses on recurring themes in British literature, on the relationship between this literature and major historical events of each era, and on questions and explorations of literary form. IAI Code: H3 912



ENGL 228 **British Literature II** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

This course, the second half of a year's survey of British literature, examines the literature of Great Britain from the Age of Reason to modern times. It focuses on recurring themes in British literature, on the relationship between this literature and major historical events of each era, and on questions and explorations of literary form. Emphasis will be placed on the works of the most representative and influential authors of this period. IAI Code: H3 913

ENGL 229 **Introduction to Shakespeare** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

Studies representative comedies, tragedies, and historical plays. Designed to give special attention to the development of Shakespeare as a dramatist in his own time and his significance today. IAI Code: H3 905

ENGL 230 **Women and Literature** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

This course will explore the literary depiction and construction of gender roles and identities in various genres, with a special emphasis on literature by women writers. Pending approval: H39110

Equine (EQUI)

EQUI 101 **Equine Business** **O**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Survey of existing equine business. Fundamentals in establishing an equine business.

EQUI 103 **Equine Evaluation** **O**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Identification and characteristics of commonly used breeds; in general and specific disciplines.

EQUI 105 **Equine Facilities** **O**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Students will gain knowledge in establishing, maintaining, and improving an equine facility.

EQUI 107 **Equine Health Care I** **O**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Signs of a healthy horse and horse environment. Preventative healthcare. Chiropractic basics, lameness issues, and first aid of horses.

EQUI 109 **Equine Health Care II** **O**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Study of vaccinations, diseases, parasites, and de-worming.

EQUI 111 **Equine Massage I** **O**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: EQUI 117 or consent of instructor

Fundamentals in massage- how, when and why. Muscles of the horse, massage techniques, and methods to apply massage.

EQUI 113 **Equine Massage II** **O**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: EQUI 111 AND EQUI 121 or consent of instructor

More massage techniques than in Equine Massage I and in combination with Stress Point Therapy by Jack Meagher. Treatments for different parts of the horse. Movement as a tool in the treatment session. Stretching of the horse.

EQUI 115 **Equine Nutrition** **O**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Overall equine nutrition, types of feed, and feeding techniques.

EQUI 117 **Equine Physiology** **O**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

The study of the skeletal, muscular, cardiovascular, and regulatory systems of the horse.

EQUI 119 **Equine Stress Points I** **O**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: EQUI 111 or consent of instructor

Fundamentals in Stress Point Therapy by Jack Meagher, an Equine Therapy based on a system of 25 defined stress points on a horse. This therapy includes ways to define, treat, and prevent muscular stress in the horse's muscular system.



EQUI 121 ○ **Equine Stress Points II**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: EQUI 111 AND EQUI 119 or consent of instructor

Advanced studies in Stress Point Therapy by Jack Meagher, an equine therapy based on a system of 25 defined stress points on a horse. This therapy includes ways to define, treat and prevent muscular stress in the horse's muscular system.

EQUI 123 ○ **Horse Handler Exercise**

*COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1 • REPEAT: 0

Program for improving strength and flexibility for horse handling.

EQUI 125 ○ **Horse Handler First Aid**

*COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1 • REPEAT: 0

Project in establishing a Safety and First Aid plan for people in a horse and riding environment.

EQUI 127 ○ **Horse Handling I**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1

Proper handling and securing methods. Grooming horse equipment such as saddles and bridles in general. Examples of basic exercising (English/Western styles).

EQUI 129 ○ **Horse Handling II**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1

Proper communication methods. General and individual exercising plans. Ground driving/long lining and lunging programs (English/ Western styles).

EQUI 131 ○ **Horse Shoeing**

*COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1 • REPEAT: 0

Fundamentals in hoof care and shoeing.

EQUI 133 ○ **Horse Training I**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
PREREQUISITE: EQUI 137 or experience with basics in preparing the horse for riding and mounting

The basic training of the horse through riding. Equipment for the individual horse. Indoor, outdoor, and trail riding (English/Western styles).

EQUI 135 ○ **Horse Training II**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1
PREREQUISITE: EQUI 133

Riding programs for young horses. Retraining of horses. (English/Western styles)

EQUI 137 ○ **Riding I**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
PREREQUISITE: experience is preferred but not necessary in the following areas: horse prepping, mounting, and riding

Basic riding and work on the lunge line. Correct use of the riding equipment. Required safety procedures.(English/Western styles)

EQUI 139 ○ **Riding II**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1
PREREQUISITE: EQUI 137 or other relevant experience and consent of instructor

Coordination of the rider's aids. Basic exercises and movements. Rhythm, suppleness, and relaxation. (English/Western styles)

EQUI 141 ○ **Riding Instruction I**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Instruction methods for individuals and groups in regard to riding and theory lessons. Safety, insurance, and liability. (English/ Western styles)

EQUI 143 ○ **Riding Instruction II**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: EQUI 141 or documented riding instructor experience with consent of instructor

Formulating lessons and lesson plans. Evaluating of instruction to individuals and groups. (English/ Western styles)

EQUI 145 ○ **Stable Management I**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Fundamentals of records, contracts, insurance, and liability.

EQUI 147 ○ **Stable Management II**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Management project-maintaining and improving a stable.



Foreign Language • French (FREN)

FREN 141 T
Elementary French I

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

Develops the four basic language skills of listening, speaking, reading, and writing simultaneously through a hearing-speaking approach.

FREN 142 T
Elementary French II

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: FREN 141 with a grade of "C" or better or equivalent

Continues the development of the four basic language skills with an emphasis on spontaneous self-expression.

FREN 201 T
Intermediate French I

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: FREN 142 with a grade of "C" or better or equivalent

Stresses oral and written usage through class discussion, composition work, and listening comprehension exercises.

FREN 202 T
Intermediate French II

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: FREN 201 with a grade of "C" or better or equivalent

Continues to stress oral and written usage through class discussion, composition work, and listening comprehension exercises.

FREN 211 T
Practice in French Conversation, Reading, & Writing I

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 2
PREREQUISITE: FREN 202 with a grade of "C" or better or equivalent

Allows students to continue building on their basic foundations in French. Students receive extensive practice in the skills of comprehension, speaking, reading, and writing. Emphasis is on vocabulary expansion, grammatical accuracy, and independent language usage. The variable credit enables students to adapt their continued study of French to their ability level and their academic schedule.

FREN 212 T
Practice in French Conversation, Reading & Writing II

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 2
PREREQUISITE: FREN 211 with a grade of "C" or better or equivalent

Continues to strengthen students' skills in comprehension, speaking, reading, and writing. An expansion of vocabulary and knowledge of a wider range of advanced grammatical structures are goals of this course. Variable credit allows students to adapt their continued study of French to their ability level and their academic schedule. A maximum of nine (9) credit hours may be earned in this course

Foreign Language • German (GERM)

GERM 151 T
Elementary German I

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

Develops all basic language skills while placing special emphasis on speaking and writing simple, correct sentences.

GERM 152 T
Elementary German II

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: GERM 151 with a grade of "C" or better or equivalent

Continues the development of all basic language skills while placing special emphasis on reading comprehension and oral communication.

GERM 201 T
Intermediate German I

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: GERM 152 with a grade of "C" or better or equivalent

Offers further study of present-day German culture and modern short stories. Basic language skills continue to be developed through class discussion, written and oral projects, and a grammar review.

GERM 202 T
Intermediate German II

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: GERM 201 with a grade of "C" or better or equivalent

Continues development of the basic language skills of comprehending, speaking, reading, and writing while concentrating on correctness and precision in these skills. This course continues to emphasize social, political, and economic issues of the German-speaking world.



GERM 211 **T** **Practice in German Conversation, Reading, & Writing I**

*COURSE DATA: CREDITS: 3V • LECTURE: 3V • LAB: 0 • REPEAT: 2
PREREQUISITE: GERM 201 with a grade of "C" or better or equivalent

Allows students to continue building on their basic foundations in German. Students receive extensive practice in the skills of comprehension, speaking, reading, and writing. Emphasis is on vocabulary expansion, grammatical accuracy, and independent language usage. The variable credit enables students to adapt their continued study of German to their ability level and their academic schedule.

GERM 212 **T** **Practice in German Conversation, Reading & Writing II**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 2
PREREQUISITE: GERM 211 with a grade of "C" or better or equivalent

Continues to strengthen students' skills in comprehension, speaking, reading, and writing. An expansion of vocabulary and knowledge of a wider range of advanced grammatical structures are goals of this course. Variable credit allows students to adapt their continued study of German to their ability level and their academic schedule.

Foreign Language • Spanish (SPAN)

SPAN 155 **T** **Elementary Spanish I**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

Emphasizes practice in pronunciation, elementary conversation, and drill of correct grammatical structure in the classroom and in the language laboratory.

SPAN 156 **T** **Elementary Spanish II**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: SPAN 155 with a grade of "C" or better or equivalent

Includes additional practice in grammar and conversation, as well as an introduction to reading and writing Spanish.

SPAN 201 **T** **Intermediate Spanish I**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: SPAN 156 with a grade of "C" or better or equivalent

Includes practice in understanding, speaking, reading, and writing Spanish. Reading selections stimulate discussions and written compositions about contemporary topics. A grammar review is also included.

SPAN 202 **T** **Intermediate Spanish II**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: SPAN 201 with a grade of "C" or better or equivalent

Includes practice in understanding, speaking, reading and writing Spanish. Reading selections stimulate discussions and written compositions about contemporary topics. A grammar review is also included.

SPAN 257 **T** **Advanced Spanish Composition & Conversation**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: SPAN 202 with a grade of "C" or better or equivalent

Stresses intensive practice in Spanish conversation, involving both routine and advanced topics. Assigned oral projects review difficult structures of Spanish grammar.

Geography (GEOG)

GEOG 132 **T** **Regional Geography of the World**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Studies the relationship of human activities in the natural environment. Regional relationships are emphasized throughout. IAI Code: S4 900N

GEOG 233 **T** **Economic Geography**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Studies the distributional variation on the earth's surface and in human activities related to producing, exchanging, and consuming wealth. Emphasis will be on the location of economic activities in terms of their relationship to physical and cultural elements. Consideration will also be given to historical events as they relate to the present site and situation of economic activity. IAI Code: S4 903





Geology (GEOL)

GEOL 126 T Geology

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Investigates the processes that shape the surface of the earth: earthquakes, volcanoes, glaciers, streams, etc. Includes study of the rocks and minerals of the earth's crust. Lab work covers rock and mineral identification, geologic map interpretation, and two all day field trips. IAI Code: P1 907L

GEOL 205 T Regional Field Geology

* COURSE DATA: CREDITS 2 LECTURE: 1 LAB: 2 REPEAT: 3
PREREQUISITE: GEOL 126 with a grade of "C" or better or consent of instructor

Allows students to investigate in detail the geology and natural history of a specific region. Course consists of 16 hours of lecture sessions followed by a 7 to 10 day excursion to a region of geologic interest. Regions investigated in a specific year will alternate between the Grand Canyon/Colorado Plateau area, Yellowstone National Park, the dinosaur fossil-bearing region of Eastern Montana, and other areas of geologic interest.

GEOL 236 T Historical Geology

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: GEOL 126 with a grade of "C" or better or consent of instructor

Investigates the geologic history of the earth and the methods that this history can be read from the rocks. This course includes investigation of the evolution of life as revealed by fossils, with particular emphasis on the Lower Paleozoic Era fossils common in this area. Two all-day field trips are required.

History (HIST)

HIST 141 T Western Civilization to 1648

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

A survey of European civilization from the ancient world to 1648 with emphasis on the development of political, diplomatic, social, economic, and intellectual institutions. IAI Code: S2 902

HIST 142 T Western Civilization 1648 to Present

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

A survey of European civilization from 1648 to the present with emphasis on the development of modern political, diplomatic, social, economic, and intellectual institutions. IAI Code: S2 903

HIST 143 T U.S. History I

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

A survey of American history and the history of the United States to 1865. Topics include European colonial expansion in the Western Hemisphere; the contributions of European, Amer-Indian and African peoples in the New World; the rise of slavery; the American Revolution, the Constitutional Convention, the Jeffersonian and Jacksonian eras; Antebellum culture, Manifest Destiny, crisis of the Union, and the Civil War. HIST 143, 144, and 145 do not have to be taken in sequence and may be taken concurrently. IAI Codes: S2 900 and HST 911

HIST 144 T U.S. History II

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

A survey of the United States history from 1865-1945. Topics include Reconstruction and the rise of segregation, the closing of the frontier, industrialization, urbanization, and immigration; American imperialism; the Populist and Progressive movements; the New Era of the 20s; the Great Depression and the New Deal; and the U.S. involvement in the two World Wars. HIST 143, 144, and 145 do not have to be taken in sequence and may be taken concurrently. IAI Codes: S2 901& HST 912

HIST 145 T U.S. History III

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

A survey of United States history since 1945. Topics include the dominance of the U.S. as a political, military, and economic superpower, the Cold War, the suburbanization of the nation, the Civil Rights movement, the liberal reforms, cultural changes, and social upheavals of the turbulent Sixties, the Vietnam War, Watergate, the technological revolution, the economic and social problems of the last generation, and the conservative reaction of recent years. HIST 143, 144, and 145 do not have to be taken in sequence, and may be taken concurrently.



HIST 230 **T**

20th Century World History

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Surveys world history from the beginning of the 20th century to present. Emphasis will be placed on Asia, Africa, Latin America, and the Middle East. European and American history will be covered from a limited perspective. The development of political, diplomatic, social, economic, and intellectual institutions in the modern world will be covered.

HIST 231 **T**

The American Revolution and New Nation

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Analyzes the causes of the American Revolution and its effects on world history. Special emphasis is given to the individuals who played roles in the creation of the United States.

HIST 233 **T**

The American Civil War Era

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

A survey of the American Civil War Era (1848-1877). Topics include an examination of the “peculiar institution” of slavery, and the importance of racial thought in American society; the influence of growing economic, social, cultural, and political differences between the antebellum North and South which led to war; an analysis of the war itself in terms of its political, military, social, cultural, and economic aspects; a consideration of the legacy of the war; and an evaluation of the successes, failures, and legacy of the Reconstruction Era.

HIST 236 **T**

Illinois History

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Surveys Illinois History from the earliest Indian civilizations to the present. The connection between events in Illinois and national history will be stressed. Local history emphasized.

HIST 239 **T**

Women in American History

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Surveys the roles played by women in American history, society’s attitude toward women throughout American history, and the status of women in contemporary society.

HIST 241 **T**

The Contemporary World

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0

Discusses the political, international, social, economic, and cultural environment of the contemporary world in a historical framework with a problems approach. Specific topics will vary from year to year.

HIST 242 **T**

History of England, 1603 to the Present

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Examines the economic, social, intellectual, and political development of the United Kingdom with emphasis placed on social and economic changes and the evolution of the parliamentary system. In addition, attention is directed to Britain’s role as a world power and the development of the Empire- Commonwealth.

HIST 243 **T**

History of Africa

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Covers the history of Africa from ancient times to colonial times. The topics will include pre-history, development of societies and culture, the emergency of stable agriculture, and commerce and trade routes. IAI Code: S2 906N

HIST 244 **T**

History of Africa II

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Includes emergence of independent states, problems of social and economic transitions, inner conflicts, “freedom fighters,” and apartheid, Africa in world affairs and modern Africa in revolution. IAI Code: S2 907N

HIST 245 **T**

History of the Middle East

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

An examination of the origin and development of major geographic, social, political, economic and religious forces that have contributed to the formation of major institutions in the Middle East from Muhammad to the present. IAI Code: S2 918N

HIST 247 **T**

African-American History I

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Surveys the history of African descendants in our culture from their ancient origins through the Civil War and Reconstruction. Emphasis will be placed on the “peculiar institution” of slavery and the economics, politics, and culture of the Antebellum South.

HIST 299 **T**

Topics in History

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3

PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

In-depth study of a theme, chronological period, person, or other defined topic in history. Topics will vary from semester to semester. The topic listed on the student’s permanent academic record. A max of twelve (12) hours may be earned in this course.



Humanities (HUMA)

HUMA 104 **T** **Introduction to Humanities**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Emphasizes the foundations of the humanistic tradition by pursuing a study of the dynamic cultures that have exercised significant influence upon the western civilization in particular and upon the world in general. This course will concentrate on prehistory, the era of early civilization, Greek/Roman, and western culture from seventeenth century to present. IAI Code: HF 900

HUMA 106 **T** **Introduction to Humanities II**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course is a survey of the humanistic tradition from the age of the Baroque (1600) to present day. The study examines literature, art, and cultural traditions to gain an understanding.

Independent Study (INST)

INST 100 **T** **Independent Study**

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0

Provides an opportunity for specialized study not available in regular course offerings. Independent Study 100 may be taken in addition to regular courses. A proposal for this course must be submitted by the student to the Dean of the division involved for approval.

INST 200 **T** **Independent Study**

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0

Provides an opportunity for specialized study not available in regular course offerings. Independent Study 200 may be taken in addition to regular courses. A proposal for this course must be submitted by the student to the Dean of the division involved for approval.

Information Technology (INFT)

INFT 105 **O** **Basic Keyboarding**

COURSE DATA: CREDITS: 2V • LECTURE: 2 • LAB: 0 • REPEAT: 0

** Offered in the Office Technology Lab where class time and learning pace are set by the individual student.

Develops efficient techniques in operating a standard keyboard. The keyboarding techniques will focus on the alphabet, numbers, symbols, and the 10-key numeric pad. This course is designed for non-secretarial students interested in learning the keyboard for the efficient operation of a computer terminal.

INFT 110 **O** **Introduction to Personal Computing**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Designed for those with little or no previous computer experience. Provides an overview of computers, including terminology, operating a computer in the Windows environment, becoming acquainted with word processing, spreadsheets, and e-mail capabilities.

INFT 115 **O** **Introduction to the World Wide Web**

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1

PREREQUISITE: INFT 110 or consent of instructor or student meets computer background criteria. **Offered in the Office Technology Lab where class time and learning pace are set by the individual student within regularly scheduled lab hours.

Teaches students to browse a variety of Web sites.

INFT 122 **O** **Introduction to Windows**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1

PREREQUISITE: INFT 110 or consent of instructor or student meets computer background criteria. ** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Teaches students to master the basics of the Windows software. Students will learn how to work with Windows programs, manage files using My Computer, manage folders and files using Windows Explorer, customize Windows, explore the Internet, work with Web pages, and share information between programs.

INFT 131 **O** **Beginning Microsoft Word**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1

PREREQUISITE: INFT 105 or OFFT 151 or consent of instructor ** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

A "hands-on" word processing course that reinforces basic Microsoft Word functions including creating a document, editing, and formatting a document, creating and editing themes, creating a multiple-page report with tables and "Smart Art", and using desktop publishing features to create a newsletter.



INFT 132 ○ **Intermediate Microsoft Word**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: Grade of "C" or better in INFT 131 or Expert MOUS certification or consent of instructor ** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours or online.

A "hands-on" word processing course that teaches Microsoft Word functions including outlines, styles, and tables of contents; creating form letters and mailing labels; and integrating Word with other programs.

INFT 133 ○ **Advanced Microsoft Word**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: Grade of "C" or better in INFT 132 or Expert MOUS certification or consent of instructor

A "hands-on" word processing course that teaches advanced Microsoft Word functions including customization of Word and automation, creating on-screen forms, and managing long documents.

INFT 135 ○ **PowerPoint**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 110 or consent of instructor ** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours or online.

Introduces students to PowerPoint, Microsoft's presentation graphics software package.

INFT 137 ○ **Desktop Publishing**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 1
PREREQUISITE: OFFT 151 or equivalent or INFT 131 or consent of instructor

Teaches students to produce professional publications on the computer. Basic desktop publishing and design procedures will teach students to mix text and graphics on documents.

INFT 140 ○ **Beginning Excel**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 105 or consent of instructor

Provides an introduction to the basic spreadsheet topics, including design, formulas, functions, charting, and managing lists of data.

INFT 142 ○ **Advanced Excel**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 140 or consent of instructor

Introduction to macros, working with multiple worksheets, look-up tables, data tables, queries, pivot tables, and advanced techniques to solve problems with spreadsheets.

INFT 145 ○ **Beginning Access**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 105 or consent of instructor

Provides an introduction to database management using a relational database software package. The topics of creating a database, storing, sorting, and retrieving data, and creating forms and reports will be covered. Students will learn the basics of queries including developing criteria, sorting, performing calculations, joining tables, and using parameters.

INFT 147 ○ **Advanced Access**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 145

Introduces macros, advanced reports and queries, and Visual BASIC code as it relates to a database.

INFT 150 ○ **Microsoft Office Integration**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 140, INFT 145, INFT 131 and INFT 135 or consent of instructor

This course is designed for students with Microsoft Office experience. Students will learn how to combine information by integrating data from multiple programs. Students will learn how to import, export, link, and embed while using Word, PowerPoint, Excel, and Access.

INFT 160 ○ **Digital Pictures and Sound**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 2

An introductory course for multimedia skills for desktop publishing, PowerPoint, the web or for other personal uses. The student will be exposed to the development and application of four elements of multimedia: text, graphics, sound, and video. A variety of programs are used to explore the components especially as they relate to interactivity. Adobe PhotoShop Elements is used to edit images.

INFT 180 ○ **Introduction to Information Systems**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: INFT 105 or consent of instructor

Provides an introductory survey of computer systems, MIS terminology, business computer applications, and programming concepts. The Internet, as well as, word processing, spreadsheet, data management, and presentation software is introduced and used in a microcomputer environment. IAI Codes: BUS 902 and CS 910



INFT 182 ○
Microcomputer Hardware

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 2
PREREQUISITE: INFT 180 or consent of instructor

Introduces the student to DOS hardware operation and techniques of hardware systems analysis, troubleshooting, and repair. A maximum of nine (9) credit hours may be earned in this class.

INFT 190 T
Principles of Computer Science I

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 166 or consent of instructor

Introduces students to computers and computer programming. Students will develop problem solving and programming skills while emphasizing structured design. The high level language C++ will be used. This is a required course for computer science majors. IAI Code: CS 911

INFT 191 ○
Introduction to Programming

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 159 or consent of instructor

This course will introduce students to computers and computer programming. Students will develop problem-solving and programming skills while emphasizing structured design. The language C++ will be used.

INFT 202 ○
Web Programming

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: INFT 190

Presents the basics of web programming. Focus is on programming with HTML, but will include summaries of other Internet programming languages, such as JavaScript, XML, and Visual BASIC Script. Web design tools will be introduced.

INFT 250 ○
Dreamweaver

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 180 or consent of instructor

This course provides an overview of Dreamweaver, and how you use it to build an HTML based website. Topics would include site design basics, image and text usage, using tables and layers to control layout of page, and utilizing behaviors to allow user interactivity on the site. The course also includes information on purchasing and managing domain names as well as web hosting.

INFT 260 ○
Computer Animation and Interactivity

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: INFT 180 or consent of instructor

This course will introduce the student to animation programming in Macromedia Flash as well as show them how to use the majority of the features of this application to provide animated and interactive content to be used on the World Wide Web and in other deliveries.

INFT 282 ○
A+ Certification

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: INFT 182 with a "C" or better or consent of instructor

This course prepares the student in computer technical support to install, upgrade, or repair microcomputers and peripheral devices. The course competencies prepare the student for the computer industry's A+ certification examination.

INFT 284 ○
Network+ Certification

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 2
PREREQUISITE: INFT 282 with a "C" or better or consent of instructor

The course prepares the student for the computer industry's Network+ certification examination and offers preliminary work toward the Server+ certification. Technical abilities include media and topologies, protocols and standards, network implementation, and network support, as well as, wireless networking and gigabit Ethernet.

INFT 286 ○
Security+ Certification

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 1
PREREQUISITE: INFT 284 with a "C" or better or consent of instructor

Preparation for the CompTIA Security+™ Certification Exam. Presents an overview of networking media, hardware topologies, and network protocols. Topics include hackers, attacks and malware, access control, user and data authentication, password strength, public and private key encryption; as well as operational security, policies, procedures, and management. Concludes with a brief introduction to the new field of computer forensics.



INFT 290 **T** **Principles of Computer Science II/Data Structures**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: INFT 190

Introduces students to the relationships among elements of data involved in problem solving, structures of storage media and machines, methods useful in representing structured data in storage, and techniques for operating on data structures. Techniques of algorithm development and good programming style are emphasized. The language is a continuation on INFT 190. IAI Code: CS 912

INFT 295 **O** **Special Topics**

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 3
PREREQUISITE: Consent of instructor

Exposes the student to the latest developments and concepts in Information Processing Systems and to the various problems encountered by information technology professionals. A maximum of sixteen (16) credit hours may be earned in this course.

Information Technology Healthcare (ITHC)

**Courses marked with a double asterisk are delivered in Highland's individualized Office Technology Lab. This lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through courses at their own rate and at times that are convenient to both the traditional student and to the person wishing to train for a new field or to upgrade his/her skills.

ITHC 101 **O** **Basic Medical Terminology I**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 1
** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours. Grade of "C" or better required.

This course covers basic medical terminology for students planning to enter medical office occupations. Provides a working knowledge of medical abbreviations and common drugs. Emphasizes prefixes, suffixes, and root words and how they are combined in medical terms while stressing spelling, definition, usage, and pronunciation.

ITHC 102 **O** **Basic Medical Terminology II**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 1
PREREQUISITE: A grade of C or better in ITHC 101 or consent of instructor ** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours. Grade of "C" or better required.

Students will build on the fundamentals of Medical Terminology I covering a continuation of basic medical terminology for students planning to enter medical office occupations.

ITHC 103 **O** **Basic Medical Terminology III**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 1
PREREQUISITE: A grade of C or better in ITHC 102 or consent of instructor ** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours. Grade of "C" or better required.

Students will build on the fundamentals of Medical Terminology I and II. The course is designed to develop understanding of the terms related to anatomical systems, looking at both structure and function. A continuation of basic medical terminology for students planning to enter medical office occupations.

ITHC 155 **O** **Medical Transcription**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 1
PREREQUISITE: OFFT 151 and 163; ITHC 101, 102, 103 or NURS 100, 101, 102 or concurrent enrollment or consent of instructor ** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Introduces the student to medical transcription, emphasizing medical terminology and procedures by keying various medical forms and reports from sound files.

ITHC 157 **O** **Advanced Medical Transcription**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 1
PREREQUISITE: ITHC 155 or consent of instructor ** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Emphasizes medical terminology. Lessons will contain realistic medical dictation with foreign voices and background noises.

ITHC 201 **O** **Medical Coding**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 1
PREREQUISITE: BIOL 120 or ITHC 220; ITHC 101, 102, 103 or consent of instructor

Prepares the student to become certified as a Medical Coder. The student will learn to accurately assign correct procedure codes (CPT), diagnosis codes (ICD-9-CM), HCPCS coding (supplies and injectables) while focusing on HIPAA, OIG, and Medicare compliance.



ITHC 205 **O**
Advanced Medical Coding - Hospital

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1
PREREQUISITE: ITHC 201 or consent of instructor

Prepares the student to become certified as a Medical Coder-Hospital. The student will learn to accurately assign correct hospital procedure codes, diagnosis codes, HCPCS coding while focusing on HIPAA, OIG, and Medicare compliance.

ITHC 220 **O**
Anatomy for Information Technology

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ITHC 101 or NURS 100 or consent of instructor

This course includes a detailed study of the structure and the function of the human body. The integumentary, skeletal, muscle, and nervous systems are studied down to the cellular and molecular levels. Integrated group work using models and internet based approach to illustrate the function and structure of human anatomy.

Journalism (JOUR)

JOUR 131 **T**
Journalism Practicum

*COURSE DATA: CREDITS: 3V • LECTURE: 0 • LAB: 15 • REPEAT: 0

Is a course in applied journalism practices. The student will participate in the preparation and production of the HCC student newspaper, including assignments in copy writing, news and feature writing/reporting, layout, editing, headline writing, ad sales and preparation.

JOUR 231 **T**
News Reporting and Writing I

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or concurrent enrollment

Provides a general perspective of journalism by studying feature stores, propaganda, editorials, columns, advertising, careers in journalism, sports stories, and continuous growth in the use of first semester topics. Students are expected to participate in production of school publications.

JOUR 232 **T**
News Reporting and Writing II

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3
PREREQUISITE: JOUR 231 with a grade of "C" or better

Provides a continued perspective of journalism by studying feature stories, propaganda, editorials, columns, advertising, careers in journalism, sports stories, and continuous growth in the use of first semester topics. Students are expected to participate in production of school publications.

Liberal Studies(LIBS)

LIBS 189 **T**
Developing Financial Literacy

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Provides students with financial fitness instruction, stash cash-savings, managing collect cost, control credit and debt, understanding credit score, loans. Understanding salaries and career choices; developing financial path to graduation; understanding loans they can afford based on career aspirations. A portion of the class will allow the student to interact with financial professions, job shadow with potential employers while developing a concrete career path.

LIBS 199 **T**
First-Year Experience Seminar

*COURSE DATA: CREDITS: 2V • LECTURE: 2 • LAB: 0 • REPEAT: 0

Designed to help students develop knowledge of resources, critical thinking skills, self-assessment skills leading to self-knowledge and motivation, self-management skills, understanding of educational principles and advanced study techniques, and awareness of health and diversity issues.

LIBS 299 **T**
Capstone Course

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Provides students with the opportunity to integrate and apply knowledge and skills from their general education curriculum. Students will design and evaluate projects which demonstrate critical thinking and which focus on the knowledge and values leading to personal and professional success. The course will provide students with an opportunity to explore the personal, social, and practical issues of transition to a senior institution or work environment.





Mathematics (MATH)

MATH 055 **D** **Basic Math**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Placement into MATH 055

Helps students develop a proficiency of the fundamental mathematic skills needed to prepare for further studies in mathematics. Topics include operations with whole numbers including: adding, subtracting, multiplying, and dividing. An introduction to fractions will be added if time allows. Techniques to reduce math and test anxiety, time management, and math test taking skills will also be emphasized. A maximum of eight (8) credit hours may be earned in this course.

MATH 058 **D** **Pre-Algebra I**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of "C" or better in MATH 055 or placement into MATH 058

A transitional math course designed to review the basic math skills needed for subsequent math courses. Topics will include basic operations with whole numbers and fractions, prime factorization, exponent notation, greatest common factor, and least common multiples. Problem solving will be related to each topic. Techniques to reduce math and test anxiety, time management, and math test taking skills will also be emphasized. A maximum of eight (8) credit hours may be earned in this course.

MATH 05 **D** **Pre-Algebra II**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of "C" or better in MATH 058 or placement into MATH 059

A review of basic arithmetic operations involving decimals, ratios, percent, proportions, and order of operations. Decimal notation and place value, rounding and estimation, conversion of fractions to decimals, simple algebraic functions, problem solving functions, and an introduction to signed numbers will be included. Problem solving will be related to each topic. A maximum of eight (8) credit hours may be earned in this course.

MATH 062 **D** **Plane Geometry**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of "S" or "C" or better in MATH 065 or MATH 067 or placement beyond MATH 067

A course is offered in the computer lab. The basic format is self-instruction through the medium of computer software and a reference book and with the help of qualified instructors. Includes the study of angles, triangles, polygons, quadrilaterals, circles, transformations, parallel and perpendicular lines, computation of areas, and geometric proofs. Course makes use of the CAI Geometry series by Plato Educational Courseware. This developmental course is equivalent to a one-year high school geometry course.

MATH 066 **D** **Basic Algebra I**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of "S" or "C" or better in MATH 059 or MATH 061 or placement into MATH 066

Topics include positive and negative real numbers, solving linear equations and inequalities, and applications and graphing of linear equations. Problem solving will be related to each topic. Techniques to reduce math and test anxiety, time management, and math test taking skills will also be emphasized. A maximum of eight (8) credit hours may be earned in this course.

MATH 067 **D** **Basic Algebra II**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of "C" or better in MATH 066 or placement into MATH 067

Topics include integer exponents, operations with polynomials, factoring, rational expressions, linear equations, graphing of lines, radical expressions, solving systems of equations, and solving quadratic equations. Problem solving will be related to each topic. Techniques to reduce math and test anxiety, time management, and math test taking skills will also be emphasized. A maximum of eight (8) credit hours may be earned in this course.

MATH 111 **V** **Technical Mathematics I**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 061 or placement into MATH 065

Includes a study of numbers, measurements, algebra, geometry, and trigonometry as it relates to mechanical devices and equipment. This is a specially designed course for students in fields such as Machine Processes, Industrial Technology, Welding, and Mechanics.

MATH 157 **D** **Combined Basic Algebra and Intermediate Algebra**

COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of "A" in both MATH 058 and MATH 059 or equivalent, placement into MATH 158 or consent of instructor

This one semester, accelerated course is an intermediate algebra course combined with a review of basic algebra. Topics include: algebraic operations on polynomial, rational, and exponential functions. Students will solve linear quadratic, rational and absolute value equations and inequalities algebraically and graphically, systems of equations, radical expressions, and quadratic equations. Techniques to reduce math and test anxiety, time management, and math test taking skills will also be emphasized. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology. A maximum of twenty (20) credit hours may be earned in this course.



MATH 158

D

Intermediate Algebra I

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of "S" or "C" or better in MATH 065 or MATH 067 or placement into MATH 158

Topics include operations with real numbers and algebraic expressions, equations, inequalities, absolute value equations, graphs and functions, systems of equations and inequalities and problem solving. Techniques to reduce math and test anxiety, time management, and math test taking skills will also be emphasized. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology. A maximum of eight (8) credit hours may be earned in this course.

MATH 159

D

Intermediate Algebra II

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of "C" or better in MATH 158 or placement into MATH 159

Topics will include operations with polynomials and polynomial functions, rational expressions, rational exponents, radicals, and complex numbers, and quadratic equations and functions. Techniques to reduce math and test anxiety, time management, and math test taking skills will also be emphasized. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology. A maximum of eight (8) credit hours may be earned in this course.

MATH 163

T

Precalculus

*COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 157 or MATH 159 or placement beyond MATH 159 and one year high school geometry or MATH 062

This is an accelerated course designed for Engineering majors or Chemistry majors who need to attain quickly the background necessary to enroll in the Calculus sequence. This course includes a study of equations involving quadratics, complex numbers, relations, functions and their transformations, rational functions, exponential and logarithmic functions, and series and sequences. Also included is the study of trigonometric functions, functions of multiple angles, trigonometric equations and identities, radian measure, inverse functions, and graphs.

MATH 164

T

Mathematics for Elementary Teachers I

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 162 or MATH 157 or MATH 159 or placement beyond MATH 162 or MATH 159 and one year high school geometry or MATH 062

Provides the basic theory that underlies the mathematical topics in elementary math-curricula and emphasizes mathematical reasoning and problem solving. Topics covered include problem solving, set theory, number systems, number theory, operations in the various number systems, ratios, percents, and variation.

MATH 165

T

Quantitative Literacy in Mathematics

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 162 or MATH 157 or MATH 159 or placement beyond MATH 162 or beyond MATH 159 and one year high school geometry or MATH 062

Designed primarily as a terminal course in mathematics for students who do not plan to pursue a science curriculum. The course satisfies the General Education Math requirement. The topics selected for the course include elementary logic, probability and statistics, geometry, estimation, personal finance, and problem solving methods. The computer and graphing calculator will be used as problem-solving tools. IAI Code: M1 901

MATH 166

T

College Algebra

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 162 or MATH 157 or MATH 159 or placement into MATH 166 and one year high school geometry or MATH 062

A course that is offered as a lecture course or in the Highland Community College Computer Math Lab. The basic format is self-instruction through the medium of a programmed self-teaching text, computer software and with the help of qualified instructors. Reviews the fundamental operations of algebra followed by a study of equations and applications involving quadratics, complex numbers, relations, functions and transformations, matrices, determinants, exponential and logarithmic functions, and series and sequences. Applications involving Linear Programming will also be explored.

MATH 167

T

Plane Trigonometry

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 166

Plane Trigonometry includes the study of trigonometric functions, right triangle applications, functions of multiple angles, trigonometric equations and identities, radian measure, inverse functions, the oblique triangle, graphs of trigonometric functions, and Euler's form of the complex number.

MATH 168

T

Analytic Geometry and Calculus I

*COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 163 or MATH 167 and MATH 166

Analytic Geometry and Calculus I is the first of a three-semester sequence giving an integrated treatment of analytic geometry, and differential and integral calculus. The first semester includes real numbers, functions, limits of functions; continuity; derivatives; techniques of differentiation; implicit differentiation; higher derivatives; application of differentiation to graphing, motion and maxima/minima problems, indefinite and definite integration; conic sections, analytic geometry, and translations and rotations of axes. IAI Code: M1 900-1



MATH 169 **T** **Applied Practical Math**

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 157 or MATH 159 or MATH 162 or equivalent or placement beyond MATH 162 or MATH 159 and one year high school geometry proficiency

Applied Practical Math is designed primarily as a terminal course in mathematics for students who do not plan to pursue a science curriculum. The course satisfies the General Education Math requirement. The topics selected for the course include counting techniques, probability and statistics, geometry, and personal finance. The computer and graphing calculator will be used as a problem solving tool. Pending IAI Code: M1904

MATH 171 **T** **Finite Mathematics**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 166

Introduces finite mathematics for the student in business or social science. Topics covered include: properties of real numbers, functions, their graphs, systems of equations, interest rates, amortized debt, basic matrix theory, matrix operations, determinants, Gaussian elimination, linear programming, tableaux transformation, simplex (max-min) algorithms, counting methods, probability and Bayes' theorem. Business and social science applications are emphasized. IAI Code: M1 906

MATH 172 **T** **Calculus for Business and Social Science**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 166

Introduces calculus to the student in business or social science. Topics covered include: function, limits, differential calculus, differentiation rules, continuity, logarithmic and exponential differentiation, integral calculus, techniques of integration, and definite integrals. Business and Social Science applications are emphasized. IAI Code: M1 900-B

MATH 174 **T** **Math for Elem. Teachers II**

*COURSE DATA: CREDITS 3 LAB 0 REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 164

The second semester of the two-semester sequence for prospective elementary teachers. Topics covered include an introduction to probability and statistics, geometry, measurement of plane and space figures, constructions, congruence and similarity mappings, and measurement including perimeter, area, volume, and surface area. IAI Code: M1 903

MATH 177 **T** **Statistics**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 162 or MATH 159 and one year high school geometry or MATH 062

Provides the background necessary for the student to understand the wide range of statistical concepts encountered and used in daily life. Topics covered include: measurement of central tendency, variability, graphical representations of data, distributions, probability, sampling, hypothesis testing, linear regression, and correlation. This class is also offered in an online format. See the current class schedule. IAI Code: M1 902

MATH 262 **T** **C Programming for the Sciences and Engineering**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 168

Explores C programming language for math, science and engineering students. A thorough study of C syntax, structured programming, algorithm development, and problem solving that is covered in the course. Programming applications include temperature conversion, finding roots of a quadratic equation, Euclid's algorithm for greatest common factor and least common multiple, finding roots of a polynomial using the Newton/Raphson Method, matrix operations, descriptive statistics, Monte Carlo simulation of an electric circuit, permutations and combinations using recursion, and a data base application.

MATH 265 **T** **Differential Equations**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 268

This course is an introduction to methods of solving differential equations of the first order as well as applications of first order differential equations to physical problems. The methods for first-order differential equations include numerical techniques, separation of variables, substitution methods, exact equation techniques, and identification of integrating factors. Certain types of higher order equations will be studied. Linear independence and the Wronskian of higher order equations will be covered. Methods for solving homogeneous and nonhomogeneous equations of higher order include the method of undetermined coefficients, reduction of order, and variation of parameters. LaPlace transforms and power series methods will also be studied, as well as some applications of second order equations.



MATH 266 **T**
Mechanics (Statics and Dynamics)

*COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in PHYS 141 or 143 and MATH 168 or concurrent enrollment

Places emphasis on the understanding of principles through the solution of problems in analysis of vectors, torques, trusses, resultants, machines, force systems, centroids and center gravity, equilibrium, and friction. Also focuses on understanding bodies in motion involving Newton's laws, kinematics, and kinetics for particles as well as rigid bodies, static moment of inertia, work, energy, and space mechanics.

MATH 268 **T**
Analytic Geometry and Calculus II

*COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 168

This course covers topics that include, applications of the integral to area between curves, length of a plane curve, area of surface of revolution, and volumes of revolution, an introduction to hyperbolic functions, a review of logarithmic and exponential functions, derivatives and integrals of logarithmic, exponential and inverse trigonometric functions, techniques of integration, approximations of definite integrals, improper integrals, L'Hopital's rule, sequences and series, convergence tests of series, power series, Taylor series, polar equations, and parametric equations. IAI Code: M1 900-2

MATH 269 **T**
Analytic Geometry and Calculus III

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 268

Topics covered include vectors in a plane, dot products and cross products in 3-space, curves and planes in 3-space, quadric surfaces, spherical curvature, partial derivatives, directional derivatives and gradient, extrema of functions in two variables, double and triple integrals in rectangular, polar cylindrical, and spherical coordinates. Topics in vector calculus, including vector fields, line integrals, Green's Theorem, surface integrals of vector fields, and Stokes' Theorem will be studied. IAI Code: M1 900-3

MATH 270 **T**
Linear Algebra

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 268

Introduces the student to the study of linear systems, algebra and geometry of vectors, matrices, vector spaces, determinants, eigen values and eigen vectors, linear transformations, and quadratic forms. An introduction to proofs will be presented throughout the course.

Mechanical Technology (MTEC)

MTEC 101 **O**
Introduction to Geometric Dimensioning & Tolerancing

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

Acquaints the students with the means of specifying engineering design and drawing requirements with respect to function and relationship of part features. Topics include symbology, datums, forms, run-outs, true position, and location tolerancing.

MTEC 110 **O**
Geometric Dimensioning and Tolerancing

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into Math 065 or consent of instructor

Discusses proper interpretation and specification of G D & T symbols and rules as they relate to design intent, machining, and inspection. Topics include geometric characteristics, G D & T rules, datums, modifiers, floating fasteners, fixed fasteners, virtual condition, and zero-position tolerance.

MTEC 151 **O**
Machine Processes I

*COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: DRAF 110 or consent of instructor

Surveys the CNC turning and milling areas of metalworking processes. Designed to provide both academic and laboratory understanding of fundamental principles of material removal using CNC equipment. Topics include: terminology, speeds, feeds, depth of cut, tooling selection, tooling setup, machine controls, offsets, work holding, G and M codes, program origin, part program troubleshooting, and Cartesian coordinate system.

MTEC 164 **O**
Manufacturing Processes

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Develops a fundamental understanding of the processes used in manufacturing products, machines, and structures. The course covers such areas as heat treatment practices, casting and forming metallic materials, machining systems, welding and allied operations, and techniques related to manufacturing. The requirements of this course may be met by an approved supervised work experience.



MTEC 210 ○ **General Pneumatics**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 179 and INFT 180 or consent of instructor

Introduces students to fluid power components, circuits, and applications through the study of pneumatics. Students will study, design, construct, and operate pneumatic circuits using valves, cylinders and pneumatic control devices, and solve problems related to industrial fluid power applications.

MTEC 220 ○ **Motors and Controls**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 179

Introduces students to the operation of AC/DC motors and motor control circuits. Topics to be addressed include the theory of operation for AC, DC, stepper, and other types of motors, motor starters and protection devices, and motor control circuits.

MTEC 240 ○ **Building Systems**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: DRAF 111 or concurrent enrollment or consent of instructor

Studies the basic construction materials and methods used in residential and light commercial projects. Students will examine building systems by studying the architectural, mechanical, and structural components.

MTEC 245 ○ **Construction Estimating I**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: DRAF 111 and MATH 111 or consent of instructor

Students learn the fundamental principles of construction estimating. This course stresses the organization of the estimate, the procedure of estimating costs in the different divisions of the project, and the method of determining the critical quantities of materials obtained from a set of prints.

MTEC 263 ○ **General Hydraulics**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 179 and INFT 180 or consent of instructor

This course will introduce the student to fluid power components, circuits, and applications through the study of hydraulics. Students will design, construct, and operate hydraulic circuits using valves, cylinders, and hydraulic control devices and solve problems related to industrial fluid power applications.

MTEC 264 ○ **Statics and Strength of Materials**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 111 or placement into MATH 166 or higher

Studies bodies at rest and the ability of materials and individual parts to resist loads. The following materials will be stressed: resultant and equilibrate of forces, moments, various force combinations, friction, simple stresses, properties of materials, riveted and welded joints, centroids, moments of inertia, beams, key, columns, and indeterminate beams.

MTEC 270 ○ **CNC Mill I**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: INFT 110 and MATH 111 or equivalent, and MTEC 151, or consent of instructor

Introduces the computer as an important tool in directing mill cutting operations. Conversion of dimensioned drawings into X, Y, and Z coordinates will be stressed. From this, ISO standard format G and M code language will be used (via off-line editing) to create and edit programs. These programs will be used as a basis for machine set up, multiple tool offsets, dry run evaluations, and part production.

MTEC 280 ○ **CNC Lathe I**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: INFT 110 and MATH 111 or equivalent, and MTEC 151, or consent of instructor

Introduces the computer as an important tool in directing lathe cutting operations. Conversion of dimensioned drawings into X and Z coordinates will be stressed. From this, ISO standard format G and M code language will be used (via off-line editing) to create and edit programs. These programs will be used as a basis for machine set up, multiple tool offsets, dry run evaluations, and part production.

MTEC 282 ○ **Computer Aided Manufacturing (CAM) I**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 1
PREREQUISITE: MTEC 270 and MTEC 280

Students design typical 2D CNC manufactured parts using computer-aided drafting techniques. The designs are converted into tool paths and finally machined into parts. Tooling, raw materials, and cutting parameters are reviewed and selected for each application. A maximum of six (6) credit hours may be earned in this course.



MTEC 284 **O**
Computer Aided Manufacturing (CAM) II

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 1
PREREQUISITE: MTEC 282 and DRAF 260

Students develop skills constructing 2D and 3D CAD part geometry. Advanced tooling and machining operations are performed using 3D techniques. Solid model verification and machining are utilized in mold making and multi-surface 3D machining. Interfacing with industrial CAD systems and CNCs are required in the automated manufacturing of parts. A maximum of six (6) credit hours may be earned in this course.

MTEC 290 **O**
Automation Seminar

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 1
PREREQUISITE: Completion of 21 credit hours of technical coursework and consent of manufacturing program faculty.

Provides manufacturing students with the opportunity to apply their knowledge and skills in solving one or more manufacturing problems. Students will work as a team to develop and evaluate alternative solutions to given problems. Students will also design, construct, program, troubleshoot, and refine their solutions into working models that will reflect their ability to meet challenges in a manufacturing environment. A maximum of eight (8) credit hours may be earned in this course.

Music (MUS)

MUS 150 **T**
Fundamentals of Music

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Covers musical notation, scales, intervals, sight singing, and fundamental piano skills. Recommended for music majors (judged deficient in fundamentals) and other interested students.

MUS 153 **T**
Introduction to Audio

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Introduction to Audio provides an overview of the fundamentals of audio and the underlying principles of sound as related to critical listening, live sound reinforcement and computer-based audio recording, editing and mastering.

MUS 154 **T**
Aural Skills I

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

The study of sight singing and ear training utilizing diatonic materials. Course content includes the recognition of intervals, scales, as well as dictation of melodic, harmonic, and rhythmic material reinforcing concepts presented in MUS 161. Students must be registered concurrently in MUS 161.

MUS 157 **T**
Class Guitar I

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Introduces the students to the fundamentals of playing the guitar. Emphasis is placed on chord progressions, reading chord symbols, left and right hand technique, and playing by ear. Literature will include folk, pop, traditional, and contemporary genres. No previous guitar experience is necessary.

MUS 158 **T**
Aural Skills II

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0
PREREQUISITE: Entrance exam or consent of instructor. Completion or concurrent enrollment of MUS 162

The study of sight singing and ear training utilizing diatonic materials. Course content includes the recognition of intervals, scales, as well as dictation of melodic, harmonic, and rhythmic material reinforcing concepts presented in MUS 162. Student must be registered concurrently in MUS 162 or consent of instructor.

MUS 160 **T**
Musicianship for the Elementary Teacher

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Teaches basic music skills to the elementary school teacher or elementary education student. The student will gain a working knowledge of keyboard skills along with the fundamentals of music.

MUS 161 **T**
Theory I

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: Entrance exam or consent of instructor. Completion with a grade of "C" or better or concurrent enrollment of MUS 177.

Introduction to the elements of music: rhythm, melody, and harmony. The student will begin study of the harmonic language of the Baroque and Early Classical period, with special attention paid to the music of J.S. Bach. Covers harmonic concepts up to and including the dominant seventh chord and on-harmonic tones.



MUS 162 **T** **Theory II**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: MUS 161 with a grade of "C" or better and completion of or concurrent enrollment in MUS 178 with a grade of "C" or better or consent of instructor

Continuation of Theory I with emphasis on concepts of harmonic progression and voice leading in four-part writing of the Baroque and Classical periods. Covers harmonic concepts up to and including diatonic common chord modulation and the use of secondary dominants.

MUS 167 **T** **Class Voice I**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

This class considers fundamentals of vocal production and musicianship. It covers technical production of sound in general, as well as the study of diction. This course is open to all students interested in singing. All freshman vocal music majors should enroll in this course. Students of advanced ability may proficiency.

MUS 169 **T** **Vocal Ensemble I – Royal Scots**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3 |
PREREQUISITE: Audition: Approval of Instructor

The "Royal Scots" vocal jazz choir is open to all students by audition who have a proficiency and interest in choral music; the choir considers a full range of pop and jazz vocal literature. The group performs several times on campus each semester in addition to performances for other civic and community functions. This course satisfies the organizational participation required of all music majors.

MUS 170 **T** **Vocal Ensemble II – Royal Scots**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 2
PREREQUISITE: Audition: Approval of Instructor

The "Royal Scots" vocal jazz choir is open to all students by audition who have a proficiency and interest in choral music; the choir considers a full range of pop and jazz vocal literature. The group performs several times on campus each semester in addition to performances for other civic and community functions. This course satisfies the organizational participation required of all music majors.

MUS 171 **T** **Applied Music I, II, III, IV (Major)**

*COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 3
PREREQUISITE: Instructor's consent

Provides a two-year sequence of individual study in a major performance area. Required courses for all music majors in the following areas: voice, piano, organ, strings, and all band instruments. The course is open to all students wishing to continue the study of the above musical fields upon the consent of the instructor.

MUS 172 **T** **Applied Music I, II, III, IV (Minor)**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3

Provides a two-year sequence of individual study in a minor performance area. Required courses for all music majors in the following areas: voice, piano, organ, strings, and all band instruments. (Class Piano may be taken as the Applied Music Minor.) The course is open to all students wishing to continue the study of the above musical fields upon the consent of the instructor.

MUS 174 **T** **Chamber Jazz Ensemble**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3
PREREQUISITE: Audition or consent of instructor

Fosters the development of improvisational skills in a combo setting. Special attention will be given to listening skills necessary for small-group interaction.

MUS 175 **T** **Concert Choir**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3
PREREQUISITE: Consent of the instructor.

The Chamber Singers is open to all students who have a proficiency and interest in choral music; the chorus considers a full range of vocal literature. Students are required to take part in public performances. This course satisfies the organizational participation required of all music majors.

MUS 177 **T** **Class Piano I**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

This is an introductory course in learning to play the piano for students with little or no background in music or the piano. Emphasis is placed on chord progressions, reading chord symbols, basic left hand patterns, sight reading, keyboard theory and traditional repertoire.



MUS 178 **Class Piano II** **T**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: MUS 177 with a grade of "C" or better or consent of instructor

Continues the ideas of Music 177. The repertoire will be more difficult and more emphasis will be placed on the practical use of the piano for the future teacher/performer. Duets, trios and small group playing will augment the solo literature.

MUS 179 **Concert Band** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3
PREREQUISITE: Previous experience or director's approval

This course is open to all college students who wish to participate. This group will perform music literature that appropriately fits the group.

MUS 181 **Orchestra** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3
PREREQUISITE: Previous experience or consent of instructor

This course is open to all students wishing to develop skills in an orchestra form.

MUS 182 **Large Jazz Ensemble** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3
PREREQUISITE: Audition or consent of instructor

A class devoted to the performance of a variety of jazz and related literature from the 20th century comprised or arranged for big-band type instrumentation. Enrollment may be limited by instrumental requirements.

MUS 183 **Chamber Singers** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3

The Chamber Singers is open to all students who have a Proficiency and interest in choral music by audition; the chorus considers a full range of vocal literature. Students are required to take part in public performances. This course satisfies the organizational participation required of all music majors.

MUS 185 **Jazz Improvisation I** **T**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1
PREREQUISITE: Three years prior musical experience or instructor approval.

An introduction to the skill of improvising in a musical setting. Emphasis on creativity with melodic and rhythmic material. Introduction to the language and nomenclature of jazz. Open to all wind, percussion, string, and vocal performers.

MUS 254 **Aural Skills III** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

The continued study of sight singing and ear training utilizing diatonic and chromatic materials. Course content includes the recognition of intervals, scales, as well as dictation of melodic, harmonic, and rhythmic material reinforcing concepts presented in MUS 261. Students must be registered concurrently in MUS 261.

MUS 258 **Aural Skills IV** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0
PREREQUISITE: Entrance exam or consent of instructor. Completion or concurrent enrollment of MUS 262

The continued study of sight singing and ear training utilizing diatonic and chromatic materials. Course content includes the recognition of intervals, scales, as well as dictation of melodic, harmonic, and rhythmic material reinforcing concepts presented in MUS 262. Students must be registered concurrently in MUS 262 or consent of instructor.

MUS 261 **Theory III** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: MUS 162 with a grade of "C" or better

This course is a continuation of materials learned in Music Theory I and II. Subject areas include compositional techniques of the 17th, 18th and 19th centuries, chromatic resources and elements of form and analysis.

MUS 262 **Theory IV** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: MUS 261 with a grade of "C" or better

This course is a continuation of materials learned in Music Theory I, II and III. Subject areas include compositional techniques of the 19th and 20th centuries, extended chromatic resources and form and analysis.

MUS 267 **Introduction to Music** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces elements of music, after which the chronological development of musical forms and genres are traced through guided listening and study of representative compositions. An understanding of the changing forms and the makeup of music is acquired. Additional emphasis is placed on the influence of society and other arts on musical trends. This course may be used to meet the general educational Humanities requirement; no credit is given to music majors. IAI Code: F1 900



MUS 268 **T** **Introduction to Music of the U.S.A.**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course is designed to give the student knowledge of music in America-jazz, classical, folk, religious, rock and electronic. The student will also study the evolution of music from early American hymns to music of our day. IAI Code: F1 904

MUS 285 **T** **Jazz Improvisation II**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1

PREREQUISITE: MUS 185 or consent of instructor

Continuation of MUS 185, with more emphasis on improvising in a jazz-combo setting. In-depth study of jazz theory and nomenclature. Guided listening and transcription projects designed to familiarize the student with various improvisatory techniques.

Natural Sciences (NSCI)

NSCI 131 **T** **Physical Science**

*COURSE DATA: CREDITS: 4V • LECTURE: 3 • LAB: 2 • REPEAT: 0

PREREQUISITE: MATH 157 or MATH 159 or higher or placement above MATH 159

Surveys major topics in physics, chemistry, geology, and meteorology. Selected topics in astronomy are used as examples. This general education course is intended for non-science majors and uses a minimum of basic mathematics and elementary algebra. Can be taken for 3 credits as a lecture course or 4 credits with a lab. IAI Codes: P9 900, P9 900L

NSCI 132 **T** **Physical Geography**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Studies elements and controls of weather, climate, vegetation, and soils. Evolution of landforms and basic principles of geology are also covered. IAI Code: P1 909L

NSCI 133 **T** **Introduction to Astronomy with Lab**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

PREREQUISITE: MATH 157 or MATH 159 with a grade of "C" or better or placement in MATH 166 or higher

Introductory study of topics in the field of astronomy. Examines astronomical phenomena and concepts, including the solar system, planetary motions, atoms and radiation, stars and galaxies, and the evolution of the universe. Course includes a required lab. IAI Code: P1 906L

NSCI 134 **T** **Introduction to Astronomy**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: MATH 157 or MATH 159 with a grade of "C" or better or placement in MATH 166 or higher

Applies the methods of scientific inquiry to the field of astronomy. Examines astronomical phenomena and concepts, including the solar system, planetary motions, atoms and radiation, stars and galaxies, and the evolution of the universe. IAI Code: P1 906

NSCI 135 **T** **Agricultural Botany**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Provides students with a working knowledge of the fundamental structures and processes of plants. Topics include: plant anatomy, physiology, morphology, reproduction, and genetics as related to crop production. This course is open only to students majoring in agriculture.

NSCI 136 **T** **Agricultural Chemistry**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Studies the fundamental principles and concepts in chemistry. Designed to provide an understanding needed by technicians in agricultural chemicals, fertilizer, soil, and nutrition. Applications to the specialized areas of agricultural technology are stressed. This course is open only to students majoring in agriculture.

NSCI 232 **T** **Fundamentals of Meteorology**

*COURSE DATA: CREDITS: 4V • LECTURE: 3 • LAB: 2 • REPEAT: 0

PREREQUISITE: MATH 067 or placement in MATH 158 or higher

Considers atmospheric energy budget, stability, temperature distribution, pressure fields, winds, moisture, clouds and precipitation, weather disturbance, and change. Course may be taken for three (3) hours of lecture; two (2) extra hours of the lab may be added for the maximum four (4) hours of credit. IAI Codes: P1 905L, P1 905





Nursing (NURS)

NURS 091



Nurse Assistant

*COURSE DATA: CREDITS: 8 • LECTURE: 6 • LAB: 4 • REPEAT: 0
PREREQUISITE: Minimum COMPASS reading score of 40% or above or equivalent ACT.

Prepares the student for bedside care of noncritical patients under the supervision of an R.N. or L.P.N. Clinical experience in a nursing home includes physical and social rehabilitation of the aged. Emphasis is placed on the how and why of basic procedures relative to patient care. Communication skills and the understanding of the individual patient are stressed. Disease conditions most frequently encountered in hospitals and nursing homes with related nursing care are included. Delivery of course content is through 88 clock hours of lecture and 40 hours of clinical experience. Attendance is mandatory.

NURS 095



Phlebotomy Techniques

COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 2

This class is designed to provide the healthcare professional or students on the theoretical basis necessary to perform the technique of phlebotomy using current evidenced-based principles. Blood collection techniques will be discussed which will include, but not limited to, site selection and preparation, choosing appropriate equipment, various techniques of collection, infection control standards, ethical and basic legal considerations.

NURS 112



EMT Paramedic I

*COURSE DATA: CREDITS: 11 • LECTURE: 10 • LAB: 2 • REPEAT: 0
PREREQUISITE: Successful completion of EMT-Basic course with a "C" or better or consent of instructor

The purpose of this course is to introduce students to the emergency medical services at the level of a paramedic emergency medical technician. *(Pending ICCB Approval)*

NURS 113



Paramedic II

*COURSE DATA: CREDITS: 11.5 • LECTURE: 10 • LAB: 3 • REPEAT: 0
PREREQUISITE: Successful completion of Paramedic I with a "C" or better or consent of instructor

The purpose of this course is to build upon Paramedic I as students develop in their progression to the emergency medical services at the level of a paramedic emergency medical technician. *(Pending ICCB Approval)*

NURS 114



Paramedic III

*COURSE DATA: CREDITS: 11.5 • LECTURE: 10 • LAB: 3 • REPEAT: 0
PREREQUISITE: Successful completion of Paramedic II with a "C" or better or consent of instructor

The purpose of this course is to continue building upon the development of students to the emergency medical services at the level of a paramedic emergency medical technician, integrating clinical decision-making. *(Pending ICCB Approval)*

NURS 115



EMT Paramedic IV

*COURSE DATA: CREDITS: 7 • LECTURE: 5 • LAB: 4 • REPEAT: 0
PREREQUISITE: Successful completion of Paramedic III with a "C" or better or consent of instructor

The purpose of this course is present final content related to emergency medical services at the level of a paramedic emergency medical technician, as well as to evaluate the student's acquisition of knowledge and skills. *(Pending ICCB Approval)*

NURS 116



Paramedic Clinical

*COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 1
PREREQUISITE: NURS 112 and NURS 113

The purpose of this course is to provide students with a concentrated clinical experience at the level of paramedic emergency medical technician, integrating clinical decision-making. *(Pending ICCB Approval)*

NURS 120



Medical Assist. Clinical Procedures I

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Clinical Procedures I is a beginning course that focuses on the theory and basic skills required in the ambulatory care setting including OSHA guidelines, applying principles of aseptic technique and infection control, obtaining and recording of health history, preparation in assisting for physical assessment, procedures and treatment, client instruction and education with appropriate safety methods.

NURS 121



Medical Assist. Clinical Procedures I

*COURSE DATA: CREDITS: 6 • LECTURE: 3 • LAB: 6 • REPEAT: 0

Clinical Procedures II is a course of theory and practical study of preparing patients for minor surgery; assisting with minor surgery, cardiopulmonary procedures, and radiologic and diagnostic testing, administration of medications, basic laboratory specimen collection and survey of selected laboratory specimens with emphasis on appropriate safety and quality control methods.



NURS 122 ○ **Medical Assistant Seminar**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

This course provides an opportunity for reading, discussion, and integration of professional issues relating to practice as a medical assistant, including application of communication skills, conflict resolution, customer relations, ethical issues, legal implications, provider relations, and employment skills.

NURS 123 ○ **Medical Assistant Externship**

*COURSE DATA: CREDITS: 6 • LECTURE: 1 • LAB: 10 • REPEAT:

This course provides an opportunity for practical application of information and skills learned in the campus portion of the program. Students are required to complete 160 hours of unpaid work as a medical assistant in a health care facility. Students will be evaluated every week and at the end of the externship on their performance in a health care facility. The site location process is a guided, cooperative effort between the College and the individual student and is instituted at an appropriate time during the program. All sites are required to have approval of the Medical Assistant Coordinator.

NURS 124 ○ **Patho-Pharmacology**

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 2

Introduction to Patho-Pharmacology provides a solid foundation for the health care worker of general pathology, including injury, inflammation and neoplasia, along with a more detailed review of each organ system including a description of disease, etiology, pathogenesis, pathology, clinical features and treatment, including introductory pharmacology principles, interactions within body systems and the introduction of mathematical formulas and safe administration of medication.

NURS 125 ○ **Fundamentals of Electronic Health Records**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Fundamental concepts, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. Covers the role of EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Introduces strategies and action steps required for successful EHR implementations. Includes practice exercises to provide hands-on experience using EHR software in complete common work tasks in the health care provider office setting.

NURS 126 ○ **Administrative Procedures in Health Care**

*COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0

This course is designed to meet the administrative duties of Medical Assistant in accordance with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) curriculum requirements. Within this course the student will gain the knowledge, skills and behaviors needed for the performance of entry-level administrative duties commonly found in the medical office. Instruction will focus upon procedures related to reception, scheduling of patient records, medical records management, the use of medical office equipment, computer use in an ambulatory-care setting, safety accounting procedures, and insurance and coding. Current technology will be utilized to master course standards.

NURS 184 ○ **Nutrition and Diet Therapy**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

This course is designed to provide knowledge about the basic principles of nutrition, nutrition in wellness and nutrition in health care. The topics covered include health promotion through nutrition and nursing practice, wellness, nutrition and the nursing role, and an overview of medical nutrition therapy.

NURS 185 ○ **Mental Health Nursing Concepts**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

Introduction to basic mental health nursing concepts, principles and skills necessary for nurse/client relationships, assessment, and facilitation of client adaptation.

NURS 188 ○ **Pathophysiology**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Pathophysiology provides a foundation of knowledge about human physiology and the changes that may result from disease and/or injury. These concepts support nursing judgment and care.

NURS 191 ○ **Clinical Development I**

*COURSE DATA: CREDITS: 8 • LECTURE: 5 • LAB: 6 • REPEAT: 0

Fundamentals of nursing is the study of basic concepts, principles, and skills which are fundamental to the practice of nursing. The student will develop basic skills in utilizing the nursing process. Communication is identified as a necessary element in the identification of common needs of selected medical surgical adults.



NURS 192 ○

Clinical Development II

*COURSE DATA: CREDITS: 8 • LECTURE: 5 • LAB: 6 • REPEAT: 0

Medical-Surgical Nursing is a framework for studying adults with medical and surgical problems. The concurrent clinical practice provides opportunity for students to apply classroom learning to the community setting.

NURS 193 ○

Nursing Perspectives

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

Reviews the history and roles of the licensed practical nurse, legal and ethical responsibilities, health-team relationships, continuing education programs, and international aspects of nursing.

NURS 194 ○

Gerontology for Nurses

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Describes the concepts of physiological, psychosocial, and societal needs of the elderly person and nursing's responsibilities to the older population.

NURS 196 V

Emergency Medical Training

*COURSE DATA: CREDITS: 6 • LECTURE: 4.5 • LAB: 3 • REPEAT: 0

Trains operators of emergency vehicles (ambulances). Upon successful completion of the course, the student will receive a certificate from the Swedish American Hospital/EMS and will be eligible to take the Illinois State or National Registry of Emergency Medical Technician examination.

NURS 289 ○

Legal and Ethical Issues of Health Care

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 1

This course is designed to explore the ethical and legal aspects of practice in the field of health care and the relationship between health ethics and law. Legal guidelines for practice as well as a framework for resolving ethical dilemmas will be discussed.

NURS 291 ○

Family Nursing

*COURSE DATA: CREDITS: 5 • LECTURE: 4 • LAB: 2 • REPEAT: 0

Studies the health of beginning and growing families, including family planning, the prenatal period, the birth of the baby, the postpartum period, and care of the child through adolescence. The family's ability to function as a self-care and a dependent care agency is the framework of the course content and clinical experience.

NURS 292 ○

Clinical Development IIIA

*COURSE DATA: CREDITS: 8 • LECTURE: 4 • LAB: 8 • REPEAT: 0

The first half of a comprehensive course developing a progressive understanding of care and maintenance of patients in acute illness.

NURS 293 ○

Psychiatric Nursing

*COURSE DATA: CREDIT: 5 • LECTURE: 4 • LAB: 2 • REPEAT: 0

Psychiatric nursing is the study of mental health, both normal and abnormal. The concurrent clinical practice takes place in acute and chronic care facilities. The focus is on holistic nursing, and because psychiatric mental health nursing is applicable to every nurse's individual practice, the concepts taught may be utilized in all clinical nursing.

NURS 294 ○

Clinical Development IIIB

*COURSE DATA: CREDITS: 8 • LECTURE: 4 • LAB: 8 • REPEAT: 0

Advanced Concepts of Nursing is the second half of a comprehensive course developing a progressive understanding of care and maintenance of patients in crisis.

NURS 296 V

Physical Assessment for Nurses

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 1

Develops initial skills in physical assessment; relates fundamental elements of anatomy and physiology necessary for physical assessment; develops basic skills of inspection, palpation, auscultation, and percussion; and coordinates the above skills into the clinical techniques of physical assessment consistent with the expanded role of the professional nurse.

NURS 298 V

Perspectives and Leadership in Nursing

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

This course introduces the student nurse to the principles of leadership and professionalism as they pertain to nursing. Delivery of course content is through 16 hours of lecture. Develops nursing leadership skills and provides a perspective of the nursing profession. A discussion format is used to incorporate current events, and leadership skills into the student's nursing practice. Discussion of current events as they pertain to the nursing profession is encouraged.



Occupational Education (OCED)

OCED 117 ○ **Occupational Safety**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides general instruction in safety education. The student will become familiar with the vocabulary and materials that are essential for an effective safety program. Upon successful completion of the course and passing the final test, students will receive an OSHA 10-hour card.

OCED 250 V **Career Seminar**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 2

Career Seminar integrates discussion, speakers, and panel formats to emphasize the importance of business etiquette and professionalism in today's work world. A major focus of this course is preparing the resume as a key tool for a successful job hunt, as well as the importance of cover letters, references, and letters of recommendation. Other topics include nontraditional job hunting strategies, personal presentation, effective networking and interviewing skills, and workplace expectations. Guest speakers from the community are spotlighted throughout this course.

OCED 290 V **Workplace Experience**

*COURSE DATA: CREDITS: 4V • LECTURE: 1 • LAB: 6 • REPEAT: 2
PREREQUISITE: Completion of 21 credit hours of technical coursework and consent of program faculty

The internship will provide students with practical experience in area institutions, businesses, or manufacturing environments. Students working with one or more intern sponsors will learn entry-level skills and career requirements, workplace expectations, business operations, and industrial or professional applications. Students are required to attend orientation and summary meetings, satisfactorily complete planning and reporting requirements, and work specific hours at the work site under the direction of the sponsor. Internships are available in the following areas: Agriculture, Automotive, Business & Accounting, Cosmetology, Early Childhood Education, Equine, Information Systems, Information Technology, Health care, Manufacturing, Office Technology, and Wind Turbine Technology. A maximum of twelve (12) credit hours may be earned in this course.

Office Technology (OFFT)

**Courses marked with a double asterisk are delivered in Highland's individualized Office Technology Lab. This lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through many courses at their own rate and at times that are convenient to both the traditional student and to the person wishing to train for a new field or to upgrade his/her skills.

OFFT 151 ○ **Keyboarding/Formatting I**

*COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 1

**Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Develops techniques and proficiency in keyboarding. This course is for students with little or no previous keyboarding training. Course production work emphasizes various keyboarding projects, including reports, business letters, and tables. The course is designed for students interested in obtaining keyboarding ability to help them in their schoolwork and future professions.

OFFT 152 ○ **Keyboarding/Formatting II**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Grade of "C" or better in OFFT 151 or consent of instructor **Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Provides advanced drill work to develop speed and accuracy. This course includes business letters, tables, correspondence, reports, business forms, and punctuation.

OFFT 156 ○ **Keyboarding Speed and Accuracy Development**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 1

PREREQUISITE: An HCC keyboarding course or keyboarding experience or consent of instructor **Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Improves keyboarding speed and accuracy. Students will complete a series of computerized timed writings for both speed and accuracy. A variety of drills will be available to students.

OFFT 161 ○ **Proofreading**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

PREREQUISITE: INFT 131 or concurrent enrollment, or consent of instructor **Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Develops the student's ability to locate errors commonly made in the areas of spelling, word division, capitalization, number usage, word usage, grammar, and punctuation. This is a valuable course for anyone involved in written communication.



OFFT 162

O

Pre-Transcription Skills

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0
PREREQUISITE: COMM 090 or placement into ENGL 121 **Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Presents a review of punctuation, spelling, capitalization, number usage, and abbreviation style in a context that requires application for the purpose of proofreading and editing. Students must demonstrate a knowledge of syntax and sentence correctness necessary for the application of pre-transcription skills which meet business and industry standards.

OFFT 163

O

Machine Transcription

*COURSE DATA: CREDITS: 2V • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITE: OFFT 151 and OFFT 162 or concurrent enrollment, or consent of instructor **Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Develops transcription speed by keying prepared, dictated material from sound files. This course emphasizes a high degree of skill and speed in transcribing business documents.

OFFT 255

O

Office Procedures

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Concurrent enrollment in OFFT 151 or consent of instructor

Gives students an understanding of business from the standpoint of the secretary. Studies office procedures connected with correspondence, the telephone, filing principles, office systems, mail, reference books, Internet, and office relationships, including the secretary's role in management.

Philosophy (PHIL)

PHIL 180

T

Survey of World Religions

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course introduces major world religions such as Hinduism, Buddhism, Islam and other tangent faiths. It is intended to expand the student's awareness and appreciation of the major faiths practiced by the people of our world. IAI Code: H5 904N

PHIL 185

T

Introduction to Religion

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

An introduction to the experience of religion in human life. The student will explore some of the primary forms of religious expression.

PHIL 281

T

Introduction to Philosophy

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces persistent philosophic concerns such as varieties of truth, existence of God, and the nature of faith, personal identity, freedom, ethics, and justice through discussion of traditional and contemporary readings. Students will develop the skills necessary to evaluate these concerns and to develop, clarify, and express their own philosophical viewpoints. IAI Code: H4 900

PHIL 282

T

Ethics

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Encourages the development of moral self-awareness and self-evaluation and identifies the value of personal and social moral responsibility. To this end, students study essays dealing with selected ethical theories, the nature of particular virtues, and vices and the desirability of personal ethics. IAI Code: H4 904

PHIL 283

T

Introduction to Logic

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Considers the nature and structure of argument, role of language in argumentative speaking and writing, and fallacies and pitfalls in reasoning. Examples of written discourse, especially selections involving ethical reasoning, are analyzed and evaluated. IAI Code: S5 903 PLS 913

Physical Education (PHYD)

PHYD 111

T

Introduction to Physical Education

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Covers the philosophy, aims, objectives, and principles of physical education with an emphasis on the development of basic understanding of the function of physical education in public schools and the elements involved in the professional preparation of teachers.

PHYD 112

T

Health

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Covers the principles of hygiene and community health with an emphasis on basic biological, sociological and psychological facts, and principles underlying health education and physical education.



PHYD 113 **Golf** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

Develops the skills and fundamentals of golf techniques and provides practice and playing experience on the golf course. This course is for beginning or experienced students.

PHYD 114 **Outdoor-Indoor Activities** **T**

*COURSE DATA: CREDITS: 1V • LECTURE: 0 • LAB: 2 • REPEAT: 3

Introduces the student to a variety of recreational activities selected on the basis of facility availability and student interest. A maximum of four (4) credit hours may be earned in this course.

PHYD 115 **Introduction to Recreation** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Offers an opportunity for the student to develop concepts about recreation, the meaning of leisure and recreation, the economic importance of recreation, the social institutions providing recreation services, and the types of areas and facilities used in recreation.

PHYD 116 **Tae-Kwon-Do** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 2

Introduces the student to the fundamentals of Tae-Kwon-Do with an emphasis on physical conditioning and self-defense. A maximum of three (3) credit hours may be earned in this course.

PHYD 117 **Beginning Swimming** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

Leads the student through the logical progression of the fundamentals necessary to develop swimming skills as follows: getting used to water, floating, stroking, and breathing.

PHYD 119 **Beginning Skiing** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

Teaches fundamentals and the development of skills in downhill skiing.

PHYD 120 **General Conditioning** **T**

*COURSE DATA: CREDITS: 1V • LECTURE: 0 • LAB: 2 • REPEAT: 3

Provides participation in a wide variety of fundamental physical education skills. Stresses the development of strength and endurance and participation in recreational activities. A maximum of three (3) credit hours may be earned in this course.

PHYD 121 **Physical Fitness I** **T**

*COURSE DATA: CREDITS: 2V • LECTURE: 0 • LAB: 4 • REPEAT: 1

Provides fitness through exercise. Individual participation and instruction in physical activities, weight training, calisthenics, and aerobics. A maximum of four (4) credit hours may be earned in this course.

PHYD 124 **Theory of Football Coaching** **T**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Includes study of the fundamentals and techniques, rules, and strategies of football.

PHYD 125 **Fitness/Jogging** **T**

*COURSE DATA: CREDITS: 1V • LECTURE: 0 • LAB: 2 • REPEAT: 3

Demonstrates and instructs jogging techniques that are designed to assist the student in developing a regular jogging routine. A maximum of three (3) credit hours may be earned in this course.

PHYD 130 **Body Conditioning/Running** **T**

*COURSE DATA: CREDITS: 1V • LECTURE: 0 • LAB: 2 • REPEAT: 2

Includes study of the fundamentals of body mechanics, principles of running, appropriate stretching fundamentals, and a running program designed to promote improved cardiovascular fitness for the student. A maximum of three (3) credit hours may be earned in this course.

PHYD 135 **Games in Elementary Physical Education** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Emphasizes the factors essential to program planning in physical education on the elementary school level including techniques of organization, activities planning, observations of children, and methods of teaching.

PHYD 136 **Folk Dance** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 1

Covers folk dances of many countries that are applicable to use in schools and recreational programs. A maximum of two (2) credit hours may be earned in this course.



PHYD 142 **Intermediate Swimming** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0
PREREQUISITE: PHYD 117 or consent of instructor

Increases the ability of the beginning swimmer. Work on endurance and addition of new skills is included.

PHYD 146 **Intermediate Tae-Kwon-Do** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0
PREREQUISITE: PHYD 116 or equivalent

Provides instruction for students who desire to increase their skills in Tae-Kwon-Do. A maximum of three (3) credit hours may be earned in this course.

PHYD 149 **Intermediate Skiing** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0
PREREQUISITE: PHYD 119 or consent of instructor

Provides instruction for the student who has mastered beginning skills. Emphasis will be placed on advanced maneuvers.

PHYD 150 **Backpacking** **T**

*COURSE DATA: CREDITS: 2V • LECTURE: 0 • LAB: 4 • REPEAT: 1

Introduces the student to backpacking and wilderness hiking. This course will cover equipment, outfitting, food and nutrition essentials, safety, and map reading. Several weekend field trip experiences will be included. A maximum of four (4) credit hours may be earned in this course.

PHYD 210 **Sport Appreciation** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

Discusses and demonstrates various sports, activities, and hobbies. Students will not be required to dress in activity clothing and participate. The emphasis will be upon less common sports and activities. Examples may include: cycling, fencing, climbing, repelling, and scuba diving.

PHYD 211 **Recreational Leadership** **T**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Studies leadership as related to recreational activities in the schools, YMCA, YWCA, and camping. This includes history, supervision, and program content.

PHYD 212 **First Aid** **T**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Studies CPR, accident prevention, and the actions to be taken in cases of accidents and sudden illness in the home, school, and community. CPR certification is included.

PHYD 213 **Bowling** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

Develops skills in a sport that can be enjoyed throughout the student's lifetime. An extra fee will be charged.

PHYD 215 **Social Dancing** **T**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 2

Emphasizes knowledge and the development of skills in various social dances. A max of three (3) credit hours may be earned in this course.

PHYD 216 **Recreational Sports** **T**

*COURSE DATA: CREDITS: 1V • LECTURE: 0 • LAB: 2 • REPEAT: 3

Provides active coeducational instruction in sports of recreational nature. Attention will be given to low-organized, non-vigorous games.

PHYD 218 **Human Sexuality** **T**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Improves the student's knowledge of human sexuality. Presents such aspects of human sexuality as the male reproductive system, the female reproductive system, human sexual response, pregnancy, contraception, and venereal diseases. The course will also be concerned with the philosophical, psychological, and social aspect of human sexuality.

PHYD 219 **Drugs and Society** **T**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Provides students with information that will make it possible for them to evaluate the effects of drug use on the human body and ultimately upon society.

PHYD 220 **Team Sports** **T**

*COURSE DATA: CREDITS: 3V • LECTURE: 0 • LAB: 6 • REPEAT: 1
PREREQUISITE: Athletic eligibility or consent of instructor

Instructs students in the skills, techniques, and rules of team sports. Emphasis is on experience playing the sport. Team sports will include: basketball, volleyball, baseball, golf, and softball. A maximum of six (6) credit hours may be earned in this course.



PHYD 221 **T** **Physical Fitness II**

*COURSE DATA: CREDITS: 2V • LECTURE: 0 • LAB: 4 • REPEAT: 1

Teaches fitness through exercise. Individual participation and instruction in physical activities will include jogging, calisthenics, weight training, and aerobics. Develops cardiovascular fitness, aids in muscular strength, muscle rehabilitation, and physical flexibility. A maximum of four (4) credit hours may be earned in this course.

PHYD 222 **T** **Weight Training**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3

Introduces the student to the fundamentals of lifting as a body conditioning experience. Training on free weights, nautilus, and weight machines will be included. A maximum of four (4) credit hours may be earned in this course.

PHYD 225 **T** **Theory of Baseball/Softball Coaching**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Includes the study of the fundamentals and techniques, rules, and strategies of baseball.

PHYD 226 **T** **Theory of Basketball Coaching**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Includes the study of the fundamentals and techniques, rules, and strategies of basketball.

PHYD 227 **T** **Sports Officiating**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides coeducational instruction covering football, volleyball, basketball, baseball, softball, and track and field instruction and practice for men and women. Stresses the technique of officiating, study of rules, and will cover Illinois High School Association sports officiating principles.

PHYD 228 **T** **Theory of Track and Field Coaching**

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Includes the study of the fundamentals and techniques, rules, and strategies of track and field.

PHYD 234 **T** **Handball and Racquetball**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

Introduces the student to the fundamental rules and strategies of handball and racquetball.

PHYD 236 **T** **Modern Dance**

*COURSE DATA: CREDITS: 1V • LECTURE: 0 • LAB: 2 • REPEAT: 2

Emphasizes the development of skills in basic vocabulary and movement sequence. A maximum of three (3) credit hours may be earned in this course.

PHYD 239 **T** **Body Mechanics**

*COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1 • REPEAT: 3

Considers figure and posture improvement, conditioning, and development exercises. Application of material learned for use in teaching will be stressed. A maximum of four (4) credit hours may be earned in this class.

PHYD 240 **T** **Camp Counseling**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Includes the goals and objectives of camping experience, characteristics of the modern day camper, and personal qualities of the camp counselor in relation to outdoor camping and living skills.

PHYD 242 **T** **Program Planning and Organization**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides the student with methods and procedures for the administration of facilities and personnel in the actual setting of a recreation agency.

PHYD 244 **T** **Lifeguard Training**

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

PREREQUISITE: Must be 16 years of age with good swimming skills

Prepares individuals to assume more effectively the duties and responsibilities of lifeguarding.

PHYD 245 **T** **Water Safety Instructor**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

PREREQUISITE: PHYD 244 or equivalent certification

Trains water safety instructors to a high level of proficiency in life-saving and swimming skills. The course concentrates on the performance and teaching of aquatic skills and will also include training in multimedia first aid, CPR, and obstructed airway procedures.



Physics (PHYS)

PHYS 120 T

Introduction to Engineering

*COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Introduction to engineering disciplines and careers, role of engineer in society, engineering approach to design process, and problem solving.

PHYS 140 T

Survey of Physics

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: MATH 162, 157, or 159 or placement above MATH 162

This course is designed for non-science majors with an interest in physics. This course emphasizes the relevance of physics to twenty-first century living. The guiding principle in selecting topics for this course is to present basic concepts that are relevant to an informed individual in today's society. The student will be involved not only in the body of knowledge that is physics, but also in the method that is physics. This class consists of three classroom hours and two lab hours per week for a total of four credits. IAI Code: P1 900L

PHYS 141 T

Introductory Physics I

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 166.

Includes the study of the basic principles of statics, Kinematics, Newton's laws, energy, momentum, fluids and thermodynamics. IAI Code: P1 900L

PHYS 142 T

Introductory Physics II

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 166.

Includes the study of the electricity, magnetism, electromagnetic radiation, optics, and modern physics.

PHYS 143 T

General Physics I

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: Grade "C" or better in MATH 168

Includes the study of Newtonian mechanics, conservation principles, simple harmonic motion. Designed for students majoring in Engineering, Mathematics, Physics, and Chemistry. IAI Code: P2 900L

PHYS 144 T

General Physics II

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: Grade "C" or better in PHYS 143 and MATH 268

Includes the study of wave motion, electricity, and magnetism. This course is designed for students majoring in Engineering, Mathematics, Physics, and Chemistry.

PHYS 145 T

General Physics III

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: Grade "C" or better in PHYS 144 and MATH 268

Concludes the general Physics sequence with topics of Thermodynamics, Electromagnetic Radiation, Optics, Special Relativity, and Modern Physics. Designed for students majoring in Engineering, Mathematics, Physics, or Chemistry.

PHYS 146 T

General Physics IIIB

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 167 and PHYS 141 or 143 or consent of instructor.

Concludes the General Physics sequence with topics of Geometric Optics, Physical Optics, Thermal Physics and Fluids,. Designed for students majoring in Engineering, Mathematics, Physics, or Chemistry.

PHYS 200 T

Spreadsheet Physics

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 167 and PHYS 141 or 143 or consent of instructor.

Includes practical applications of numerical methods to Science and Engineering problems using Excel spreadsheets.

PHYS 221 T

Mechanics I (Statics)

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade "C" in PHYS 143, Math 168, COREQUISITE: Math 268

This course will place emphasis on the understanding of principles through the solution of problems in analysis of vectors, torques, trusses, resultants, machines, force systems, centroids and center of gravity, equilibrium and friction.

PHYS 222 T

Mechanics II (Dynamics)

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade "C" in PHYS 143, Math 168, COREQUISITE: Math 268

This course will place emphasis on the understanding of principles of dynamics through the solution of problems using Newton's 2nd Law, kinematics, and kinetics. This course, in conjunction with statics, will prepare the student for the study of strength of materials.



PHYS 246 T

Introduction to Circuit Analysis

*COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade "C" in PHYS 144 and MATH 265

Covers the basic principles of network analysis, including Kirchoff's laws, node and mesh equations, equivalent circuits, operational amplifiers, resistor-capacitor-inductor circuits, sinusoidal steadystate analysis, three-phase circuits, Laplace transform, transfer functions, and frequency response.

Political Science (POL)

POL 151

T

Introduction to Political Science

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

Introduces the student to each of the major areas of political science: political philosophy, comparative government, political dynamics, and international relations. IAI Code: S5 903

POL 152

T

American Government and Politics

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

Surveys the basic structure and function of American Government, including Constitutional origins, federalism, civil liberties, civil rights, Congress, political parties, the Presidency, federal courts, and foreign policy. Focuses on the increasing role of the government in all areas of American life as well as the conflicts of opinion surrounding government policy. IAI Code: S5 900

POL 153

T

State and Local Government

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

Covers the structure and function of state and local governments in the United States with emphasis on Illinois. Topics to be covered include states, counties, townships, special districts, and state federal governmental relationships. IAI Code: S5 902

POL 253

T

International Relations

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Directs the attention of the student to the formulation and execution of foreign policy by the members of the nation-state system, the possible power relationships in which these members can find themselves, the areas of contact they have with each other, and the role of international organizations. Consideration is given to the recent diplomatic history of the major powers. IAI Codes: S4 904

POL 254

T

Introduction to Comparative Government

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

Presents an overview of the achievements of other political units, with an analysis of the structure and functioning of the governments of the United Kingdom, Germany, France, Russia, China, and other nations. IAI Code: S5 905

POL 255

T

American Parties and Pressure Groups

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Analyzes the role of political parties and their relationships to each other, to pressure groups, and to the public interest. The organization, functions, and goals of the two major parties and of major pressure groups in our political system are studied. Historical trends will be presented, but present-day policies will be emphasized.

POL 257

T

Understanding The Constitution

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Concerns the creation and development of the United States Constitution covering the Constitutional Convention, the founding fathers, the Bill of Rights, and other amendments. The 200-year evolution of this document and its modern-day application will be emphasized.

Psychology (PSY)

PSY 160

T

Psychology of Human Relations

*COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 0 • REPEAT: 0

Provides students with an opportunity to discover and study the importance of self-love, self-respect, and self-confidence. A seminar approach is used to encourage maximum participation by students and the instructor.



PSY 161 **T**
Introduction to Psychology

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Studies and scientifically interprets human behavior. Considers such topics as child growth and development, personality, emotions, learning, intelligence, and perception. IAI Codes: S6 900 and SPE 912

PSY 162 **T**
Child Psychology

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

A foundation course in the theory and principles of child development which concentrates on the physical, emotional, social and intellectual(cognitive)growth patterns from prenatal through early childhood. Emphasis is placed on the interaction of these developmental aspects. Theories studied will emphasize the development of the child in the context of gender, family, culture and society and will include Skinner, Erikson, Piaget, Vygotsky and others. IAI Code: S6 903

PSY 163 **T**
Practical Psychology

*COURSE DATA: CREDITS: 2V • LECTURE: 2 • LAB: 0 • REPEAT: 0

Applies the psychological principles that lead to efficiency, motivation, communication, interpersonal skills, and attitudes in everyday life situations.

PSY 228 **O**
Introduction to Counseling

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Introduces the theories and techniques of counseling in a school setting. Various counseling topics, including career, group and individual counseling, and helping skills will be covered. Theories using behavioral, affective, and cognitive approaches will be included.

PSY 230 **V**
Counseling/Interview Techniques

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: Consent of Instructor

An introduction to counseling skills with emphasis on community resources and approach to assisting others in connecting with referral services. Includes the interview dynamics, methods of establishing rapport, and information-gathering techniques. Development of self-awareness, communication and listening skills. Specific expertise in crisis intervention, recognition of stress and personality disorders.

PSY 260 **T**
Abnormal Psychology

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

A basic course in the study of various categories of maladaptive or disturbed behavior designed to acquaint the student with the diagnostic criteria, the causes, and the methods of treatment for each. Contemporary research and multicultural issues are also addressed. IAI Code: PSY 905

PSY 261 **T**
Educational Psychology

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better.

Examines psychological principles related to human learning and cognition in a variety of educational settings. Topics studied include theories of human development, behavioral and social views of learning, student motivation, design of assessments, cultural differences in learning & education, and specific instructional strategies.

PSY 262 **T**
Human Growth and Development

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Studies the psychological development of the individual. Topics to be studied include: principles of development, research methods, physical growth, and emotional and social development. Professional education majors may be responsible for classroom observation in local institutions. IAI Codes: S6 902, EED 903, SED 903, SPE 913, and EDU 902

PSY 264 **T**
Social Psychology

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Emphasizes social interaction, social influence, and norms of behavior with particular reference to the development of attitudes, motives, and motive patterns in groups. Relation of group structure and dynamics to role prescription and acceptance is also covered. IAI Code: S8 900

PSY 268 **T**
Introduction to Personality

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Introduces the student to the dynamics involved in developing personality. Problems, concepts and formulations of personality will be presented.



Reading (RDG)

RDG 082 **D** **Basic College Reading**

* COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Placement into RDG 082

Provides students with instruction and practice in using pre-college level reading strategies. Students will apply strategies that aid in reading comprehension of explicit passages. Students who place into this course and who do not demonstrate a sufficient mastery of the skills must repeat the course. A maximum of eight (8) credit hours may be earned in this course.

RDG 083 **D** **College Reading Foundations**

* COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Placement into RDG 083 or successful completion of RDG 082.

Provides students with instruction and practice in using pre-college level reading strategies. Students will apply strategies that aid in reading comprehension of explicit passages. Students who place into this course and who do not demonstrate a sufficient mastery of the skills must repeat the course. A maximum of eight (8) credit hours may be earned in this course.

RDG120 **D** **College Reading Strategies**

* COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 3
PREREQUISITE: Placement into RDG 120 or successful completion of RDG 083

Provides students with practice and instruction in using college-level reading skills. Application of strategies to aid in comprehension is combined with opportunities for vocabulary growth to strengthen reading skills. Students who place into the course and who do not demonstrate a sufficient mastery of the skills must repeat the course. A maximum of twelve (12) credit hours may be earned in this course



Real Estate (RELS)

Preparation for the Real Estate Broker's License. Note: After a minimum of one year of practice as a Licensed Real Estate Salesperson under the direct control of a Licensed Broker, a person may prepare to become a broker. Sixty semester hours of classroom work in approved Real Estate or Real Estate-related courses are required before a student can qualify to sit for the Illinois Broker's License exam. The Highland courses RELS 266 (Real Estate Law) and RELS 267 (Advanced Real Estate Practices) satisfy these requirements.

RELS 165 **O** **Real Estate Principles and Practices**

* COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides a basic understanding of the economics of real property and the techniques of handling real property transactions. This course is for the student of business administration, the practitioner seeking a greater knowledge of fundamentals, and consumers who desire to learn how to select, finance, and maintain property either for a home or for investment purposes. A comprehensive discussion of the Illinois Real Estate Salesperson examination will take place. A grade of "C" or better in this course allows the student to take the Illinois Licensing examination. Passage of the exam qualifies the student to become a salesperson under direct control of a Licensed Broker.

RELS 266 **O** **Real Estate Law**

* COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides a basic understanding of real estate contracts and conveyances along with the advanced real estate principles of listings, fiduciary relationships, salesman/broker, and broker/broker relationships. Included in this course are 15 hours of real estate appraisal, 15 hours of contract and conveyancing, and 15 hours of sales and brokerage. Offered in fall semesters only.

RELS 267 **O** **Advanced Real Estate Practice**

* COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides an understanding of the business and management practices necessary to organize and maintain a professional real estate brokerage business. In addition, a study of the financing of real estate properties is included. The course will conclude with a comprehensive discussion of the Illinois Real Estate Brokers and Salesman License Act. Included in the course are 15 hours of advanced real estate practices, 15 hours of financing, and 15 hours of brokerage license review. Offered in spring semesters.



Sociology (SOCl)

SOCl 171 **T** **Introduction to the Principles of Sociology**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Placement into ENGL 121 or equivalent and minimum Compass Reading score of 80 or equivalent, or consent of instructor.

The course is a general study of human social behavior with an emphasis upon sociological research, socialization and identity, social theories, the nature and meaning of culture, forms of power, and the basic conditions of modernization. The course also initiates a sociology of American culture and society focusing upon modernization as runaway technology. This course concludes with one extensive sociological analysis. IAI Code: S7 900

SOCl 174 **T** **Death and Dying**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Death and Dying is designed to enable the student to understand dying, death and bereavement as a part of the life process. The content looks at a historical perspective of the lifespan to develop an understanding of the present attitudes and practices in today's culture. Study of the bereavement process enhances an understanding of individual and societal development in dealing with the dying process.

SOCl 177 **T** **Introduction to Anthropology**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course is the study of humans in various habitats, past and present, with emphasis on socio-cultural aspects of human behavior. Included will be the arts, religion, economics, politics, marriage, family, kinship, and the physical origins of man, race, language and archeology. We will also examine a study illustrating the fragility of culture and human social bonds as well as an analysis of an unusual clash of cultures in the Midwest.

SOCl 271 **T** **Social Problems**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course offers the student an opportunity to study and critically reflect upon the history of social problems. The investigation of social problems is a subfield of sociology that focuses upon the social historical context giving rise to the selection of certain ideas or behaviors thought to be harmful or detrimental. In the course of study we will note the forces involved in the irruption and designation of social problems as well as societal responses. IAI Code: S7 901

SOCl 272 **T** **Introduction to Social Welfare Content**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course is designed for those seeking to better understand the history and practice of social welfare. Lecture and course material places a major emphasis upon the history of American social welfare. The analysis seeks to explain current welfare services within the context of the development of American culture, political and economic systems, bureaucracy, and the rise of the nation/ state as an instrument of social organization.

SOCl 273 **T** **Social Service Field Experience**

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 10 • REPEAT: 1

PREREQUISITE: Consent of instructor

Provides for undergraduate practicum in social welfare with the student working a minimum of 40 hours — less consultation hours — per semester in an assigned social agency. In consultation with the instructor the student will have a wide array of human and social services agencies from which to choose. This course offers the student the opportunity to combine reading and research with practical experience in a social service setting. The course examines the history, functioning, and skill requirements associated with the agency the student has selected in consultation with the instructor. The experience allows the student to better identify agency operations and recognize career options and working conditions.

SOCl 274 **T** **The Family**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course offers the student the opportunity to examine the family as a social institution within the perspective of sociology. The course of study looks at and investigates the family cross-culturally and historically. We address the question of the nature of the family in terms of its relationship to culture and other social institutions (economy, religion, the state, technology, and social science itself). IAI Code: S7 902

SOCl 275 **T** **Criminology**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course offers the student an opportunity to study and examine criminology. Criminology is the subfield of sociology that focuses upon crime, law, and social control within the context of social organization and culture. While giving legal definitions of wrongful acts their due, the sociological analysis goes beyond this to the social context which gives rise to law. IAI Code: CRJ 912



SOCI 276 **T** **Racism and Diversity in Contemporary Society**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Basic concepts and theory of race relations. Survey of racism in basic institutions of American life including education, law enforcement, health services, government, industry and religion. Discussion of social interaction and global and national demographic trends and immigration policy. IAI Code: S7 903 D

Special Topics (SPTP)

SPTP 101 **T** **Special Topics**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 1

Provides an opportunity for the student to complete a special project or seminar class in an area of special interest (to which no separate course number has been assigned) under the supervision and direction of an instructor. The topic will be listed on the student's permanent academic record. A maximum of six (6) credit hours may be earned in this course.

SPTP 150 **V** **Vocational Special Topics**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 1

Provides an opportunity for the student to complete a vocationally oriented project or seminar class in an area of special interest (to which no separate course number has been assigned) under the supervision and direction of an instructor. The topic will be listed on the student's permanent academic record. A maximum of six (6) credit hours may be earned in this course.

SPTP 201 **T** **Advanced Special Topics**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 1

Provides an opportunity for the student to complete an advanced project or seminar class in an area of special interest (to which no separate course number has been assigned) under the supervision and direction of an instructor. The topic will be listed on the student's permanent academic record. A maximum of six (6) credit hours may be earned in this course.

SPTP 250 **V** **Advanced Vocational Special Topics**

*COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 1

Provides an opportunity for the student to complete a vocationally oriented advanced project or seminar class in an area of special interest (to which no separate course number has been assigned) under the supervision and direction of an instructor. The topic will be listed on the student's permanent academic record. A maximum of six (6) credit hours may be earned in this course.

Speech (SPCH)

SPCH 185 **T** **Introduction to Radio Production**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Teaches students the basic functions and techniques of radio broadcasting. Students will get hands-on experience learning how to produce and distribute material. Successful completion of this course is required for any student interested in participating in the college's radio station. A maximum of four (4) credits may be earned in this course.

SPCH 186 **T** **Radio Practicum**

*COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 1
PREREQUISITE: SPCH 185

Provide students the opportunity to earn credit for operating the college's radio station in various positions, including as on-air talent. A maximum of four (4) credits may be earned in this course.

SPCH 187 **T** **Radio Management**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 4 • REPEAT: 1
PREREQUISITE: SPCH 186

The capstone course for students participating in the college's radio program. Students in this course will serve in management roles overseeing the functions and operations of the station. Students may serve as program manager, music manager, advertising manager and other positions. A maximum of four (4) credits may be earned in this course.



SPCH 189 **T**
Introduction to Communication Studies

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces students to the study of human communication. Students will gain a basic understanding of interpersonal, intercultural, small group and mass communication. Students will also be introduced to communication theory. Emphasis is on the comprehension of human communication and the discipline of communication studies.

SPCH 191 **T**
Fundamentals of Speech Communication

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Emphasizes the practical application of oral communication theory to improve oral communication skills. This course is focused on (1) developing awareness of the communication process, (2) understanding and using inventional, organizational and expressive strategies, (3) promoting an understanding of a variety of communication concepts and how a communicator should adapt to those situations, and (4) emphasizing critical skills in listening, thinking and speaking. Topics covered include public speaking, listening and group communication. IAI Code: C2 900

SPCH 192 **T**
Introduction to Public Speaking

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces the student to the processes and variables of public communication. Units include preparing and planning presentations, organizing speeches, using audio visual aids, delivery of speeches and handling questions from the audience. Emphasis is on the creation and delivery of several types of speeches throughout the course. IAI Code: C2 900

SPCH 194 **T**
Intro to Broadcasting

*COURSE DATA: CREDITS: 3; LECTURE 3, LAB 0, REPEAT 0
PREREQUISITE: MATH 162, 157, or 159, or placement above MATH 162

This course covers the basic technical backgrounds, history of, and rules and regulations covering broadcasting and will provide limited practice in writing and performing material for broadcasting.

SPCH 199 **T**
Speech Activities I

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3

Provides students the opportunity to earn credit in forensics competition. By enrolling in this class, the student accepts the below criteria as a contract for grading.

SPCH 290 **T**
Introduction to Film

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduction to Film examines the craft and art of film to improve understanding and appreciation of the cinematic media. The course consists of viewing and discussing representative films from various American film genres.

SPCH 291 **T**
Film History and Appreciation

*COURSE DATA: CREDITS: 3 LECTURE: 3 LAB: 3 REPEAT: 0

Film History and Appreciation is a survey of film as an art form and industry. Particular emphasis is placed on lighting, sound, genre characteristics, image composition, editing, criticism, and social implications. *(Pending ICCB Approval)*

SPCH 292 **T**
Contemporary Argumentation

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: SPCH 191 with a grade of "C" or better

Introduces the student to theories of argumentation with emphasis placed on the nature of argument, proofs and evidence, constructing arguments, attack and defense of arguments, fallacies of argument, and the use of logical and persuasive reasoning. Students are expected to design, defend, and attack argumentative messages.

SPCH 293 **T**
Small Group Communication

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: SPCH 191 with a grade of "C" or better or consent of instructor

Provides participants with the skills related to group leadership, small group problem solving, conflict resolution, and conducting meetings. Emphasis is placed on skill development as participants apply theories of small group dynamics to actual group situations. This course is useful for students who wish to learn more about how groups function, as well as for persons who have a responsibility for group or team efforts.

SPCH 294 **T**
Leadership Development

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Prepares students to assume increasingly responsible leadership roles in their personal, professional, and academic lives. Students will study classic works of literature to understand theories and characteristics of effective leadership. The course includes substantial hands-on, experiential, learning opportunities to help students practice leadership.



SPCH 296 **T** **Intercultural Communication**

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Examines how culture influences the communication process. Reviews major theories of multi-/intercultural communication, the universal human processes that contribute differences, and the practical approaches to communicating more effectively with persons from other cultures.

Theatre (THEA)

THEA 180 **T** **Stagecraft I**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 3 • REPEAT: 1

This course provides students with an introduction to the fundamental tools, machinery, hardware, safety, and techniques of technical theatre. The students will learn to use tools and machinery in realizing scenery, and lighting for a theatrical production. A maximum of six (6) credit hours may be earned in this course.

THEA 181 **T** **Stagecraft II**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 3 • REPEAT: 1
PREREQUISITES: THEA 180 with a grade of "C" or better

This course provides students with an introduction to the fundamentals of scenery construction, techniques for scenery painting, and the basic principles and techniques for lighting of a theatrical production.

THEA 183 **T** **Principles of Acting I**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

An investigation into the basic elements of acting or, characterization; develop an understanding of voice, facial expressions, gestures, movement, and focus techniques. Samples several styles of acting through scene and monologue performances.



THEA 184 **T** **Principles of Acting II**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: Consent of instructor

This course is designed for students who wish to make a serious commitment to the study of acting. Students will be enrolled in PHYD 239 BODY MECHANICS simultaneously with THEA 284/285, and will be required to meet for training, instruction, or rehearsal four times per week (MR, 13:30P.M.). Physical training is aimed at development of strength and flexibility through kickboxing, plyometrics, yoga, step aerobics, and various other methods. Acting techniques are developed through a series of workshops covering a wide range of topics (i.e. sensitivity and trust, building character through movement, puppets and masks, stage combat, improvisation, and both scene work and fully realized performances). Participation in this course and the Principles of Acting II course constitutes membership in the Highland Community College Acting Company. Most members of the company will receive scholarship assistance. IAI Code: TA 914

THEA 185 **T** **Principles of Acting III**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: THEA 184 and/or instructor's permission

This course is designed for students who wish to make a serious commitment to the study of acting. Students will be enrolled in PHYD 239 BODY MECHANICS simultaneously with THEA 185/184, and will be required to meet for training, instruction, or rehearsal four times per week (M-R, 1-3:30P.M.). Physical training is aimed at development of strength and flexibility through Kickboxing, plyometrics, yoga, step aerobics, weight-training, and various other methods. Acting techniques are developed through a series of workshops covering a wide range of topics (i.e. sensitivity and trust, building character through movement, puppets and masks, stage combat, improvisation, and both scene work and fully realized performances). Participation in this course constitutes membership in the Highland Community College Acting Company. Most members of the company will receive scholarship assistance.

THEA 186 **T** **Stage Make-Up**

*COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Introduces the techniques and principles of makeup for the theatre. Emphasis is on character makeup, principles of light, shade and color, laboratory experience in design, and realization of makeup plans in actual theatre productions.

THEA 187 **T** **Intro to Tech Theatre I**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Teaches students the fundamentals of scenery construction and scenery painting. Practical activities with current productions are encouraged.



THEA 188 **T**

Summer Theatre Workshop

*COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 2

Studies stage movement, voice production, acting techniques, and technical theatre. This course is taught in conjunction with the experience of Summerset Theatre, a summer stock company producing three full-scale productions. In addition to regular classes, all participants will be involved in various aspects of the Summerset Theatre productions. A maximum of nine (9) credit hours may be earned in this course.

THEA 189 **T**

Introduction to Stage Costuming

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduction to principles and techniques of planning and executing costumes for theatrical production. Includes use of costume plots, measurements for fitting, construction procedures, and research resources for historical period and folk costumes.

THEA 196 **T**

Introduction to Theatre

*COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Begins with the exploration of the fine arts in general, then covers the history of the western theatre, and the contributions of those working in theatre and selected plays, with particular attention to modern productions. IAI Codes: F1 907 and TA 917

THEA 197 **T**

Applied Theatre I

*COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

Provides the opportunity for students performing or working in college plays, upon the recommendation of the instructor, to receive credit for their participation.

THEA 198 **T**

Applied Theatre II

*COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 0
PREREQUISITE: Consent of Instructor

Provides the opportunity for students performing or working in college plays, upon the recommendation of the instructor, to receive credit for their participation.

THEA 283 **T**

Theatre Practicum

*COURSE DATA: CREDITS: 5V • LECTURE: 0 • LAB: 25 • REPEAT: 3

Provides practical experience in acting, costuming, stage management, lighting, scene design, box office management, and scenery construction. A maximum of twenty (20) hours may be earned in this course.

THEA 286 **T**

Theatre Practice: Stage Lighting

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Introduces students to theories, methodology skills, instruments and their use, control and programming of light, and practical application with the current production.

THEA 287 **T**

Beginning Directing

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Presents the principles of staging and the use of the set stage in dramatic action. The geography of the stage and dramatic analysis used through scene study and laboratory production of one-act plays are included.

THEA 296 **T**

Introduction to Technical Theatre II

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Introduces the fundamentals of technical theatre in the areas of design and construction for scenery, costumes, lighting, properties, and makeup. Each student will declare an area of emphasis and contribute lab hours mainly in that area.

Welding (WELD)

WELD 130 **O**

Introduction to Welding

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Develops the student's ability to weld using various materials and positions. Includes safety, terminology, preparation, and operation of Shielded (SMAW) and GAS (GMAW) Metal Arc Welding Equipment.

WELD 135 **O**

Shielded Arc and Oxyacetylene Welding

*COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0

Develops the student's skill in welding and cutting mild steel and cast iron in various positions with oxyacetylene and AC/DC arc welding equipment. Develops the student's knowledge of metals and their characteristics. This course also meets the needs of students enrolled in other technical programs.



WELD 232 ○ **Intermediate Welding and Fabrication**

*COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: WELD 130 or WELD 135 or consent of instructor

Develops the knowledge and skill of the welder in the operation and use of the continuous metal wire arc welding process (MIG). Welding of structural steel and aluminum, arc cutting and surfacing will be practiced to meet commercial standards. All position welding will be included.

WELD 233 ○ **Advanced Welding Processes**

*COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: WELD 232 or consent of instructor

Develops the skill of the welder in the use of tungsten inert gas (TIG). Welding of carbon steel, aluminum, and alloy steels will be practiced in all positions to meet commercial standards.

Wind Technology (WTEC)

WTEC 101 ○ **Intro to Wind Energy**

*COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0
PREREQUISITE: Acceptance into the Wind Technology Program

This course is an introduction to the Wind Energy program. Topics covered include: expectations of wind energy technicians, an overview of the wind energy industry, safety in the wind energy field, and employability skills.

WTEC 110 ○ **Wind Mechanical Systems**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: WTEC 101 with a grade of B or better

This class will prepare the learner to use tools and fasteners safely; identify belt and chain drive components; install and adjust belt and chain drives; apply bearing and lubrication information; apply coupling alignment methods. Students will also focus on safety and rescue techniques while working at turbine heights.

WTEC 120 ○ **Wind Systems Technician I**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: WTEC 101 with a grade of B or better

This course will focus on high voltage and power distribution systems. Topics include: safety, transformers, substation operation, switch gear, grounding, and stray voltage.

WTEC 220 ○ **Wind Systems Technician II**

*COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: WTEC 120 with a grade of B or better

This course will introduce the students to wind generation physical infrastructures such as towers and blades. Additional studies will explore aerodynamics and tower location.

WTEC 230 ○ **Wiring and Schematics**

*COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: WTEC 120 with a grade of B or better

This course introduces students to the specifics of reading, interpreting and applying schematic diagrams. Students will use schematic knowledge to complete electrical wiring and fiber optic cabling projects.

WTEC 240 ○ **Wind Systems Technician III**

*COURSE DATA: CREDITS: 5 • LECTURE: 4 • LAB: 2 • REPEAT: 0
PREREQUISITE: WTEC 220 with a grade of B or better

This course introduces the student to generators, theory of operations, generator construction, and diagnostics.



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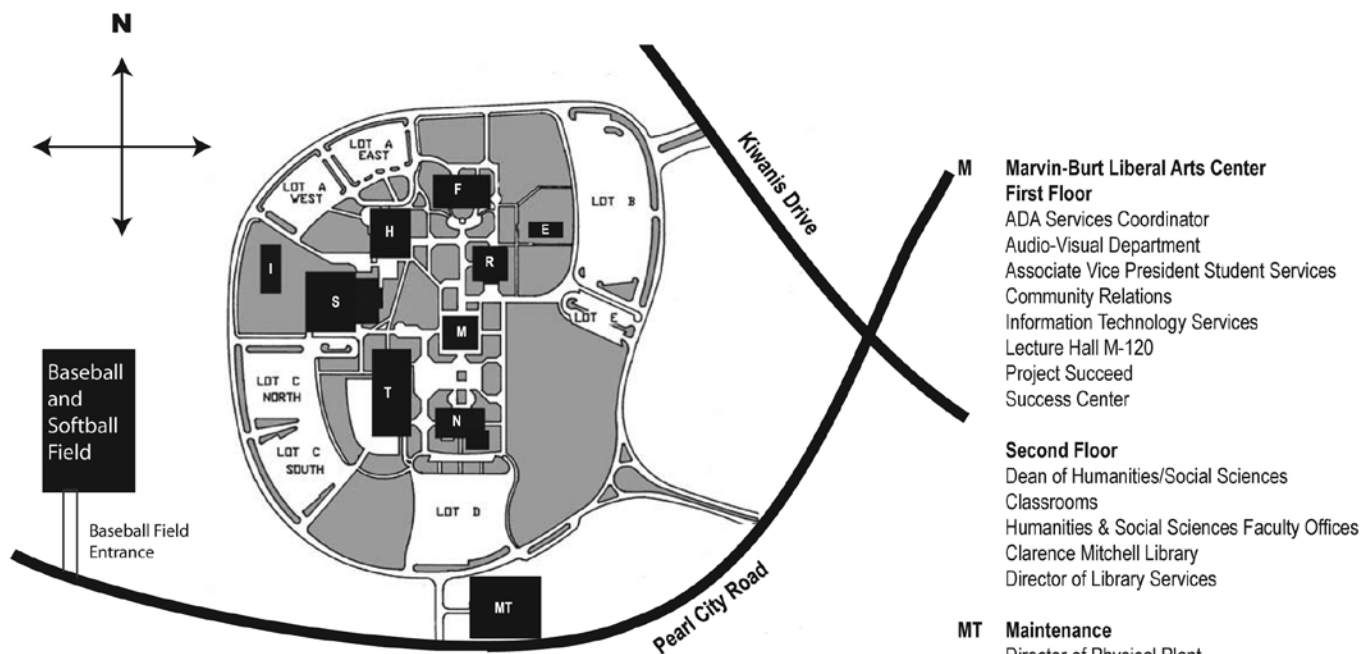
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Campus Map



E Wind Turbine Technician Training Center

F Ferguson Fine Arts Center
 Art Faculty Offices
 Band Room
 Box Office
 Chorus Room
 Classrooms
 Fine Arts Theatre
 Music Practice Rooms

H Student/Conference Center
First Floor
 Academic Advisors
 Bookstore
 Cafeteria
 Career Services
 HCC Foundation
 Student Activities
 Student Resources
 Student Senate Office

H Second Floor
 Academic Advisor's Office
 Admissions & Records Office
 Business Office
 Conference Center
 Coordinator Facilities Usage
 Dean of Enrollment Services
 Financial Aid Office
 Human Resources Office
 President's Office
 Purchasing Office
 Veterans Affairs
 Vice President of Academic Services
 Vice President of Administrative Services

I Child Care/Training Center

M Marvin-Burt Liberal Arts Center
First Floor

ADA Services Coordinator
 Audio-Visual Department
 Associate Vice President Student Services
 Community Relations
 Information Technology Services
 Lecture Hall M-120
 Project Succeed
 Success Center

Second Floor

Dean of Humanities/Social Sciences
 Classrooms
 Humanities & Social Sciences Faculty Offices
 Clarence Mitchell Library
 Director of Library Services

MT Maintenance

Director of Physical Plant
 Mail
 Maintenance Shops
 Shipping/Receiving

N Natural Science and Health Center

Classrooms
 Dean of Natural Science & Math
 Director of Nursing
 Natural Science & Math Faculty Offices
 Nursing Faculty Offices
 Science Labs

R Community Services Center

ABE/ASE/ESL Classrooms
 ABE/ASE Offices
 Adult Education
 GED Classrooms
 Math Lab Classrooms
 Retired Senior & Volunteer Program
 Stephenson County Coop. Ext. Service

S Sports Center

HCC Athletic & P.E. Offices
 Larry F. Kahl Gymnasium
 Northwest IL Family YMCA

T Technology Center

Automotive Labs
 Classrooms
 Computer Labs
 Cosmetology Center
 Dean of Business & Technology
 Business & Technology Faculty Offices
 Office Technology Lab

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