Highland Community College

2019-2021 Catalog

HIGHLAND COMMUNITY COLLEGE

2998 West Pearl City Road
Freeport, IL 61032
815-235-6121

highland.edu

Highland Community College

2019-2021 Catalog

Phone Directory

General campus phone	815-235-6121 (TTY: 711)
General campus fax	815-235-6130
Admissions	815-599-3414
Financial Aid	815-599-3559
Foundation - gifts and bequests	815-599-3413
Business Institute	815-599-3677

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 7 p.m. (Monday through Thursday) 7:30 a.m. to 5 p.m. (Friday)

Summer hours may vary

Published by

Highland Community College, Office of Community Relations
Catalog Volume #39, Spring 2019

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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 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, gender, political philosophy, color, physical or mental disability unrelated to ability, national origin or ancestry, age, marital status or other factors prohibited by applicable laws and Executive Orders. Applications from qualified veterans, minorities, persons with disabilities, females, and other protected groups 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 11246 – Equal Employment Opportunity, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the 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 Disability Rights Section, Civil Rights Division, U.S. Department of Justice, P.O . Box 66738, Washington, DC 20035-6738.

Academic Calendar 2019-2022

Fall 2019

April 15 – August 19	Registration for Fall 2019
August 15	Faculty return to campus
August 19	Classes begin
August 19 - 23	Class changes permitted
August 23	Last day to drop for first 8-week classes, no record/refund
August 30	Last day to drop for 16-week classes, no record/refund
September 2	Holiday • Labor Day
October 4	Last day to withdraw “W” for first 8-week classes
October 11	Midterm
October 14	Holiday • Columbus Day
October 15	Second 8-week classes begin
October 21	Last day to drop for second 8-week classes, no record/refund
October 21, 2019 – January 13, 2020	Registration for Spring 2020
November 21	Last day to withdraw “W” for 16-week and second 8-week classes
November 28 – 29	Holiday • Thanksgiving
December 9 - 13	Final exams
December 13	End of Fall term
December 23, 2019 – January 1, 2020	Campus closed
December 24 & 25	Holiday • Christmas Eve & Christmas Day

Spring 2020

October 21, 2019 – January 13, 2020	Registration for Spring 2020
January 1	Holiday • New Year’s Day
January 9	Faculty return to campus
January 13	Classes begin
January 13 – 17	Class changes permitted
January 17	Last day to drop for first 8-week classes, no record/refund
January 20	Holiday • Martin Luther King Jr. Day
January 27	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 19 – June 8	Registration for Summer 2020
February 28	Last day to withdraw “W” for first 8-week classes
March 6	Midterm
March 9	Second 8-week classes begin
March 13	Last day to drop for second 8-week classes, no record/refund
March 16 – 20	Academic Holiday • Spring Break
April 13 – August 19	Registration for Fall 2020
April 23	Last day to withdraw “W” for 16-week and second 8-week classes
May 7, 8, 11, 12, 13	Final exams
May 13	End of Spring term
May 16	Commencement
May 16	Final day instructors

Pre-Summer Session 2020

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

Summer 2020

February 19 – June 8	Registration for Summer 2020
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	Holiday • Fourth of July observed
July 2	Midterm
July 23	Last day to withdraw “W”
July 30	End of Summer session

Fall 2020

April 13 – August 17	Registration for Fall 2020
August 13	Faculty return to campus
August 17	Classes begin
August 17 - 21	Class changes permitted
August 21	Last day to drop for first 8-week classes, no record/refund
August 28	Last day to drop for 16-week classes, no record/refund
September 7	Holiday • Labor Day
October 2	Last day to withdraw “W” for first 8-week classes
October 9	Midterm
October 12	Holiday • Columbus Day
October 13	Second 8-week classes begin
October 19	Last day to drop for second 8-week classes, no record/refund
October 19, 2020 – January 19, 2021	Registration for Spring 2021
November 19	Last day to withdraw “W” for 16-week and second 8-week classes
November 26 – 27	Holiday • Thanksgiving
December 7 - 11	Final exams
December 11	End of Fall term
December 23, 2020 – January 4, 2021	Campus closed
December 24 & 25	Holiday • Christmas Eve & Christmas Day

Spring 2021

October 19, 2020 – January 19, 2021	Registration for Spring 2021
January 1	Holiday • New Year's Day
January 14	Faculty return to campus
January 18	Holiday • Martin Luther King Jr. Day
January 19	Classes begin
January 19 - January 25	Class changes permitted
January 25	Last day to drop for first 8-week classes, no record/refund
February 1	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln's Birthday
February 22 – June 14	Registration for Summer 2021
March 5	Last day to withdraw "W" for first 8-week classes
March 12	Midterm
March 15	Second 8-week classes begin
March 19	Last day to drop for second 8-week classes, no record/refund
March 22 – 26	Academic Holiday • Spring Break
April 12 – August 16	Registration for Fall 2021
April 29	Last day to withdraw "W" for 16-week and second 8-week classes
May 13, 14, 17, 18, 19	Final exams
May 19	End of Spring term
May 22	Commencement
May 22	Final day instructors

Pre-Summer Session 2021

May 24	Classes begin
May 25	Last day to drop, no record/refund
May 31	Holiday • Memorial Day
June 10	End of session

Summer 2021

February 22 – June 14	Registration for Summer 2021
June 14	Classes begin
June 14 – 17	Class changes permitted
June 21	Last day to drop for 8-week classes, no record/refund
July 5	Holiday • Fourth of July observed
July 8	Midterm
July 29	Last day to withdraw "W"
August 5	End of Summer session

Fall 2021

April 12 – August 16	Registration for Fall 2021
August 12	Faculty return to campus
August 16	Classes begin
August 16 - 20	Class changes permitted
August 20	Last day to drop for first 8-week classes, no record/refund
August 27	Last day to drop for 16-week classes, no record/refund
September 6	Holiday • Labor Day
October 1	Last day to withdraw “W” for first 8-week classes
October 8	Midterm
October 11	Holiday • Columbus Day
October 12	Second 8-week classes begin
October 18	Last day to drop for second 8-week classes, no record/refund
October 18, 2021 – January 18, 2022	Registration for Spring 2022
November 18	Last day to withdraw “W” for 16-week and second 8-week classes
November 25 – 26	Holiday • Thanksgiving
December 6 - 10	Final exams
December 10	End of Fall term
December 23 & 24	Holiday • Christmas Eve & Christmas Day observed
December 23, 2021 – January 3, 2022	Campus closed

Spring 2022

January 3	Holiday • New Year’s Day observed
January 13	Faculty return to campus
January 17	Holiday • Martin Luther King Jr. Day
January 18	Classes begin
January 18 - January 24	Class changes permitted
January 24	Last day to drop for first 8-week classes, no record/refund
January 31	Last day to drop for 16-week classes, no record/refund
February 11	Holiday • Lincoln’s Birthday observed
February 14 – June 6	Registration for Summer 2022
March 4	Last day to withdraw “W” for first 8-week classes
March 11	Midterm
March 14	Second 8-week classes begin
March 18	Last day to drop for second 8-week classes, no record/refund
March 21 – 25	Academic Holiday • Spring Break
April 11 – August 15	Registration for Fall 2022
April 21	Last day to withdraw “W” for 16-week and second 8-week classes
May 12, 13, 16, 17, 18	Final exams
May 18	End of Spring term
May 21	Commencement
May 21	Final day instructors

Pre-Summer Session 2022

May 24	Classes begin
May 25	Last day to drop, no record/refund
May 30	Holiday • Memorial Day
June 9	End of session

Summer 2022

February 14 – June 9	Registration for Summer 2022
June 13	Classes begin
June 13 – 17	Class changes permitted
June 20	Last day to drop for 8-week classes, no record/refund
July 4	Holiday • Fourth of July
July 7	Midterm
July 28	Last day to withdraw “W”
August 4	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 and Savanna).

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 participant in the Standard Pathway. 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 site: www.hlcommission.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 for Institutional Research
- Association of Community College Trustees
- Association on Higher Education and Disability
- College and University Personnel Association for Human Resources
- Commission on Accreditation of Allied Health Education Programs
- Council of North Central Two Year Colleges
- Council on Accreditation for Two-Year Colleges
- Council on Higher Education Accreditation
- Early Childhood Consortium
- Higher Learning Commission
- Honors Council of the Illinois Region
- Illinois Association of College Stores
- Illinois Association of Collegiate Registrars and Admissions Officers
- Illinois Association of Institutional Research
- Illinois Association of Student Financial Aid Administrators
- Illinois College and University Personnel Association for Human Resources
- Illinois Community College Admissions and Records Officers Organization
- Illinois Community College Chief Academic Officers
- Illinois Community College Chief Student Services Officers
- Illinois Community College Faculty Association
- Illinois Community College Student Activities Association
- Illinois Community College Trustees Association
- Illinois Community Colleges Online
- Illinois Council of Community College Administrators
- Illinois Council of Community College Presidents
- Illinois Council of Community Education and Training
- Illinois Online Network
- Illinois Post-secondary Agriculture Students
- Midwest Association of Student Financial Aid Officers
- National Academic Advising Association
- National Association of Basketball Coaches
- National Association of College Stores
- National Association of Student Financial Aid Administrators
- National Council for Marketing and Public Relations
- National Council for State Authorized Reciprocity Agreements
- National Junior College Athletic Association
- National Organization for Associate Degree Nursing
- Network of Illinois Learning Resources in Community Colleges
- Organization for Associate Degree Nursing
- PrairieCat
- Society for Human Resource Management
- Wisconsin Collegiate Bowling Conference

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 56 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 fundraising 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 donation web site Highland.thankyou4caring.org. For more information on how you can make a difference in the lives of the students of northwestern Illinois by donating to Highland Community College through 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 highland.edu/admissions. Most scholarship applications are posted on the website by February 1 of each year, with an April 1 deadline.

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, disability, or national origin. Sixty-four percent of the students are women, 36 percent are men. College students range in age from 15 to 75, with an average age of 28. The College serves an estimated 4,500 students each year, including more than 500 students enrolled in Community Education and Business Institute courses, and 150 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. 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 Lifelong Learning 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. Transitional courses and academic support programs are in place to help students reach the levels necessary to succeed in the coursework of their choice.

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

ADMISSIONS & REGISTRATION

ADMISSIONS ELIGIBILITY

College Degree and Certificate Program Courses

See the "Academic Programs" section of this catalog, beginning on page 55, 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 with 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-requisites 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 websites http://sat.collegeboard.org, or http://www.advanced.org/, http://nces.ed.gov/globallocator, http://ope.ed.gov/accreditation, and http://www.actstudent.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.

Limited Enrollment Programs

Students who want to be admitted to Highland's Nursing and Medical Assistant, programs need to satisfy other admissions requirements. See the "Academic Programs" section of this catalog for further information about admission to this program.

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 51.

ADMISSIONS PROCEDURES

Academic Placement Test

All students seeking a degree or certificate or certain classes requiring prerequisites are required to take a placement test. Current ACT or SAT scores may exempt students from certain components of the placement tests.

Academic placement tests are administered in the Student/Conference Center, room H-108B (Monday to Friday – 8:30 a.m. to 2:30 p.m.) and during scheduled evenings through the Testing Center located in the Success Center (Building M). Call 815-599-3678 for placement testing 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 highland.edu.
2. Submit official and final (sealed envelope) high school transcripts (or GED certification).
3. Submit ACT or SAT scores. Although this is not a requirement for general admission, it is strongly recommended for placement assistance.
4. Take Highland's academic placement test.
5. Register for classes through a student advisor. Registration appointments may be made by calling 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 courses requiring prerequisites.
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 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 registration 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. Have transfer credits from an regionally accredited college or university (C or better) 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.
3. 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 Executive Vice President 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. In-district 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 degree or certificate seeking. 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 registration 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. An 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 (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, Online, and Basic 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 Add/Drop 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.) Once the class has started, the student must receive the instructor's written signature on the add/drop form. Classes can be dropped with a full refund during the first two weeks of classes for 16-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 competed if they are dropping or changing classes.

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

Refund Amount 100%: 10-week classes – through the first 5 business days of session start date

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

Refund Amount 100%: 5-week classes – through the first 4 business days of session start date

Refund Amount 100%: 4-week classes – through the first 4 business days of sessions start date

Regular Summer Session (8 week 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. Registration fees are not refunded after the 100% drop date.

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-week classes, and third 5-week 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 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 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.

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 47 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.

Highland residents also have the opportunity to attend college through cooperative agreements with two Wisconsin colleges: Blackhawk Technical College (Monroe and Janesville campus) and Southwest Technical College (Fennimore, WI).

For cooperative agreements, HCC asks students to take all general education classes with HCC (for appropriate programs) and requires that they complete the cooperative agreement approval form each academic year. The cooperative agreement form can be found on the HCC website under the Admissions page.

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 using the web address listed 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, pay your remaining balance, or secure another form of aid by the next published deadline date.
3. Set up a payment plan at www.highland.edu/billpay. 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 "Bill Pay FAQ" 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 online 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 for payment purposes. Under this scenario, the student is responsible for any and all payment by the published deadline dates.

Financial Responsibility Statement

By registering for classes at Highland Community College, the student accepts full financial responsibility for payment of the term tuition, fees, as well as associated costs related to registration and or/other Highland Community College services, by the applicable deadlines. Highland Community College may use any and all means necessary to collect this debt in accordance with state and federal laws.

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)
7. Not be in default on a Federal Student Aid Loan.

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)
- 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 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 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 or upon review of file.

Disbursements

The Financial Aid Office disburses Federal funds (PELL, SEOG) the ninth or tenth week of the semester. State funds (MAP) are subject to funding and may not be disbursed until received from the state. 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, 33, 35, and REAP 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 good "Academic Standing" as described on page 42 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 the First-Year Experience Seminar, the Writing Center, transitional education courses, tutoring, guidance, and support through implementation of the Americans with Disabilities Act.

The First-Year Experience Seminar, available to all students, facilitates successful transition to college by introducing students to campus technology and resources. FYES affords students an instructor who can offer guidance and answer general questions about the college experience.

Courses in transitional math, basic communication, college-level reading, and transitional writing and editing offer students the opportunity to improve their academic skills in order to benefit from college level instruction.

The Writing Center is staffed by Highland English instructors who provide mentoring and sustained guidance to students. Requests and individual needs of students are addressed by instructors in virtually any academic area. One-on-one interaction and consultation during any part of the writing process is available to students at selected times throughout the week.

Free academic support, online or in person, 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. In addition, paraprofessional tutors are available to assist students with specialized subjects, such as nursing.

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 by appointment. Students should complete a request form for services not already on the schedule or to make an appointment.

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.

Disability Services

Disability 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:
  - Test accommodations (extended time, quiet testing location, reader, scribe)
  - Academic accommodations (tape record lectures, preferred seating, note taker)
  - Alternate format (audio books, closed-captioned videos, Braille books)
  - Technology (JAWS, Read&Write Software, Dragon NaturallySpeaking software, digital voice recorders, smart pens, tracker pro device, MAGic screen magnification)
  - Sign language interpreting services
- Consultation, referral, and disability awareness information
- Accessibility information, maps, and basic mobility orientation

Disability Services is located in Building M, M-104, 815-599-3605 (TTY: 711); 815-599-3646 (Fax); adaservices@highland.edu

Students are encouraged to contact the Coordinator of Disability 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, which covers Stephenson, Jo Daviess, and Carroll counties, at 815-233-5904, or Illinois Department of Human Services Family Community Resource Center, which covers Ogle County, at 815-732-2166.

Information regarding the complaint process is available on the Highland website under Disability Services.

First-Year Experience Seminar

Both an orientation and a seminar, the First-Year Experience Seminar is a two-credit transferable course designed to ensure that incoming students have a successful and satisfying transition to college. FYES instructors guide students as they familiarize with important campus resources and support students as they develop skills and habits that are critical for success in college and beyond.

All degree-seeking students must complete a First-Year Experience Seminar (LIBS 199) prior to graduation. 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 and delivery formats. Call 815-599-3428 for more 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. The librarians and staff of the Clarence Mitchell Library are dedicated to helping Highland students, faculty, and staff succeed in learning, teaching, and research. Our services emphasize working closely with students to develop skills in the use and evaluation of information sources. Instruction is offered through individualized research appointments, classroom instruction, and drop-in research assistance.

The Library's book, journal and media collections, in analog and digital formats, are wide-ranging and represent multiple view- points, languages, and cultures. The Clarence Mitchell library is part of a world-wide network of libraries that can bring you information from all parts of the globe. We offer spaces for quiet and collaborative study, as well as an open computer lab. The library sponsors cultural programs and other events. The library is part of the wider Highland district community. Residents are welcome to borrow from our collection, use our facilities, and enjoy our events.

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 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, SAT 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. Student advisors will provide valuable assistance and information in this decision-making process. Transfer information is available from each student advisor. The Transfer Coordinator/Student Advisor gathers and disseminates this information and also provides catalog 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 concerns 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/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 March or 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 also collaborates with local employers and area agencies. Career Services utilizes College Central Network (CCN) for the job posting and seeking needs of our community. With CCN, students, alums, and community members can create a free account profile which allows them to:

- Search for both full-time and part-time employment opportunities as well as internships/co-op possibilities
- Create and upload a resume and career portfolio that employers can review
- Access event announcements, career advice, podcasts, videos, and articles

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 Monday through Friday, from 8 a.m. to 5 p.m. Summer hours may vary.

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 SERVICES

The purpose of Student Support Services (SSS) is to

- retain and graduate students from diverse and disadvantaged backgrounds at the highest possible rate; and
- foster an academically focused climate supportive of the success of students.

Mission

Our purpose evolved out of the belief that students, when provided with the tools, resources, and information necessary for success, will have a greater chance of graduating.

SSS aims to embody a holistic program that facilitates and customizes services that address the academic and non-academic needs of participants at each level of their college experience.

Why Students Should Participate in SSS

Students who participate in SSS are more likely to remain at HCC and graduate than students from similar backgrounds who did not participate in the program.

The following services are free of charge to active SSS Students:

Tutoring – one-on-one and group instruction is provided by peer and professional tutors who have training and expertise in math, science, and other subjects.

Writing Assistance – provides an evaluation of the student's writing to help produce quality academic essays. In addition, students are helped with developing resumes and personal statements for career support and four-year school entry.

Academic Advising – helps the student set achievable goals and develops the skills needed to ensure that he/she makes timely progress toward his/her degree.

Course Planning – assists in identifying and examining the student's strengths and limitations in order to create a manageable schedule of classes.

Personal Coaching – provides the student with access to sensitive and caring SSS staff who strive to understand and support goals, aspirations, and challenges – both academic and non-academic.

Career Guidance – helps formulate answers to the questions "Who am I?", "What do I want to do?", and "How do I get there from here?"

Academic Monitoring – SSS collects quarterly, pre-midterm, and year-end reports that provide staff with information in time to help the student take action and improve course grades.

Scholarships – students can apply for a TRIO scholarship specifically for SSS students.

Financial Education – helps the student to improve his/her financial literacy and gain knowledge of financial resources through workshops, individual coaching, and a SSS online Financial Literacy course.

Academic and Social Events – attend cultural events and workshops on study skills, time management, personal development and other topics of interest. SSS students are honored at our graduation reception during December and May of each year.

High-Tech Computer Lab – specifically reserved for only SSS students to work on a computer, print coursework and make copies.

Study Zones – a quiet place to study and learn from other students.

The following SSS practices resulted in a significant positive effect on students' persistence, grade point averages and graduation rates.

An emphasis on academic success – The program focuses on ongoing academic enrichment at each level of the student's college experience. Course performance expectations and tutorial attendance standards are highly enforced. In addition, tutoring in the first year showed the greatest positive effect.

Ongoing advising – Staff members meet with students multiple times throughout the semester.

High levels of student contact hours – The program offers services and activities to meet individual needs and financial incentives to motivate students to show up for services. It is noteworthy that the effects of SSS are more profound as a student's contact hours increase.

Targeted recruitment and selection procedures – Students are selected who have the potential to be successful in the program and committed to obtaining a degree or certificate and transfer.

Dedicated and skilled staff – The program is staffed adequately by individuals who are dedicated and qualified to accomplish its purpose. Job related training and development are integral parts of the effectiveness of the program. SSS staff come from similar social, economic, and/or racial/ethnic backgrounds as program participants. Their own personal experiences allow them to understand SSS students' lives, which shape their insights and expertise.

An inclusive and supportive environment – SSS's staff common background with participants helps create a home-base environment that maximizes students' success.

Academic coaching – Aimed at helping functioning individuals set and achieve goals, overcome obstacles, and maintain motivation.

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

J. Rosemary Shockey HCC Bookstore

The J. Rosemary Shockey HCC Bookstore provides your best resource for the correct textbooks. You may buy new, used (when available) and if a textbook qualifies for the rental program you will be given the option to rent. Not all textbooks will be available to rent. You will also find your supplementary instructional supplies as required by the instructor of each course. Students are required to supply their own textbooks and supplies. Here at the J. Rosemary Shockey HCC Bookstore you may purchase passes for the Go Transit Stephenson County transportation service. You may also purchase Arts Café Meal Cards. The Arts Café serves breakfast and lunch Monday – Thursday during our regular semesters. The J. Rosemary Shockey HCC Bookstore also carries the following: required art supplies, imprinted clothing, hats, gift items, academically priced software, laptops, additional hardware products, technology products, greeting cards, balloons, and writing supplies. 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). Students may also print a copy of their schedule here in the J. Rosemary Shockey HCC Bookstore.

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. Select books are bought back year-round.

If you have questions regarding buyback, please stop by. Buyback is easy and you may get cash back for your books.

Cafeteria

Food service is available from the cafeteria from 9:00 a.m. to 1:30 p.m. Monday through Thursday. The cafeteria offers breakfast items, sandwiches, soups, salads, desserts 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. The College publishes Higher Education Act (HEA) information designed to give current students, prospective students, and the general public an overview of the Highland Community College and its procedures and practices. The information includes academic programs, athletics participation rates, crime statistics, privacy information, financial aid, completion rates and other important college policies and practices. For further information, call 815-599-3421.

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. 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. 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. Emergency contact information can be added to a student's record by contacting the Office of Enrollment Services. 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 provides mental health assessments and crisis counseling. 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 email to counseling@highland.edu. Concerns may also be reported online at https://cm.maxient.com/reportingform.php?HighlandCC

A sexual assault counselor from VOICES provides confidential services and help accessing on- and off-campus assistance. Concerns may be reported confidentially online at https://cm.maxient.com/reportingform.php?HighlandCC

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 may result in disciplinary action. HCC students failing to pay will have a hold placed on their account.

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 are 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 is available at highland.edu under the quicklinks menu. If an emergency arises, students and visitors are to call 911, use a campus emergency phone, or call campus security at 815-599-3652. The security office, H-114, is located on the first floor of the Student Conference Center. For non-emergencies contact the security office at 815-599-3652.

If campus is closed, due to inclement weather or an emergency, students are notified by an automated telephone call to the primary telephone number given to the Admissions and Records Office.

Anyone call also register to receive text messages from the College by subscribing at 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
KROS	1340 AM	Clinton, IA
WCCI	100.3 FM	Savanna
WEKZ	93.7 FM	Monroe, WI
WSDR	1240 AM	Sterling
WJOD	107.5 FM	Galena
WSSQ	94.3 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, Highland email address may also receive important messages in an emergency situation. All students and staff are assigned a highland.edu email account.

Announcements are also posted on highland.edu and the main Highland Community College social media accounts.

STUDENT LIFE

STUDENT ACTIVITIES

The College encourages and promotes a program of extra-curricular, co-curricular and other 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 about activities are provided through the campus digital screens, email, Highland app, and 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

The Highland music department offers students the opportunity to participate in vibrant performance ensembles, which include the Chamber Singers, Royal Scots, Chorale, Concert Band, Orchestra, and Jazz Ensemble. Vocal and instrumental groups are open to all interested HCC students regardless of major. Course credit is available and is tuition-free.

Theatre

Highland provides a high quality theatre experience. 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

Prairie Wind is an award-winning annual publication collecting the best artwork, photography, literature, poetry, and music submitted from the many talented members of Highland Community College and artists in neighboring communities.

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, Region IV, 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 present in a variety of public-speaking events. The Forensics Program is open to all students.

Campus News Organization

The student-run multimedia news organization, *The Highland Chronicle*, communicates with the student body; the College faculty, staff, and administration; and the communities in the Highland district. Students interested in journalism are encouraged to participate. No prior journalism experience is required. Course credit is available and is tuition-free.

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 normal 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 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
- Using campus or other College controlled facilities without authorization
- Obstructing or disrupting of teaching, learning, studying, or other College activities
- Threatening, attempting, or committing physical violence
- Damaging, destroying, or unlawfully possessing College facilities or property
- Theft

- Possessing and/or using 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, Vice President of Student Development and Support 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. (Vice President of Student Development and Support 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. (Vice President of Student Development and Support Services or designee)

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

Dismissal: A written termination of student status for an indefinite period of time. (Vice President of Student Development and Support 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 Vice President of Student Development and Support 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 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 Vice President of Student Development and Support Services or designee within two (2) College business 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 Vice President within seven (7) College business 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 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 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) College business days from the issuance of the decision. The hearing before the Judicial Review Board is to take place within ten (10) College business 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:

1. The Student Judicial Review Board hears appeals under Student Code of Conduct, Academic Integrity and Academic Misconduct, and Other Student Academic Complaints outlined in the College catalog.
2. On the occasion that a Student violation 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 refer the responsibility to the appropriate administrator to ensure that the Student has the opportunity to make up all work missed and to expunge the disciplinary complaint from his/her record. 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.
3. The Student Judicial Review Board shall be composed of the following seven members: the Affirmative Action Officer or his/her designee, 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. A Recorder may be assigned to assist the Student Judicial Review Board. The Presiding Officer of the Student Judicial Review Board will be the Affirmative Action Officer or his/her designee. Appointments to the Student Judicial Review Board will be made on an as-needed basis. In appeals related to personal or private health information, the Student filing the appeal may elect that no Students will be appointed to the Student Judicial Review Board.
4. The Student's written appeal will be shared with the appointed Student Judicial Review Board members prior to a hearing. 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 making the original appointment.
5. The first hearing will be held within 10 school days after receipt of the appeal. The selection of the hearing date(s) will be made by the Affirmative Action Officer. Although the Student's academic schedule will be taken into consideration, the Affirmative Action Officer will determine the hearing date(s) and will provide the date(s) to the Student and the Student Judicial Review Board.
6. The Student and the HCC representative may provide documents for the Affirmative Action Officer to distribute to the Student Judicial Review Board for their review prior to the hearing.
7. A verbatim record of the hearing shall be taken and the entire proceeding shall be electronically recorded.
8. Student Judicial Review Board meetings are closed and by invitation only. All details of the hearing are confidential.
9. If accepted for hearing, at the first hearing date, both parties to the appeal will present additional supporting documents and information.
10. The Student Judicial Review Board sits in review of a decision made by faculty or administration. The Student Judicial Review Board has the authority to uphold, reverse or modify the decision being appealed. Decisions by faculty or administration are presumed correct and it is the burden of the Student to produce evidence to support the decision to be overturned or modified.
11. At the conclusion of a hearing, the Student Judicial Review Board will discuss the case, outside the presence of the parties, and subsequently render their decision (e.g., uphold, reverse or modify the decision being appealed or reconvene for additional hearing).
12. The Student Judicial Review Board's decision will be delivered to the Student filing the appeal and the HCC representative within 24 hours of the completion of the hearing. The decision will be delivered by the Presiding Officer of the Student Judicial Review Board.

13. The Student Judicial Review Board's written decision is the final internal appeal opportunity in the Student judicial rights due process.
14. The Affirmative Action Officer will maintain a record of all hearings and pertinent documents.
15. The Student Judicial Review Board members are not to discuss matters before the Board with anyone and are to respect the privacy of all persons involved. Questions about a Student Judicial Review Board case to individual Student Judicial Review Board members should be directed to the assigned Affirmative Action Officer.
16. Providing false or misleading information at the hearing or to the Student Judicial Review Board is against College policy.
17. The Student Judicial Review Board members shall not retaliate against any person or party for participating in a matter before the Student Judicial Review Board.
18. Any interference by a College employee in this process may be reported to the employee's supervisor and may subject the employee to possible discipline.
19. The Student Judicial Review Board, upon request, may have the Presiding Officer resource the College attorney for legal counsel.

The responsibilities of the Student after submitting a written appeal include:

1. Student may submit documentation to support their appeal to the Affirmative Action Officer within 48 hours of filing their appeal. These documents will be shared with the Student Judicial Review Board for review prior to the hearing.
2. Student may provide to the Affirmative Action Officer a list of possible witnesses to support their appeal. Prior to testimony, witnesses shall identify themselves and state their relationship to the present case.
3. If accepted for hearing, Student may present their appeal at the first Student Judicial Review Board hearing.
4. Student may have an advisor, parent or guest with them at the hearing. The advisor, parent or guest is allowed to hear the proceedings of the Student Judicial Review Board, but are not permitted to speak or intervene during these proceedings.
5. The Student is entitled to question HCC Representative and any witnesses.
6. Student Judicial Review Board meetings are closed and by invitation only. All details of the hearing are confidential.
7. Questions outside of a Student Judicial Review Board hearing should be directed to the assigned Affirmative Action Officer rather than individual Student Judicial Review Board members.
8. Providing false or misleading information is against College policy.
9. The Student shall not retaliate against any person or party for participating in a matter before the Student Judicial Review Board.
10. Any interference by a Student or witness in this process risks having charges or additional charges filed against them.

The responsibilities of the HCC Representative (decision-maker) include:

1. HCC Representative may submit documentation to support their decision related to the appeal matter to the Affirmative Action Officer within 48 hours of notification from the Affirmative Action Officer of the filing of an appeal. These documents will be shared with the Student Judicial Review Board for review prior to the hearing.
2. HCC Representative may provide to the Affirmative Action Officer a list of possible witnesses to support their decision. Prior to testimony, witnesses shall identify themselves and state their relationship to the present case.
3. If accepted for hearing, HCC Representative may present their documentation to support their decision at the first Student Judicial Review Board hearing.
4. The HCC Representative is entitled to question the Student and any witnesses.
5. The HCC Representative will follow through with the final decision of Student Judicial Review Board.
6. The HCC Representative will maintain confidentiality.
7. Student Judicial Review Board meetings are closed and by invitation only. All details of the hearing are confidential.
8. Questions outside of a Student Judicial Review Board hearing should be directed to the assigned Affirmative Action Officer rather than individual Student Judicial Review Board members.
9. Providing false or misleading information is against College policy.
10. The HCC Representative shall not retaliate against any person or party for participating in a matter before the Student Judicial Review Board.
11. Any interference by a College employee in this process may be reported to the employee's supervisor and may be subject to possible discipline.

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:** using another's ideas, words or work and misrepresenting or presenting them as your own original work without properly citing or acknowledging the source.
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

Tier 1: Any of the following sanctions may be imposed at the discretion of the instructor. Once the sanction has been imposed, the instructor will file an academic misconduct report with the instructor's Dean or supervisor. If the Dean or supervisor determines that this is a second offense, he/she will notify the EVP so that Tier 2 sanctions may be imposed.

A. An oral reprimand;
B. A written reprimand to the student;
C. An assignment to repeat the work or an alternate assignment;
D. A reduction in grade on the assignment;
E. A reduction in course grade;
F. A failing grade in the course.

Tier 2: Sanctions are imposed by the Executive Vice President when the student has been found responsible for two or more previous academic misconduct offenses or when the conduct is deemed egregious. Academic misconduct probation is defined as a specified period of time (no longer than one academic year) during which student privileges are revoked and further violations will lead to suspension from the college. **Note:** Except for Tier 2C, when these sanctions are imposed an "XF" designation is entered into the transcript, indicating that academic dishonesty has occurred. Student privileges are revoked until the sanction is lifted or the student completes remediation. See Section C under "Procedures and Rights":

A. Academic misconduct probation;
B. Temporary suspension from the college;
C. Permanent dismissal from the college.

Procedures and 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. If the student has been found responsible for a prior incident, the Dean will notify the student and the faculty member involved that Tier 2 sanctions will be imposed.
B. If a student wishes to protest a grade based upon work judged by an instructor to be a product of academic misconduct, he/she must follow the procedures outlined in the "Grade Complaints" section below. If the student wishes to protest a verbal or written warning, he/she must follow the "Non-Grade Complaint" procedures outlined below.
C. With the exception of the Tier 2C sanction, students receiving other Tier 2 sanctions and a failing grade in the course will receive an "XF" on the college transcript, indicating that academic dishonesty has occurred. This will remain on the transcript until the student completes a remediation program and/or academic integrity counseling. Students receiving Tier 2 sanctions are prohibited from participating in college sponsored extra-curricular activities. This includes, but is not limited to, athletic events, clubs, and other college organizations. Once the remediation program is completed or the probation or suspension period has been lifted, the "X" designation is removed and privileges are reinstated.

OTHER STUDENT COMPLAINTS

Highland Community College students have the right to express their opinions regarding treatment in academic or service matters. The following process is for complaints that are not related to academic grades. For grade complaints, see the grade complaints procedure.

Students shall express concerns initially with the appropriate faculty or staff member within seven (7) College business 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 or staff member report.

The request must be in writing and must be received by the Dean or supervisor within five (5) College business days after the initiated attempt at resolution. The Dean or supervisor will discuss the complaint with the instructor or staff member and student before deciding the appeal. The Dean or supervisor shall issue a written response covering the outcome of the review within seven (7) College business days after receipt of the request.

The instructor or staff member will be briefed about the 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 Executive Vice President within five (5) College business days after receipt of the Dean's response, or to the appropriate Vice President in the case of a staff member.

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

Grade Complaints

Highland Community College students have the right to express their concerns regarding course grades. Students shall express their concerns initially with the appropriate faculty or educational staff member within five (5) College business days of a contested grade being made available to the student.

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 made in writing and must be received by the Dean or supervisor within five (5) College business days after the initiated attempt at resolution.

The Dean or Supervisor will discuss the complaint with the student and instructor before deciding the appeal. The Dean or Supervisor shall issue a written response summarizing the situation and covering the outcome of the review within five (5) College business 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, or if the instructor who gave the initial grade does not agree with the Dean's or Supervisor's resolution of the issue, the student or the instructor may appeal in writing, including a copy of the Dean or Supervisor's written response to the Executive Vice President (EVP) within five (5) College business days after receipt of the Dean's or Supervisor's response. The Executive Vice President (EVP) shall review the complaint fully and attempt to mediate within five (5) College business days. If unsuccessful, the EVP will issue a written summary and decision within five (5) College business days. If the result is unsatisfactory to the student or instructor, either the student or instructor may file a written appeal, including a copy of the Executive Vice President's written summary and decision to the Grade Appeals Committee. The written appeal shall be submitted to the committee within five (5) College business days after the written decision of the Executive 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) College business 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 two College administrators or professional staff appointed by the President of the College, two faculty members appointed by the President of the Faculty Senate, and one student senator appointed by the President of the Student Senate. 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. Any parties involved in the appeal (e.g., students or faculty) shall not discuss the appeal with committee members outside of committee meeting. Both parties will have an equal

opportunity to address the committee. The charge of the committee shall be to review the merits of the appeal on the basis of the original complaint. No additional basis or justification for the complaint shall be admitted. The appeal will be upheld if the committee finds that a mistake or unfair treatment occurred leading directly to the contested grade.

Sexual and Other Harassment Complaints

Harassment of any kind is prohibited at Highland Community College whether it is sexual harassment or harassment based on age, color, disability, ethnic or national origin, sex, gender identity, pregnancy, race, religion or sexual orientation, or any other legally protected classification under federal or state law. An individual who believes he/she has been harassed should report the harassment to the Vice President of Student Development and Support Services (Title IX Coordinator and Investigator), Associate Vice President of Human Resources (College's Affirmative Action Officer and Investigator), the Director of Adult Education (Investigator), or the Coordinator of HRIS (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 or Sexual Misconduct and Violence policy. The Resources and Rights for Victims, policies, and procedures for confidential and other reporting may be found on the website at highland.edu/student-information/student-right-know.

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 and staff members have identified student learning outcomes 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 will 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.

Highland has identified five General Education outcomes, also known as Institutional Outcomes, that apply to all degree-seeking students.

- Written Communication – Students will be able to develop and express ideas in writing.
- Oral Communication – Students will be able to deliver a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listener's attitudes, values, beliefs, or behaviors.
- Critical Thinking – Students will demonstrate a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
- Quantitative Literacy – Students will demonstrate the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations.
- Information Literacy – Students will engage in reflective discovery of information, evaluate information based on an understanding of how it is produced and valued, synthesize information to create new knowledge and participate ethically in communities of learning.

INFORMATION TECHNOLOGY SERVICES ACCEPTABLE USE GUIDELINES

The Information Technology Services Acceptable Use Guidelines below were updated in 2015 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 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 Pre-K-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 acceptable use, as well as 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 the Director, Information Technology Services for assistance at 815-599-3599.

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, code 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 the Director, Information Technology Services for further information).

Highland Community College reserves the right to enforce applicable penalties in accordance with College policies, code of conduct, or local, state, or federal law 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. To ensure proper network performance and security, as well as appropriate use, authorized Information Technology Services staff may monitor and record user activity. No user shall have expectations of privacy in their use of computer technology, including email messages and stored files.

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, code of conduct, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other constituents apply online as in real world situations. Employees are personally accountable for anything they post to any 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 computer 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 related 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, email, 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"

Unauthorized Access Unauthorized 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, email, applications, etc.)
4. Using technology resources for unauthorized or illegal uses.
5. Logging onto another user's account; sending email, 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.

Unauthorized Access to or Use of Services and Equipment

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. Intentionally damaging or tampering with 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, streaming non-educational audio/video, or downloading 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. Employees are not to use technology services excessively for personal use while performing their regular assigned duties.
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.

Unauthorized Use of 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.

Unauthorized Use of 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 email distribution lists. Bulk mail should not be the venue for any all-campus conversations.

25. Forwarding or otherwise propagating chain email and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain email for charitable or socially responsible causes.
26. Malicious email, such as "mailbombing" or flooding a user or site with very large or numerous items of email.
27. Forging of email header envelope information.
28. Forging email from another's account.

Unauthorized Use of 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 AND ACCEPTABLE USES

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 http://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 are 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 inquiries. 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 a 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 account administrator 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 a 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. Refrain from posting personal opinions on official College social media accounts. Refrain from using the HCC name to promote any personal 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 3.3: The PAN (Personal Account Number) is masked when displayed and the last for digits are the maximum number of digits to be displayed.
2. PCI Self-Assessment Questionnaire number 4.2: All PAN's (Personal Account Numbers [credit card numbers]) are not to be sent via end-user messaging technologies, such as testing, instant messengers, email, etc.
3. PCI Self-Assessment Questionnaire number 9.9 (a): The College must maintain a list of devices that are capable of capturing payment card data via direct physical interaction with the card.
4. PCI Self-Assessment Questionnaire number 9.9 (b): College employees authorized to operate equipment related to capturing payment card data via direct physical interaction with the card must perform real-time inspections of the equipment to look for any tampering (such as card skimmers) or substitution. Examples of signs that a device might have been tampered with or substituted include unexpected attachments or cables plugged into the device, missing or changed security labels, broken or differently colored casing, or changes to the serial number or other external markings. Report any suspicious tampering or substitution to the Vice President, Administrative Services immediately.
5. PCI Self-Assessment Questionnaire number 9.9 (c): The College must train employees during PCI security training to look for suspicious behavior, device tampering, and substitution. No College employee may purchase any device or service relating to the processing of credit card information without approval from the Vice President, Administrative Services.
6. 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.
7. PCI Self-Assessment Questionnaire number 12.3.2: Authentication to systems is required by staff to access critical technologies
8. PCI Self-Assessment Questionnaire number 12.3.3: The College maintains a list of all such devices and personnel with access, considered to need access to critical technologies.

9. 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. Use of SeatAdvisor is limited to the Box Offices.
10. PCI Self-Assessment Questionnaire number 12.3.6: 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. Use of SeatAdvisor is limited to the Box Offices. The network locations of these technologies are maintained.
11. PCI Self-Assessment Questionnaire number 12.3.8: The College maintains an automatic disconnect timeout for remote access technologies after a period of inactivity lasting 15 minutes.
12. 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.
13. PCI Self-Assessment Questionnaire number 12.5.3: The Vice President of Administrative Services is responsible for establishing, documenting, and distributing security incidents, response, and escalation procedures to ensure timely and effective handling of all situations.
14. PCI Self-Assessment Questionnaire number 12.8.3: The College performs due diligence in evaluating the reputation of a vendor to ensure they have a good and clean record and reputation with PCI security.
15. PCI Self-Assessment Questionnaire number 12.8.4: The College performs an annual inspection on all service providers to validate their PCI compliance using the PCI council's lookup tool. These checks are performed at least annually.

GENERAL INFORMATION

Bulletin Boards

Bulletin boards are located in each building for students, faculty, and staff for communication of campus activities. The Office of Marketing and Community Relations 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 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 an urgent security issue arises, call Campus Security 815-599-3451 (x3451 from a campus phone) or call 911. The Campus Security line is answered 24 hours a day, seven days per week excluding Sundays 7:00 a.m. to 11 p.m. and College observed Holidays. To speak directly with a sheriff's deputy on campus for non emergencies, call 815-599-3652 (x3652 from a campus phone).

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 Incident Reporting Form found on the College web site's Quick Find Menu. Early notification of concerns allows the College to respond more proactively.

Resources and Rights for Victims of Sexual Misconduct

Highland Community College believes members of the College community and visitors should have a learning environment free of sexual misconduct, including domestic violence, dating violence, sexual assault and stalking. College procedures and reporting options pertaining to sexual misconduct are contained in the comprehensive policy and on the College web site in the Resources and Rights for Victims of Sexual Misconduct at http://www.highland.edu/students/documents/Rights_and_Resources_for_Victims_of_Sexual_Misconduct.pdf. The College's first concern is for the safety and well-being of individuals in our campus community who have been the target of any act of sexual misconduct.

To contact the Title IX Coordinator or a Deputy Investigator:

Title IX Coordinator, Liz Gerber
Marvin Burt Liberal Arts Building, M-101
815-599-3531
Liz.Gerber@highland.edu

Title IX Deputy Investigator, Mark Jansen
Community Services Building, R-132
815-599-3455
Mark.Jansen@highland.edu

Title IX Deputy Investigator, Rose Ferguson
Student/Conference Center, H-232
815-599-3402
Rose.Ferguson@highland.edu

Students may file a confidential report through the online incident reporting system at www.highland.edu/students/referral.asp

The College's confidential advisor will respond to all confidential reports submitted.

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 statement.

Tobacco Use on Campus

Smoking is prohibited in or on HCC owned, operated or leased property which includes grounds, facilities and College owned vehicles in accordance with the Illinois Smoke-Free Campus Act. This includes the burning of any type of cigar, cigarette, pipe, or other smoking equipment. The use of e-cigarettes is subject to the same restriction as smoking. In addition, use of tobacco products is prohibited. This includes smokeless/chewing tobacco and e-cigarettes. Smoking and tobacco use inside private vehicles is permitted.

Highland Community College is committed to maintaining a healthy, productive environment for all of its students, faculty, staff and visitors. Complying with the state law, as well as becoming a tobacco-free campus, offers support for this commitment.

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: "Roary" the Cougar

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. Students with a temporary disability may seek assistance and accommodations from the Disabilities Services office.

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 – only used for midterm grades and final grades in Lifelong Learning
- P Pass – same verbiage as S grade
- U Unsatisfactory – same verbiage as S grades
- I Incomplete
- W Withdraw
- AU Audit
- PR Proficiency Credit

Course Repeats

Once a student receives a letter grade of A, B, C, in a course (and the repeat value of the course is 0), 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" 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 (Auditing the class is the same cost as taking a class for credit). 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 9 for information about withdrawing from a course. Changes in enrollment will likely affect the amount of a student's 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.

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 credit, including credit transferred from other institutions, 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

Students graduating with an Associate of Applied Science degree (AAS) in an occupational program are guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the technical 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 five 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 syllabi and/or program description.
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 must be licensed or certified prior to employment in the field. Graduates who do not pass state board or licensing examinations will be eligible for remediation help to prepare them to re-take the exam within a year of graduation. This guarantee 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

Students graduating with an Associate of Arts (AA) or Associate of Science (AS) degree from Highland Community College are guaranteed the acceptance of baccalaureate courses earned at HCC by Illinois Articulation Initiative (IAI) participating transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to all conditions listed below:

A. The application for a refund must be submitted within one calendar year of completion or graduation with an AA or AS 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.
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 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 guarantee program shall be limited to tuition reimbursement of the course 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. Students will receive the letter grade of "PR" on their transcript for the following areas.

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 Dean, Health, Natural Science, and Mathematics 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.

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 Highland Community College. 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 one 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 dual credit at Highland, contact the Coordinator, Outreach and Dual Credit at 815-599-3512.

For more information regarding transfer course dual credit, contact the Transfer Coordinator at 815-599-3487, 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 SAT score of 1200 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. Students will be recognized at the Honors Convocation and at Commencement, and they will have a special designation placed on their transcript.

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 about 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 at least 15 approved semester hours of credit at Highland.
4. Successfully completed LIBS 199.
5. 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 - Third Monday in October
   Spring Graduation - Third Monday in February
   Summer Graduation - Third Monday in April

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 at least one-half (1/2) of the required semester hours for the certificate at Highland.
4. Successfully completed LIBS 199
5. File an Intent to Graduate form, available at the Office of Admissions of Records, by the appropriate deadline.

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 early May) 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 cords 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. Highland will accept credits from regionally accredited institutions.

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 six times a year. Both online and in-person 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
- RN to BSN

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 request transcripts from highland.edu and hover over "Quick Links" and select "Request Transcripts". Students can select electronic transcripts or printed transcripts for a fee. Unofficial transcripts for students who took classes after 1993 may view them in their ROAR account. Highland will not send/ make copies of other college/ university or high school transcripts.

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 access to their records must fill out a "FERPA Release" form in the Enrollment Services 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 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 Enrollment Services Office reasonable time to comply with the request. Information may be produced within 45 days from receipt of the written request.

CONSUMER INFORMATION, STUDENT RIGHT-TO–KNOW, AND PARTNERS IN A SAFE, DRUG FREE CAMPUS

The College publishes Higher Education Act (HEA) information designed to give current students, prospective students, and the general public an overview of Highland Community College and its procedures and practices.

The information includes academic programs, accreditation, athletics participation rates, crime statistics, privacy, financial aid procedure, completion rates, and other important college policies.

The Higher Education Act (HEA) information can be found at www.highland.edu/student-information. If you need assistance with any of the information found on the Web page, please contact the Vice President of Student Development and Support Services at 815-599-3531, or email liz.gerber@highland.edu.

ADULT EDUCATION

The Highland Adult Education Program provides adults with the opportunity to access and achieve educational skills that are valuable in meeting high school equivalency (HSE) requirements, gaining entry into training programs, job promotions, admission to college and personal satisfaction. Instructional methods include instructor presented activities, computer-aided instruction, and volunteer tutors. Learner centered goals support students in acquiring needed skills and knowledge to meet their goals.

Instructional options include: classroom, one-on-one, and on-line. i-Pathways is web-based online instruction that prepares learners for successful completion of HSE exams (formerly known as G.E.D.®). In face-to-face instruction, an Adult Education instructor provides instruction, assessment, and academic support. One-on-one tutoring is also available.

HSE preparation/Adult Basic Skills classes provide learners with the resources and instruction to improve their basic skills in reading, math, writing, social studies, and science. English as a Second Language (ESL) programming offers non-English speaking adults an opportunity to learn English and communicate in a variety of ways. Foreign-born adults with knowledge of English may improve their reading, speaking, and writing skills.

There are no tuition charges or book fees for the regularly scheduled Adult Education classes. The Adult Education Department coordinates with HCC academic advisors and local workforce employment advisors to support students as they transition to higher education coursework and/or employment. The Adult Education Department is located in Building R on the HCC campus. Official HSE exams can be taken at the Highland Community College Testing Center or a local Regional Office of Education.

For more information about how Adult Education classes can help you meet your goals, call 815-599-3460, or email dawn.switzer@highland.edu.

LIFELONG LEARNING

Learning is a lifelong commitment. To serve the needs of all those in the Highland district, Highland has reinvigorated the community education program and rebranded it Lifelong Learning. Lifelong Learning courses are held throughout the Highland district, cover a wide variety of topics, and offer classes for all ages. Current information may be found at highland.edu/lifelong. Current offerings and additional information may be found on Facebook at HCClifelong, on Instagram at HCC_lifelonglearning, or on the Twitter handle, @HCC_LLL. #HCCLifelong offers highlights of events.

Since Fall 2016, courses have been offered in history, jewelry making, cuisine, technology, pottery, and more. In Spring 2019, more than 100 courses were offered. All classes are reasonably priced and all the instructors are well qualified.

THE INTERNATIONAL PRESERVATION STUDIES CENTER

The International Preservation Studies Center is one of the top international destinations for practical, hands-on training in collections care, historic preservation, and conservation refresher. For over 35 years, the Center has positioned itself as a leader in the field of preservation, offering over 75 short courses and workshops to meet the training needs of cultural heritage professionals around the world. Our instructors are working professionals in the field who provide our participants with their expert instruction in best practices.

Founded in 1980, IPSC has evolved from a small center designed specifically for historic preservation training, to one of the leading training organizations for museum professionals, librarians, archivists, conservationists, and historic preservationists.

LEADERSHIP PROGRAMS

Embracing the philosophy of "Servant As Leader," Highland Community College has developed a number of leadership programs that 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 programs' goals are to help participants become more knowledgeable about community issues, be able to demonstrate effective leadership and collaboration skills, and commit to building and improving organizations and communities. These courses provide participants 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.

Phi Theta Kappa Leadership Development Studies (SPCH 294)

This course provides students 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. Students will utilize a humanities based leadership curriculum developed by Phi Theta Kappa.

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.

The High School Servant Leadership Program

The nine-month, college credit-bearing program serves high schools in the northwest Illinois. Selected high school juniors and seniors work with an adult mentor to learn about the "Servant As Leader" concept. Students meet once a month for formal training in personal skill development, team development. Students learn through an experiential service learning approach by implementing community-based service that embodies Servant Leadership principles.

RETIRED AND SENIOR VOLUNTEER PROGRAM

Highland Community College serves as the sponsoring organization for the Retired and Senior Volunteer Program of northwest Illinois established in 1972, and 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. RSVP has led senior volunteerism across the college district. RSVP enhances the quality of life among older adults by keeping them active and engaged in their communities. RSVP meets the needs of Stephenson, Jo Daviess, Carroll, and Ogle counties by providing meaningful opportunities to over 60 non-profit agencies and organization's for people 55 and older.

Because of the diversity of the volunteers, RSVP is able to place volunteers at tasks ranging from management consulting, tutoring, and driving/escorting to doctors' appointments, to working in health care facilities, preparing taxes, and assisting veterans and people with limited abilities. RSVP volunteers also assist during times of disaster and have been deployed into national disaster areas. RSVP provides both long-term and on-call assignments, with the volunteer choosing how often they want to serve and what types of positions they would accept. Some choose to volunteer just a few hours a month while others assist almost full time. Still others choose to do temporary assignments rather than commit themselves to an on-going assignment. For further information about the RSVP program, call 815-599-3491.

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 are 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.

Let the Business Institute plan, implement and deliver your next training event, long-term program, or retreat. The Business Institute will take care of all the details, including the reservations at the beautiful Highland Community College Conference Center on campus. It is the perfect place to host all of your workforce development trainings provided by the Business Institute– at no additional cost.

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

Technical
- Soldering, Welding, Print Reading
- GD&T, and Auto CAD
- ISO, PPAP, Lean Manufacturing, 5S, Auditor
- Quality
- 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 and over 240 Online Career Training Programs at ed2go.com/highland.

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

COMMUNITY COLLEGE COMPREHENSIVE AGREEMENT

Highland Community College has a Community College Comprehensive Agreement with all 47 community colleges in Illinois that allows students from Highland's district to enroll in any ICCB approved occupational credit-bearing certificate or applied science degree program not offered by Highland Community College. Enrollment requires the approval of the Highland Community College Executive Vice President. In most circumstances, students are required to take General Education and equivalent program courses at Highland before transferring to the host college when possible.

Program courses covered by the Comprehensive Agreement are usually offered at the college with the approved program or certificate, but some courses may also be offered at Highland Community College. Tuition is paid to the college offering the courses that the student enrolls in any semester at the college's in- district rate.

Students interested in programs not offered at Highland Community College should make initial contact with the office of Admissions and Records for more information. Required forms and final approval will need to be obtained from the office of the Executive Vice President. The Application to Attend an Out-of-District Public Community College in Illinois can be found on the Admissions section under Apply Online" of highland.edu.

In addition, Highland residents also have the opportunity to attend college through cooperative agreements with two Wisconsin colleges: Blackhawk Technical College (Monroe and Janesville campus) and Southwest Wisconsin Technical College (Fennimore, WI).

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 the AA degree. 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, AS, or AES 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 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 degree is certified as completing the IAI General Education Core Curriculum. Students completing an AS or AES degree have the option of completing the IAI General Education Core Curriculum, please see a student advisor for more information.
- Completion of the IAI General Education Core Curriculum will be noted on the official transcript when the student applies for graduation.
- 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, AS, or AES degree.
- 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, AS or AES degree requirements, but may or may not be certified under the IAI General Education Core Curriculum.
- Students transferring into Highland who have not earned an AA degree 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 an AA 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.
- Students who have not decided on a major should begin their studies by enrolling in courses within the transferable IAI General Education Core Curriculum. Students 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 185.

To find out specific transfer information and equivalency guides related to many Illinois and area public and private institutions, visit the College Web site. Contact Highland's Transfer Coordinator at 815-599-3573 for more information.

NOTE: Updated, state-approved lists of General Education and Major area courses are available online 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 an Associate of Engineering Science 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.

Associate Degree General Requirements:

1. Enrolled at Highland for the last 15 approved semester hours applied to a degree preceding graduation.
2. Successful completion of at least 62 semester hours of college level credit applicable to the degree.
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. Students pursuing the Associate of Arts or Science Degree must have one IAI Political Science/History class (3 credit hours) in the Social and Behavior Science area.
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 mass communication, speech, 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 courses are most often articulated with state universities and are usually transferable. Students should check with a student advisor for more information.
9. Beginning in summer 2016, students pursuing an Associate of Science (AS) or Associate of Engineering Science (AES) degree must fulfill the new requirements. Please see page 60 for further details. These new requirements do not satisfy the Illinois Articulation Initiative (IAI) GECC. See your HCC advisor and/or transfer institution for more details. Students starting before summer 2016 may complete the old AS and AES graduation requirements.

Associate of Arts Degree Requirements

These requirements are for students planning to transfer to a four-year college or university. Associate of Arts program guidelines are listed in the program description portion of this catalog that begins on page 65.

Communications — 9 Semester Hours

ENGL	121	Rhetoric and Composition I *	3
ENGL	122	Rhetoric and Composition II *	3
SPCH	191	Fundamentals of Speech	3

* 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

ENGL	223	Introduction to Fiction	3
ENGL	224	Introduction to Poetry	3
ENGL	225	American Literature I	3
ENGL	226	American Literature II	3
ENGL	227	British Literature I	3
ENGL	228	British Literature II	3
ENGL	229	Introduction to Shakespeare	3
ENGL	230	Women in Literature	3
HUMA	104	Introduction to Humanities	3
HUMA	110	Introduction to Critical Thinking	3
PHIL	180	Survey of World Religions	3
PHIL	281	Introduction to Philosophy	3
PHIL	282	Ethics	3

Fine Arts

ART	110	Introduction to Art	3
ART	215	Art History I	3
ART	216	Art History II	3
ART	219	Modern Art	3
HUMA	104	Introduction to Humanities	3
MCOM	150	Introduction to Film	3
MCOM	205	Film History and Appreciation	3
MUS	267	Introduction to Music	3
MUS	268	Introduction to Music of the USA	3
THEA	196	Introduction to Theatre	3

Mathematics — 3 Semester Hours

MATH	168	Analytic Geometry & Calculus I	5
MATH	169	Applied Practical Math	4
MATH	171	Finite Mathematics	4
MATH	172	Calculus for Business & Social Science	4
MATH	174	Math for Elementary Teachers II	3
MATH	177	Statistics	4
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	124	Microbes and Society	3
BIOL	145	Human Biology	3
BIOL	208	Biology I: Molecular and Cell Biology	4

Physical Sciences

CHEM	120	Elementary General Chemistry	4
CHEM	123	General College Chemistry I	5
GEOL	126	Geology	4
GEOL	132	Natural Hazards and Disasters	3
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.

ECON	111	Principles of Economics I	3
ECON	112	Principles of Economics II	3
GEOG	132	Regional Geography of the World	3
GEOG	233	Economic Geography	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
HIST	243	History of Africa I	3
HIST	244	History of Africa II	3
HIST	245	History of the Middle East	3
POL	151	Introduction to Political Science	3
POL	152	American Government & Politics	3
POL	153	State and Local Government	3
POL	253	International Relations	3
POL	254	Introduction to Comparative Government	3
PSY	161	Introduction to Psychology	3
PSY	162	Child Psychology	3
PSY	262	Human Growth & Development	3
PSY	264	Social Psychology	3
SOCI	171	Introduction to the Principles of Sociology	3
SOCI	177	Introduction to Anthropology	3
SOCI	234	Gender and Society	3
SOCI	271	Social Problems	3
SOCI	274	The Family	3
SOCI	276	Racism & Diversity in Contemporary Society	3

Major/Minor Electives 22 Semester Hours

Major/minor electives should be chosen from those designated with a “T” in the catalog. See page 167 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 Science Degree Requirements

These requirements are for students planning to transfer to a four-year college or university. Associate of Science program guidelines are listed in the program description portion of this catalog that begins on page 65.

Communications — 9 Semester Hours

ENGL	121	Rhetoric and Composition I *	3
ENGL	122	Rhetoric and Composition II *	3
SPCH	191	Fundamentals of Speech	3

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

Humanities and Fine Arts — 6 Semester Hours

One course must be chosen from Fine Arts and one course must be chosen from Humanities.

Humanities

ENGL	223	Introduction to Fiction	3
ENGL	224	Introduction to Poetry	3
ENGL	225	American Literature I	3
ENGL	226	American Literature II	3
ENGL	227	British Literature I	3
ENGL	228	British Literature II	3
ENGL	229	Introduction to Shakespeare	3
ENGL	230	Women in Literature	3
HUMA	104	Introduction to Humanities	3
HUMA	110	Introduction to Critical Thinking	3
PHIL	180	Survey of World Religions	3
PHIL	281	Introduction to Philosophy	3
PHIL	282	Ethics	3

Fine Arts

ART	110	Introduction to Art	3
ART	215	Art History I	3
ART	216	Art History II	3
ART	219	Modern Art	3
HUMA	104	Introduction to Humanities	3
MCOM	150	Introduction to Film	3
MCOM	205	Film History and Appreciation	3
MUS	267	Introduction to Music	3
MUS	268	Introduction to Music of the USA	3
THEA	196	Introduction to Theatre	3

Mathematics — 7 Semester Hours

MATH	168	Analytic Geometry & Calculus I	5
MATH	169	Applied Practical Math	4
MATH	171	Finite Mathematics	4
MATH	172	Calculus for Business & Social Science	4
MATH	174	Math for Elementary Teachers II	3
MATH	177	Statistics	4
MATH	268	Analytic Geometry & Calculus II	5
MATH	269	Analytic Geometry & Calculus III	4

Physical and Life Science — 11 Semester Hours

At least one course must be chosen from Life Sciences that includes a laboratory and one course must be chosen from Physical Sciences that includes 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	124	Microbes and Society	3
BIOL	145	Human Biology	3
BIOL	208	Biology I: Molecular and Cell Biology	4
BIOL	209	Biology II: Biodiversity, Evolution, and Ecology	4

Physical Sciences

CHEM	120	Elementary General Chemistry	4
CHEM	123	General College Chemistry I	5
GEOL	126	Geology	4
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
6 Semester Hours

At least one course must be chosen from HIST or POL and course selections must include two different subject areas.

ECON	111	Principles of Economics I	3
ECON	112	Principles of Economics II	3
GEOG	132	Regional Geography of the World	3
GEOG	233	Economic Geography	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
HIST	243	History of Africa I	3
HIST	244	History of Africa II	3
HIST	245	History of the Middle East	3
POL	151	Introduction to Political Science	3
POL	152	American Government & Politics	3
POL	153	State and Local Government	3
POL	253	International Relations	3
POL	254	Introduction to Comparative Government	3
PSY	161	Introduction to Psychology	3
PSY	162	Child Psychology	3
PSY	262	Human Growth & Development	3
PSY	264	Social Psychology	3
SOCI	171	Introduction to the Principles of Sociology	3
SOCI	177	Introduction to Anthropology	3
SOCI	234	Gender and Society	3
SOCI	271	Social Problems	3
SOCI	274	The Family	3
SOCI	276	Racism & Diversity in Contemporary Society	3

Major/Minor Electives 23 Semester Hours

Major/minor electives should be chosen from those designated with a “T” in the catalog. See page 167 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.

Beginning summer 2016, the AS Degree does not satisfy the IAI GECC. Please see your HCC advisor and/or transfer institution for more details.

Associate of Engineering Science Degree Requirements

Engineering programs are highly structured to meet the Accreditation Board for Engineering and Technology (A.B.E.T.) standards required for registration as a professional engineer. To transfer as a junior, the Prerequisite Required courses listed must be complete.

Engineering students that will not be able to complete the necessary Prerequisite courses for the Associate of Engineering Science degree are encouraged to pursue an Associate of Science degree while completing as many suitable Prerequisites and Engineering Specialty courses as possible.

Some physics and chemistry students immediately ready for the calculus sequence may find the Associate of Engineering Science degree matches the first two years of their baccalaureate program as well as or better than the Associate of Science degree.

Students are encouraged to complete the entire course sequence in Physics (I, II, III), Chemistry (I, II) and Computer Science (I, II) before transfer, since topics are covered in different orders by different schools. Verify with the transfer institution that these required Science courses are sufficient as Prerequisites. Additional sequential courses or credit hours may also transfer for Technical elective credits.

Communications 6 Semester Hours

ENGL	121	Rhetoric and Composition I *	3
ENGL	122	Rhetoric and Composition II *	3

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

Humanities and Fine Arts & Social and Behavioral Sciences 12 Semester Hours

- One course must be chosen from Humanities & Fine Arts.
- One course must be chosen from the Social and Behavioral Sciences.
- 12 credit hours must be general education credits (IAI GECC) from the lists below.
- If two courses are selected in a field, a two-semester sequence in the same discipline is recommended.
- It is encouraged to select one course in either the Humanities and Fine Arts or the Social and Behavioral Sciences that emphasizes non-Western cultures or minority cultures within the United States.
- ECON 112 – Principles of Economics II is required for Industrial Engineering and recommended for other Engineering specialties.

Humanities

ENGL	223	Introduction to Fiction	3
ENGL	224	Introduction to Poetry	3
ENGL	225	American Literature I	3
ENGL	226	American Literature II	3
ENGL	227	British Literature I	3
ENGL	228	British Literature II	3
ENGL	229	Introduction to Shakespeare	3
ENGL	230	Women in Literature	3
HUMA	104	Introduction to Humanities	3
HUMA	110	Introduction to Critical Thinking	3
PHIL	180	Survey of World Religions	3
PHIL	281	Introduction to Philosophy	3
PHIL	282	Ethics	3

Fine Arts

ART	110	Introduction to Art	3
ART	215	Art History I	3
ART	216	Art History II	3
ART	219	Modern Art	3
HUMA	104	Introduction to Humanities	3
MCOM	150	Introduction to Film	3
MCOM	205	Film History and Appreciation	3
MUS	267	Introduction to Music	3
MUS	268	Introduction to Music of the USA	3
THEA	196	Introduction to Theatre	3

Social and Behavioral Sciences

ECON	111	Principles of Economics I	3
ECON	112	Principles of Economics II	3
GEOG	132	Regional Geography of the World	3
GEOG	233	Economic Geography	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
HIST	243	History of Africa I	3
HIST	244	History of Africa II	3
HIST	245	History of the Middle East	3
POL	151	Introduction to Political Science	3
POL	152	American Government & Politics	3
POL	153	State and Local Government	3
POL	253	International Relations	3
POL	254	Introduction to Comparative Government	3
PSY	161	Introduction to Psychology	3
PSY	162	Child Psychology	3
PSY	262	Human Growth & Development	3
PSY	264	Social Psychology	3
SOCI	171	Introduction to the Principles of Sociology	3
SOCI	177	Introduction to Anthropology	3
SOCI	234	Gender and Society	3
SOCI	271	Social Problems	3
SOCI	274	The Family	3
SOCI	276	Racism & Diversity in Contemporary Society	3

Communications

SPCH	191	Fundamentals of Speech Communication	

Science, Technology, Engineering & Mathematics Prerequisites and Specialty Courses — 44 Semester Hours

Prerequisite Courses — 33 Semester Hours

Required Mathematics

MATH	168	Analytic Geometry & Calculus I	5
MATH	268	Analytic Geometry & Calculus II	5
MATH	269	Analytic Geometry & Calculus III	4
MATH	265	Differential Equations	3

Required Science

CHEM	123	General College Chemistry I	5
INFT	190	Principles of Computer Science I	3
PHYS	143	General Physics I	4
PHYS	144	General Physics II	4

Engineering Specialty Courses — 11 Semester Hours

Students should decide on an Engineering specialty and preferred transfer school by the beginning of the sophomore year since course requirements vary by specialty and by school.

Be sure to select your courses in consultation with an Engineering advisor at Highland and with an Engineering advisor at the transfer school if possible. Consultation with Engineering, Math, and Science faculty at Highland is also recommended. Some programs have a Life Science general education requirement or have specific Life Science course requirements. Check transfer school for details.

Engineering Specialty Course List

CHEM	124	General College Chemistry II	5
CHEM	221	Organic Chemistry I	4
CHEM	222	Organic Chemistry II	4
GEOG	126	Geology	4
INFT	290	Principles of Comp.Sci. II/Data Structures	3
MATH	270	Linear Algebra	3
PHYS	120	Introduction to Engineering	2
PHYS	145	General Physics III	3
PHYS	221	Statics	3
PHYS	222	Dynamics	3
PHYS	246	Introduction to Circuit Analysis	4

Chemical Engineering

CHEM	124	General College Chemistry II	5
CHEM	221	Organic Chemistry I	4
CHEM	222	Organic Chemistry II	4
PHYS	145	General Physics III	3
MATH	270	Linear Algebra	3

Civil and Environmental Engineering

PHYS	145	General Physics III	3
PHYS	221	Statics	3
PHYS	222	Dynamics	3
CHEM	124	General College Chemistry II	5
MATH	270	Linear Algebra	3

Computer Engineering

INFT	290	Principles of Comp.Sci. II/Data Structures	3
PHYS	145	General Physics III	3
PHYS	246	Introduction to Circuit Analysis	4
MATH	270	Linear Algebra	3
CHEM	124	General College Chemistry II	5

Electrical Engineering

PHYS	145	General Physics III	3
PHYS	246	Introduction to Circuit Analysis	4
MATH	270	Linear Algebra	3
CHEM	124	General College Chemistry II	5
INFT	290	Principles of Comp.Sci. II/Data Structures	3

Industrial Engineering

PHYS	145	General Physics III	3
PHYS	221	Statics	3
PHYS	222	Dynamics	3
PHYS	246	Introduction to Circuit Analysis	4
MATH	270	Linear Algebra	3

Mechanical Engineering (Aeronautical & Manufacturing)

PHYS	145	General Physics III	3
PHYS	221	Statics	3
PHYS	222	Dynamics	3
PHYS	246	Introduction to Circuit Analysis	4
MATH	270	Linear Algebra	3

Other Engineering Specialties (Examples Include: Agricultural, Biological, Material Sciences, Mining, Nuclear). See transfer institutions for guidance with appropriate choice of Engineering Specialty courses.

MINIMUM HOURS FOR DEGREE: 67 Semester Hours

- Completion of the Associate in Engineering Science (A.E.S.) degree does not fulfill the requirements of the Illinois Transferable General Education Core Curriculum (IAI GECC). Completion of the general education requirements of the transfer school may be necessary.
- A total of 67 semester hours is required (68 recommended) for the Associate of Engineering Science degree.
- Courses labeled “T” in the college catalog are the most transferable. A grade of C or better may be required for physics, chemistry, mathematics, and engineering courses to transfer. A similar policy may exist for general education courses.
- Please see your advisor when choosing electives.

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 Director of Enrollment and Records must make all changes to the program.

Communications 6 Semester Hours

ENGL	121	Rhetoric & Composition I	
	-or-		
BUSN	141	Business Communications	3
	-or-		
COMM	101	Technical Communications	
	and		
SPCH	191	Fundamentals of Speech	3

Computational Skills 3-4 Semester Hours

BUSN	125	Mathematics of Business	
	-or-		
BUSN	221	Business Statistics	3
	-or-		
	Any MATH course numbered 157 or above		

Physical Environment 4 Semester Hours

Any BIOL, CHEM, GEOL, NSCI, or PHYS lab course, AGRI 284 Introductory Soils, AGRI 286 Field Crop Science, or AGRI 186 Animal 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	3
ART	215	Art History I	3
ART	216	Art History II	3
ART	219	Modern Art	3
ENGL	220	Topics in Literature	3
ENGL	222	Modern Literature	3
ENGL	223	Introduction to Fiction	3
ENGL	224	Introduction to Poetry	3
ENGL	225	American Literature I	3
ENGL	226	American Literature II	3
ENGL	227	British Literature I	3
ENGL	228	British Literature II	3
ENGL	229	Introduction to Shakespeare	3
ENGL	230	Women and Literature	3
HUMA	104	Introduction to Humanities	3
HUMA	106	Introduction to Humanities II	3
HUMA	110	Introduction to Critical Thinking	3
MCOM	150	Introduction to Film	3
MCOM	205	Film History and Appreciation	3
MUS	267	Introduction to Music	3
MUS	268	Introduction to Music of the USA	3
PHIL	180	Survey of World Religions	3
PHIL	185	Introduction to Religion	3
PHIL	281	Introduction to Philosophy	3
PHIL	282	Ethics	3
PHIL	283	Introduction to Logic	3
SPCH	194	Introduction to Broadcasting	3
SPCH	292	Contemporary Argumentation	3
SPCH	293	Small Group Communication	3
SPCH	294	Leadership Development	3
THEA	187	Introduction to Technical Theatre I	3
THEA	196	Introduction to Theatre	3
THEA	296	Introduction to Technical Theatre II	3

Major/Minor Electives 36-37 Semester Hours

Chosen by student and their 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

Associate of Applied Science Degree Requirements

This degree offers students the opportunity to complete a two-year occupational or career-oriented degree. This degree is not intended for transfer to a four-year college or university. General education courses comprise 25% of the course requirements of each program. Specific program requirements for each of the several Associate of Applied Science degree programs are listed in the program description portion of this catalog.

Certificate Programs Requirements

Certificate programs require 8 to 58 credit hours for completion. These programs are career-oriented and are not intended for transfer to a four-year college or university. Specific program requirements for each of the several certificate programs are listed in the program description portion of this catalog.

Get ready **for choices.** Certificates and Majors

Associate of Arts
Agriculture
Art
Business Administration
Criminal Justice
Graphic Design
History
Human/Social Services
Liberal Arts
Mass Communication
Music
Paraprofessional Education
Physical Education
Political Science
Psychology
Sociology
Speech
Theatre

Associate of Science
Agriculture
Biology
Biology Education
Chemistry
Computer Science
Engineering Technology
Environmental Science
Geology
Health Science
Liberal Arts
Mathematics
Physics
Pre-Chiropractic
Pre-Dentistry
Pre-Medical Technology
Pre-Medicine
Pre-Pharmacy
Pre-Veterinary Medicine

Associate of Engineering Science
Associate of General Studies
Associate of Applied Science
Accounting
Agricultural Management
Auto Body Repair
Automotive Mechanics
Criminal Justice
Early Childhood Education
Emergency Medical Services
Equine Science
Graphic Design
Hospitality Management
Industrial Manufacturing
Industrial Mechatronics
Industrial Training
Information Systems
- Business
- Computer Technician
- Office Administration
- Programming

Information Technology – Healthcare
- Medical Coding
- Medical Transcription

Medical Assistant
Nursing/ADN
Paraprofessional Education

Certificates*
Accounting
Accounts Clerk
Agriculture Production
Auto Body Repair
Automotive Service Level I
Automotive Service Level II
Clerical Business
Clerk Typist
Computer-Aided Design/
- Mech. Computer Technician

Cosmetology
Criminal Justice
Customer Service
Desktop Publishing
Early Child Education
- Infant/Toddler
- Infant/Toddler Level 2 Credential
- Infant/Toddler Level 3 Credential
- Level 2 ECE Credential
- Level 3 ECE Credential

Equine Science - General
- Equine Massage Therapist
- Equine Riding Instructor
- Stable Manager

Graphic Design
Hospitality Management
Industrial Manufacturing Technology
- Basic Welding
- CNC Machinist
- Computer-Aided Design/Mech.
- Industrial Electronics & Controls
- Industrial Maintenance
- Machine Processes
- Welding & Fabrication

Information Word Processing
Medical Coding
Medical Transcriptionist
Nail Technician
Nurse's Aide (BNA)
Paraprofessional Education
Patient Care Technician
Professional Tax Preparer
Quickbooks Professional
Welding & Fabrication

* In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs are provided on our website.

Highland Community College is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. HCC does not discriminate against individuals on the basis of race, color, national origin, gender, sex, veteran's status, disability, age, marital status, or any other basis protected by law, in its programs and activities, including career and technical educational (CTE) opportunities. Direct inquiries regarding this nondiscrimination policy to Title IX Coordinator at 815-599-3531 or to Title VII Coordinator at 815-599-3402. For American with Disabilities Act accommodations, call 815-599-3605.

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.

Program Outcomes

Students who complete this program of study will:

- Accounting Knowledge: Have a basic understanding of accounting principles and procedures as they are applied to accounting. Will be able to apply accounting principles and procedures to management skills.
- Communication: Effectively convey ideas, information, and intentions in a variety of accounting situations using oral, written, and electronic documentation skills.
- Critical Thinking/Problem Solving: Solve problems through the analysis and evaluation of data and the application of accounting theories and concepts.
- Teamwork: Use leadership, fellowship, and human relations skills to collaborate as a team to achieve common management goals.
- Ethics: Recommend strategies that promote ethical behavior and social responsibility.
- Technology: Demonstrate knowledge of the digital technology tools used to support accounting operations.

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, payroll clerk, auditing clerk, accounts payable administrator, accounts receivable administrator, tax preparer, 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 Arts 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.

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Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Carol Wilhelms, Accounting Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Business Courses — 55 Sem. Hrs

^	ACCT	105	Elements of Accounting	3
^	ACCT	115	Computer Applications in 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
*^	ACCT	215	Intermediate Accounting I	4
*^	ACCT	216	Intermediate Accounting II	4
	ACCT	218	Business Income Tax	3
	ACCT	220	QuickBooks Accounting	2
*	BUSN	121	Introduction to Business	
		- or -		3
*	BUSN	124	Introduction to Small Business	
*	BUSN	125	Mathematics of Business (or BUSN 221 or three credits from MATH 157 or above)	3
*	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
*	INFT	131	Beginning Microsoft Word	1
*	INFT	140	Beginning Excel	1
*	INFT	141	Intermediate Excel	1
*	INFT	180	Introduction to Information Systems	3

Related Required Courses — 9 Sem. Hours

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Carol Wilhelms, Accounting Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Business Courses 21 Sem. Hrs

^	ACCT	105	Elements of Accounting	3
^	ACCT	115	Computer Applications in 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	141	Intermediate Excel	1
*	INFT	145	Beginning Access	1

Related Required Courses 6 Sem. Hours

*	BUSN	125	Mathematics of Business (or BUSN 221 or three credits from MATH 157 or above)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

Total Hours = 27

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS

Finance

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Carol Wilhelms, Accounting Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Business Courses 18 Sem. Hours

^	ACCT	105	Elements of Accounting	3
^	ACCT	115	Computer Applications in 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 (or BUSN 221 or three credits from MATH 157 or above)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
*	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.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Finance

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Carol Wilhelms, Accounting Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Accounting/ Information Technology Courses

20 Sem. Hours

^	ACCT	105	Elements of Accounting	3
^	ACCT	115	Computer Applications in Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
*^	ACCT	213	Financial Accounting	4
	ACCT	220	QuickBooks Accounting	2
*	BUSN	125	Mathematics of Business	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	180	Introduction to Information Systems	3

Total Hours = 20

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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Finance

Accounting: 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.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Carol Wilhelms, Accounting Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 13 Sem. Hours

^	ACCT	105	Elements of Accounting	3
	ACCT	211	Individual Income Tax Accounting	3
*	INFT	140	Beginning Excel	1
*	BUSN	125	Mathematics of Business (or three credits from MATH 157 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	Introduction to Information Systems	3

Total Hours = 24

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

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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Finance

Agricultural Production (605)

CERTIFICATE PROGRAM

About Our Program

The Agricultural Production Program prepares students for a career in the production of crops and livestock in northern Illinois.

Program Outcomes

- Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Discover concepts of breeding, nutrition, physiology, herd-health, economics and management into practical and profitable animal production programs.
- Explore the use of precision technology in crop production.
- Maintain and calibrate common agricultural equipment used in crop production.

Nature of Work and Employment

Career pathways in the Agriculture Production program may include employment on a production crop and/or livestock farm. Current employment potential in these areas is very good with a variety of options for work and advancement.

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- Vicki Schulz, Student Advisor

First Semester — 16 Sem. Hours

	AGRI	286	Crop Science	4
	AGRI	186	Introduction to Animal Science	4
	AGRI	192	Computer Applications in Agriculture	3
	AGOC	140	Agriculture Equipment Maintenance	3
	LIBS	199	First Year Experience – Ag Emphasis	2

Second Semester — 19 Sem. Hours

	AGRI	182	Introductory Agricultural Mechanization	4
	AGRI	284	Soil Science	4
	AGOC	127	Forage Production	
		-or-		2
	AGOC	227	Corn and Soybean Production	
	AGOC	287	Precision Farming Technology	3
*	MATH	111	Technical Math	3
*	OCED	290	Workplace Experience	3

Total Hours = 35

* Course has a prerequisite. See course descriptions.

CareerClusters®
PATHWAYS TO COLLEGE & CAREER READINESS
Agriculture, Food & Natural Resources

Agricultural Technician

CERTIFICATE PROGRAM

About Our Program

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance of agricultural equipment.

Program Outcomes

- Create and manipulate computer files through the use of word processors, spreadsheets, databases, presentation, and graphic design software.
- Use troubleshooting techniques to solve common mechanical failures.
- Maintain and calibrate common agricultural equipment used in crop production.
- Develop an understanding of electrical components used in common agriculture equipment.
- Work efficiently and safely in the workplace.

Nature of Work and Employment

Career pathways in the Agriculture Technician program may include employment in an agriculture equipment dealer or any agriculture business that maintains agricultural equipment. Current employment potential in these areas is very good with a variety of options for work and advancement.

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- Vicki Schulz, Student Advisor

First Semester — 17 Sem. Hours

	AGRI	192	Computer Applications in Agriculture	3
*	ELET	179	Electronic Principles	3
	AGOC	140	Agriculture Equipment Maintenance	3
*	MTEC	210	General Pneumatics	3
*	MATH	111	Technical Math	3
	LIBS	199	First Year Experience – Ag Emphasis	2

Second Semester — 18 Sem. Hours

	AGRI	182	Introductory Agricultural Mechanization	4
	AGRI	110	Commercial Driver's License Permit Training	2
*	MTEC	263	General Hydraulics	3
	WELD	130	Introduction to Welding	3
	AGOC	287	Precision Farming Technology	3
*	OCED	290	Workplace Experience	3

Total Hours = 35

* Course has a prerequisite. See course descriptions.

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PATHWAYS TO COLLEGE & CAREER READINESS
Agriculture, Food & Natural Resources

Commercial Applicator

CERTIFICATE PROGRAM

About Our Program

The Commercial Applicator Program prepares students for a career in the crop input field. Students will be provided hands on training, utilizing some of the latest in technology equipment.

Program Outcomes

- Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Explore the use of precision technology in crop production.
- Maintain and calibrate common agricultural equipment used in crop production.
- Secure an Illinois Commercial Applicators License.

Nature of Work and Employment

Career pathways in the Commercial Applicator program may include employment with a crop input provider, truck driving business, or agriculture mechanic business. Current employment potential in these areas is very good with a variety of options for work and advancement.

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- Vicki Schulz, Student Advisor

First Semester — 15 Sem. Hours

	AGRI	286	Crop Science	4
*	AGOC	285	Soil Fertility and Fertilizers	3
	LIBS	199	First Year Experience – Ag Emphasis	2
	AGOC	140	Agriculture Equipment Maintenance	3
*	MATH	111	Technical Math	3

Second Semester — 13 Sem. Hours

	AGRI	284	Soil Science	4
	AGOC	109	Pesticide License Training	2
	AGRI	110	Commercial Driver's License Permit Training	2
	AGOC	127	Forage Production	
		-or-		2
	AGOC	227	Corn and Soybean Production	
	AGOC	287	Precision Farming Technology	3

Summer — 7 Sem. Hours

*	AGOC	291	Plant Pest Identification and Control	4
*	OCED	290	Workplace Experience	3

Total Hours = 35

* Course has a prerequisite. See course descriptions.

CareerClusters®
PATHWAYS TO COLLEGE & CAREER READINESS
Agriculture, Food & Natural Resources

Horticulture

CERTIFICATE PROGRAM

About Our Program

The Environmental Horticulture Certificate Program provides students the opportunity to explore various careers in horticulture while gaining skills necessary to begin working in a horticulture business upon completion of the certificate.

Program Outcomes

- Explore horticultural production, floral, landscaping, and greenhouse careers.
- Identify, classify, and describe common Illinois soils, plants, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Secure an Illinois Commercial Applicators License.
- Maintain agricultural tools and equipment necessary for growing plants.

Nature of Work and Employment

Career pathways within horticulture include production of ornamental plants or edible crops, floral retail, greenhouse management, and landscaping. Potential careers include the following:

Landscaper
Florist
Lawn Care Specialist
Equipment Salesperson
Pesticide Applicator
Vegetable Producer
Fruit Tree Grower
Greenhouse Manager

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- Vicki Schulz, Student Advisor

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Agriculture, Food & Natural Resources

First Semester — 14 Sem. Hours

	AGRI	192	Computer Applications in Agriculture	3
	AGOC	140	Agriculture Equipment Maintenance	3
*	AGOC	285	Soil Fertility and Fertilizers	3
	AGOC	132	Landscape Design	3
	LIBS	199	First Year Experience – Ag Emphasis	2

Second Semester — 15 Sem. Hours

	AGRI	188	Introductory Horticultural Science	3
	AGRI	284	Soil Science	4
*	MATH	111	Technical Math	3
	AGOC	109	Pesticide License Training	2
*	OCED	290	Workplace Experience	3

Summer — 6 Sem. Hours

	AGOC	130	Vegetable Production	3
*	AGOC	291	Plant Pest Identification and Control	3

Total Hours = 35

* Course has a prerequisite. See course descriptions.

Precision Agriculture

CERTIFICATE PROGRAM

About Our Program

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance, sales, and service of agricultural equipment including precision technology equipment.

Program Outcomes

- Create and manipulate computer files through the use of word processors, spreadsheets, databases, presentation, and graphic design software.
- Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Explore the use of precision technology in crop production.
- Use troubleshooting techniques to solve common mechanical failures.

Nature of Work and Employment

Career pathways in the Precision Agriculture Technician program may include employment in an agriculture equipment dealer or any agriculture business that uses precision technology equipment. Current employment potential in these areas is very good with a variety of options for work and advancement.

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- Vicki Schulz, Student Advisor

First Semester — 15 Sem. Hours

	LIBS	199	First Year Experience – Ag Emphasis	2
	AGRI	192	Computer Applications in Agriculture	3
	AGRI	286	Crop Science	4
	AGOC	140	Agriculture Equipment Maintenance	3
	AGOC	289	Applications of Precision Technology	3

Second Semester — 17 Sem. Hours

	AGRI	182	Introductory Agricultural Mechanization	4
	AGRI	284	Soil Science	4
	AGOC	287	Precision Farming Technology	3
*	MATH	111	Technical Math	3
*	ELET	179	Electronic Princples	3

Summer — 3 Sem. Hours

*	OCED	290	Workplace Experience	3

Total Hours = 35

* Course has a prerequisite. See course descriptions.

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PATHWAYS TO COLLEGE & CAREER READINESS
Agriculture, Food & Natural Resources

Agriculture (503)
Agribusiness

ASSOCIATE OF ARTS

About Our Program

This program is intended to provide the first two years of a 4-year baccalaureate program and includes the general education, agriculture, and business courses required of the transfer student.

Program Outcomes

- Students will demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems.
- Students will understand and analyze the current events and issues that are occurring in agriculture and how they affect the future in agriculture.
- Students will demonstrate the ability to communicate effectively and confidently both orally and in writing.
- Students will demonstrate the ability to analyze data and draw appropriate statistical conclusions.
- Students will be encouraged to network and grow professionally through participation in PAS and Collegiate Farm Bureau activities.

Nature of Work and Employment

Careers in this agriculture pathway connect the business world with agriculture by determining how to effectively use resources for profit. Students in this pathway will learn business, marketing, finance, and management skills specifically related to agriculture. Agribusinesses supply agriculture inputs as well as produce, process, market, and distribute food and fiber on both a local and global scale. There are increasing employment opportunities in the business sector of agriculture as producers purchase more items and as consumers desire diverse food and fiber products. Some examples of careers within agribusiness are listed below.

Marketing Specialist
Commodity Merchandiser
Retail Branch Manager
Supply Chain Manager
Financial Analyst
Loan Officer
Sales Representative
Credit Analyst

Special Considerations

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements. **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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- 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 56) in order to graduate from Highland Community College. For more information, please see your student advisor.

Associate of Arts Degree	Sem. Hours
Communications	9
Humanities & Fine Arts	12
Mathematics	3
Physical & Life Science	7
Social & Behavioral Sciences	9
Major/Minor Electives (see recommendations below)	22
Degree Total =	**62**

Agriculture Recommendations

	AGRI	184	Introduction to Agricultural Economics	4
	AGRI	192	Computer Applications in Agriculture	3
	AGOC	222	Marketing Agricultural Products	3
*	AGOC	240	Farm Business Management	3

Business Recommendations

*	ACCT	213	Financial Accounting	4
*	ACCT	214	Managerial Accounting	4
	ECON	111	Principles of Economics I (Macro)	3
	ECON	112	Principles of Economics II (Micro)	3

Agriculture Electives

	AGRI	182	Introductory Agricultural Mechanization	4
	AGRI	186	Introduction to Animal Science	4
	AGRI	188	Introductory Horticultural Science	3
	AGRI	286	Crop Science	4

* Course has a prerequisite. See course descriptions.

Agriculture (530)
Agricultural Education

ASSOCIATE OF ARTS

About Our Program

This program is intended to provide the first two years of a 4-year baccalaureate program and includes the general education, agriculture, science, and math courses required of the transfer student.

Program Outcomes

- Students will demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems.
- Students will understand and analyze the current events and issues that are occurring in agriculture and how they affect the future in agriculture.
- Students will demonstrate the ability to communicate effectively and confidently both orally and in writing.
- Students will demonstrate the ability to analyze data and draw appropriate statistical conclusions.
- Students will be encouraged to network and grow professionally through participation in PAS and Collegiate Farm Bureau activities.

Nature of Work and Employment

Agricultural educators prepare students to be successful in their professions and offer a lifetime of informed choices in global agriculture, food, fiber and natural resources systems. Careers in agricultural education develop engaged citizens who understand the importance of the agricultural industry to our world, while teaching them technical skills in all areas of agriculture. In addition to secondary and postsecondary education, educators can work in public service for private or public divisions as specialists in education outreach and curriculum development. Agricultural education programs develop student potential for leadership, personal growth and career success through investigations in science, math, history, technology and legislation related to agriculture. Some examples of careers within agricultural education are listed below.

Agriculture Teacher
Extension Faculty
Agriculture Journalist
College Professor
College Recruiter
Career Counselor
Ag in the Classroom Coordinator
Radio/Television Broadcaster

Special Considerations

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements. **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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- 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 56) in order to graduate from Highland Community College. For more information, please see your student advisor.

Associate of Arts Degree	Sem. Hours
Communications	9
Humanities & Fine Arts	12
Mathematics	3
Physical & Life Science	7
Social & Behavioral Sciences	9
Major/Minor Electives (see recommendations below)	22
Degree Total =	**62**

Agriculture Recommendations

	AGRI	182	Introductory Agricultural Mechanization	4
	AGRI	184	Introduction to Agricultural Economics	4
	AGRI	186	Introduction to Animal Science	4
	AGRI	188	Introductory Horticultural Science	3
	AGRI	190	Introduction to Agricultural Education	3
	AGRI	284	Soil Science	4
	AGRI	286	Crop Science	4
	AGOC	222	Marketing Agricultural Products	3

Education Recommendations

	EDUC	224	Introduction to Special Education	3
	and			
	EDUC	221	The American Public School	3
	or			
	EDUC	222	Education as an Agent for Change	3

Psychology Recommendations

	PSY	161	Introduction to Psychology	3
*	PSY	261	Educational Psychology	3

* Course has a prerequisite. See course descriptions.

Agriculture (402)
Animal Science

ASSOCIATE OF SCIENCE

About Our Program

This program is intended to provide the first two years of a 4-year baccalaureate program and includes the general education, agriculture, science, and math courses required of the transfer student.

Program Outcomes

- Students will demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems.
- Students will understand and analyze the current events and issues that are occurring in agriculture and how they affect the future in agriculture.
- Students will demonstrate the ability to communicate effectively and confidently both orally and in writing.
- Students will demonstrate the ability to analyze data and draw appropriate statistical conclusions.
- Students will be encouraged to network and grow professionally through participation in PAS and Collegiate Farm Bureau activities.

Nature of Work and Employment

This agricultural pathway includes opportunities to work directly with animals or to work with products that come from animals. Scientists and technicians in animal science careers treat diseased or injured livestock, companion, and exotic animals, and they work to keep animals healthy. They also study and research genetics, nutrition, and the development of the animals they work with. Other animal science careers develop more efficient ways of producing and processing meat, poultry, eggs and dairy products. Some examples of careers within animal science are listed below.

Animal Nutritionist
Herd Manager
Meat Inspector
Animal Geneticist
Livestock Grader
Artificial Inseminator
Feed Mill Operator
Veterinary Technician

Special Considerations

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements. **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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Associate of Science Degree	Sem. Hours
Communications	9
Humanities & Fine Arts	6
Mathematics (see recommendations below)	7
Physical & Life Science (see recommendations below)	11
Social & Behavioral Sciences	6
Major/Minor Electives (see recommendations below)	23
Degree Total =	**62**

Agriculture Recommendations

	AGRI	184	Introduction to Agricultural Economics	4
	AGRI	186	Introduction to Animal Science	4
	AGRI	286	Crop Science	4

Physcial & Life Science Recommendations

	BIOL	110	Principles of Biology	4
*	CHEM	120	Elementary General Chemistry	4

Mathematics Recommendations

	MATH	177	Elementary Statistics	4

Agriculture Electives

	AGRI	182	Introductory Agricultural Mechanization	4
	AGOC	143	Evaluation of Livestock Animals	2
	AGOC	226	Animal Nutrition	4
*	AGOC	240	Farm Business Management	3

* Course has a prerequisite. See course descriptions.

Agriculture (402)

Crop and Soil Science

ASSOCIATE OF SCIENCE

About Our Program

This program is intended to provide the first two years of a 4-year baccalaureate program and includes the general education, agriculture, science, and math courses required of the transfer student.

Program Outcomes

- Students will demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems.
- Students will understand and analyze the current events and issues that are occurring in agriculture and how they affect the future in agriculture.
- Students will demonstrate the ability to communicate effectively and confidently both orally and in writing.
- Students will demonstrate the ability to analyze data and draw appropriate statistical conclusions.
- Students will be encouraged to network and grow professionally through participation in PAS and Collegiate Farm Bureau activities.

Nature of Work and Employment

People who work in the crop and soil science pathway study plants and how they impact our world. Crop and soil professionals help feed our growing population by monitoring the quality and safety of our food. They also solve problems by developing crops that are resistant to insects and improve models to grow more food with less space. Others work to conserve our natural resources. Technology advancements in equipment and biotechnology keep this field evolving into new and exciting career opportunities. Some examples of careers within crop and soil science are listed below.

Agronomist
Entomologist
Plant Breeder
Plant Geneticist
Plant Pathologist
Soil Scientist
Weed Scientist
Crop Producer

Special Considerations

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements. **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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Associate of Science Degree	Sem. Hours
Communications	9
Humanities & Fine Arts	6
Mathematics (see recommendations below)	7
Physical & Life Science (see recommendations below)	11
Social & Behavioral Sciences	6
Major/Minor Electives (see recommendations below)	23
Degree Total =	**62**

Agriculture Recommendations

	AGRI	284	Soil Science	4
	AGRI	286	Crop Science	4

Physcial & Life Science Recommendations

	BIOL	110	Principles of Biology	4
*	CHEM	120	Elementary General Chemistry	4

Mathematics Recommendations

	MATH	177	Elementary Statistics	4

Agriculture Electives

	AGRI	182	Introductory Agricultural Mechanization	4
	AGRI	184	Introduction to Agricultural Economics	4
	AGRI	186	Introduction to Animal Science	4
	AGOC	222	Marketing Agricultural Products	3
*	AGOC	240	Farm Business Management	3

* Course has a prerequisite. See course descriptions.

Agriculture (402)
Food Science

ASSOCIATE OF SCIENCE

About Our Program

This program is intended to provide the first two years of a 4-year baccalaureate program and includes the general education, agriculture, science, and math courses required of the transfer student.

Program Outcomes

- Students will demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems.
- Students will understand and analyze the current events and issues that are occurring in agriculture and how they affect the future in agriculture.
- Students will demonstrate the ability to communicate effectively and confidently both orally and in writing.
- Students will demonstrate the ability to analyze data and draw appropriate statistical conclusions.
- Students will be encouraged to network and grow professionally through participation in PAS and Collegiate Farm Bureau activities.

Nature of Work and Employment

Careers in food science study the physical, biological and chemical makeup of foods. The purpose of this profession is to improve food safety, create better processes, enhance the nutritional value and shelf-life of foods, and develop new flavors. Some careers in the food science pathway focus on diet, health, and food safety by ensuring the quality of the foods we eat every day. Others work to develop new packaging, new products and new sales opportunities. Some examples of careers within food science are listed below.

Flavor Technologist	Food Safety Specialist
Food Inspector	Packaging Engineer
Nutritionist/Dietician	Quality Assurance Manager
Food Product Developer	Food Production Supervisor

Special Considerations

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements. **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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Associate of Science Degree	Sem. Hours
Communications	9
Humanities & Fine Arts	6
Mathematics (see recommendations below)	7
Physical & Life Science (see recommendations below)	11
Social & Behavioral Sciences	6
Major/Minor Electives (see recommendations below)	23
Degree Total =	**62**

Agriculture Recommendations

	AGRI	160	Introduction to Food Science	3

Physcial & Life Science Recommendations

	BIOL	117	Nutrition	3
*	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
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4

Mathematics Recommendations

*	MATH	168	Analytic Geometry and Calculus I	5

* Course has a prerequisite. See course descriptions.

Agriculture (402)
Horticulture

ASSOCIATE OF SCIENCE

About Our Program

This program is intended to provide the first two years of a 4-year baccalaureate program and includes the general education, agriculture, science, and math courses required of the transfer student.

Program Outcomes

- Students will demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems.
- Students will understand and analyze the current events and issues that are occurring in agriculture and how they affect the future in agriculture.
- Students will demonstrate the ability to communicate effectively and confidently both orally and in writing.
- Students will demonstrate the ability to analyze data and draw appropriate statistical conclusions.
- Students will be encouraged to network and grow professionally through participation in PAS and Collegiate Farm Bureau activities.

Nature of Work and Employment

Horticulture is the science and art of producing, improving, marketing, and using fruits, vegetables, flowers, and ornamental plants. Production and consumption of high quality fruits and vegetables allows us to maintain a healthy, balanced daily diet. Flowers and ornamental plants enrich our homes and communities, and contribute to our sense of well-being. Horticulture impacts our lives on a daily basis by providing nutritious fruits and vegetables, offering visual enjoyment, and promoting recreational activities. Some examples of careers within horticulture are listed below.

Florist
Fruit Tree Producer
Golf Course Superintendent
Greenhouse Manager
Horticulture Instructor
Landscape Designer
Viticulturist
Vegetable Grower

Special Considerations

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements. **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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Associate of Science Degree	Sem. Hours
Communications	9
Humanities & Fine Arts	6
Mathematics (see recommendations below)	7
Physical & Life Science (see recommendations below)	11
Social & Behavioral Sciences	6
Major/Minor Electives (see recommendations below)	23
Degree Total =	**62**

Agriculture Recommendations

	AGRI	188	Introduction to Horticultural Science	3
	AGRI	284	Soil Science	4
	AGRI	286	Crop Science	4

Physcial & Life Science Recommendations

	BIOL	110	Principles of Biology	4
*	CHEM	120	Elementary General Chemistry	4

Mathematics Recommendations

	MATH	177	Elementary Statistics	4

Agriculture Electives

	AGRI	182	Introductory Agricultural Mechanization	4
	AGRI	184	Introduction to Agricultural Economics	4
	AGOC	130	Vegetable Production	3
	AGOC	132	Landscape Design	3
	AGOC	222	Marketing Agricultural Products	3
*	AGOC	291	Pest Identification & Control	3

* Course has a prerequisite. See course descriptions.

Agricultural Management (630)

Agribusiness Emphasis

ASSOCIATE OF APPLIED SCIENCE

About Our Program

This program prepares students for employment in an agricultural business that focuses primarily on the sales, marketing, management, and distribution of agricultural products and commodities.

Program Outcomes

- Create and manipulate computer files through the use of word processors, spreadsheets, databases, presentation, and graphic design software.
- Utilize fundamental financial management tools secure or grant agricultural loans.
- Relate agricultural economics to healthy and profitable business decisions.
- Consider financial risk management practices from individual and institutional perspectives.
- Explore government programs, resources, and regulatory policies in place to support and guide agricultural producers.
- Utilize commodity marketing strategies to maximize business profitability.

Nature of Work and Employment

Career pathways in the agri-business program may include employment in agricultural loans and financing, farm management, general farm and crop insurance, commodity marketing and agricultural sales. Current employment potential in these areas is very good with a variety of options for work and advancement.

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Justin Ebert, Agriculture Instructor
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- Vicki Schulz, Student Advisor

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Agriculture, Food & Natural Resources

First Semester — 15 Sem. Hours

	LIBS	199	First Year Experience – Ag Emphasis	2
	AGRI	184	Introduction to Agricultural Economics	4
	AGRI	192	Computer Applications in Agriculture	3
	AGOC	220	Financing Agricultural Production	3
			Elective	3

Second Semester — 15 Sem. Hours

	AGRI	190	Introduction to Agricultural Education	3
	AGOC	222	Marketing Agricultural Products	3
*	BUSN	141	Business Communications or Comm. Requirement	3
			Elective	6

Summer — 4 Sem. Hours

*	OCED	290	Workplace Experience	4

Third Semester — 17 Sem. Hours

	AGRI	186	Introduction to Animal Science	
		-or-		4
	AGRI	284	Soil Science	
	AGOC	221	Agricultural Policies and Programs	3
	BUSN	225	Personal Finance or Social Science Requirement	3
			Science requirement	4
			Elective	3

Fourth Semester — 14 Sem. Hours

	AGOC	299	Agriculture Capstone Experience	1
*	AGOC	240	Farm Business Management	3
*	BUSN	121	Introduction to Business or Humanities Requirement	3
*	BUSN	125	Math of Business or Math Elective	3
			Elective	4

Total Hours = 65

* Course has a prerequisite. See course descriptions.

Agriculture electives may be seelected from courses with prefixes AGOC, AGRI, ACCT, BUSN, and INFT.

Agricultural Management (630)

Animal Science Emphasis

ASSOCIATE OF APPLIED SCIENCE

About Our Program

This program prepares students for employment in an agricultural business that focuses primarily on the production and management of livestock animals including beef cattle, dairy cattle, swine, and sheep.

Program Outcomes

- Discover concepts of breeding, nutrition, physiology, herd-health, economics and management in practical and profitable animal production programs.
- Contribute to respectful management of animals and the environment.
- Develop livestock / dairy feeding programs based on sound nutritional principles.
- Make decisions based on an understanding of policy and the regulatory environment within livestock / dairy production.
- Evaluate management practices of various livestock / dairy production practices and management.

Nature of Work and Employment

Career pathways in the animal science program may include employment in animal production, farm management, finance, feed and nutrition, livestock marketing, and animal health. Current employment potential in these areas is very good with a variety of options for work and advancement.

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- Vicki Schulz, Student Advisor

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PATHWAYS TO COLLEGE & CAREER READINESS
Agriculture, Food & Natural Resources

First Semester — 15 Sem. Hours

	LIBS	199	First Year Experience – Ag Emphasis	2
	AGRI	186	Introduction to Animal Science	4
	AGRI	192	Computer Applications in Agriculture	3
*	BUSN	125	Math of Business OR Math Requirement	3
			Elective	3

Second Semester — 16 Sem. Hours

	AGRI	286	Crop Science	4
	AGOC	226	Animal Nutrition	4
	AGOC	127	Forage Production	
		-or-		2
	AGOC	227	Corn and Soybean Production	
*	BUSN	141	Business Communications OR Com. Requirement	3
			Elective	3

Summer — 4 Sem. Hours

*	OCED	290	Workplace Experience	4

Third Semester — 15 Sem. Hours

	AGOC	142	Livestock Facilities and Waste Management	3
	AGOC	232	Animal Health	3
	AGOC	221	Agricultural Policies and Programs	3
	AGOC	232	Animal Reproduction	3
	BUSN	225	Personal Finance or Social Science Requirement	3

Fourth Semester — 15 Sem. Hours

	AGOC	299	Agriculture Capstone Experience	1
	AGOC	242	Beef Management	
		-or-		
	AGOC	243	Swine Management	3
		-or-		
	AGOC	245	Dairy Management	
*	AGOC	240	Farm Business Management	3
*	BUSN	121	Introduction to Business or Humanities Requirement	3
			Elective	2
			Science Requirement	3

Total Hours = 65

* Course has a prerequisite. See course descriptions.

Animal Science electives may be selected from courses with prefixes AGOC, AGRI, BIOL, BUSN, CHEM, EQUI, NSCI, and WELD.

Agricultural Management (630)

Crop and Soil Science Emphasis

ASSOCIATE OF APPLIED SCIENCE

About Our Program

This program prepares students for employment in an agricultural business that focuses primarily on the production and management of field crops.

Program Outcomes

- Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
- Describe basic principles of plant growth and reproduction.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Scout disorders in crops and explore recommendations for treatment.
- Explore the use of precision technology in crop production.
- Engage in crop research experiments relevant to modern production practices.

Nature of Work and Employment

Career pathways in the crop and soil science program may include employment in seed and chemical sales, fertilizer application, grain marketing, soil conservation, and precision technology. Current employment potential in these areas is very good with a variety of options for work and advancement.

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- Vicki Schulz, Student Advisor

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Agriculture, Food & Natural Resources

First Semester — 15 Sem. Hours

	LIBS	199	First Year Experience – Ag Emphasis	2
	AGRI	284	Soil Science	4
	AGRI	192	Computer Applications in Agriculture	3
*	BUSN	125	Math of Business OR Math Requirement	3
			Elective	3

Second Semester — 15 Sem. Hours

	AGRI	286	Crop Science	4
	AGOC	287	Precision Farming Technology	3
	AGOC	227	Corn and Soybean Production	2
*	BUSN	141	Business Communications OR Comm. Requirement	3
			Elective	3

Summer — 7 Sem. Hours

*	OCED	290	Workplace Experience	4
	AGOC	291	Plant Pesticide Identification and Control	3

Third Semester — 15 Sem. Hours

*	AGOC	285	Soil Fertility and Fertilizers	3
	AGOC	221	Agricultural Policies and Programs	3
	AGOC	289	Applications of Precision Technology	3
	BUSN	225	Personal Finance OR Social Science Requirement	3
			Elective or Science Requirement	3

Fourth Semester — 13 Sem. Hours

	AGOC	299	Agriculture Capstone Experience	1
	AGOC	222	Marketing Agricultural Products	3
*	AGOC	240	Farm Business Management	3
*	BUSN	121	Introduction to Business OR Humanities Requirement	3
			Elective	3

Total Hours = 65

* Course has a prerequisite. See course descriptions.

Crop and Soil Science electives may be selected from courses with prefixes AGOC, AGRI, BIOL, CHEM, GEOL, INFT, NSCI, and WELD.

Agricultural Management (630)

Precision Agriculture Technician Emphasis

ASSOCIATE OF APPLIED SCIENCE

About Our Program

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance, sales, and service of agricultural equipment including precision technology equipment.

Program Outcomes

- Create and manipulate computer files through the use of word processors, spreadsheets, databases, presentation, and graphic design software.
- Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Explore the use of precision technology in crop production.
- Use troubleshooting techniques to solve common mechanical failures.

Nature of Work and Employment

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Special Considerations

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Justin Ebert, Agriculture Instructor
- Monica Pierce, Agriculture Instructor
- Vicki Schulz, Student Advisor

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Agriculture, Food & Natural Resources

First Semester — 15 Sem. Hours

	LIBS	199	First Year Experience – Ag Emphasis	2
	AGRI	192	Computer Applications in Agriculture	3
	AGRI	284	Soil Science	4
*	ELET	179	Electronic Principles	3
*	MATH	111	Technical Math or Math Eelective	3

Second Semester — 15 Sem. Hours

	AGRI	182	Introductory Agricultural Mechanization	4
	AGOC	110	Commercial Driver's License Permit Training	2
	AGOC	287	Precision Farming Technology	3
*	BUSN	141	Business Communications or Comm. Requirement	3
			Elective	3

Summer — 7 Sem. Hours

*	AGOC	291	Plant Pest Identification and Control	3
*	OCED	290	Workplace Experience	4

Third Semester — 15 Sem. Hours

	AGOC	140	Agriculture Equipment Maintenance	3
	AGOC	289	Applications of Precision Technology	3
*	MTEC	210	General Pneumatics	3
	BUSN	225	Personal Finance or Social Science Requirement	3
			Elective or Science Requirement	3

Fourth Semester — 13 Sem. Hours

	AGOC	299	Agriculture Capstone Experience	1
*	MTEC	263	General Hydraulics	3
*	BUSN	121	Introduction to Business or Humanities Requirement	3
	WELD	130	Introduction to Welding	3
			Elective	3

Total Hours = 65

* Course has a prerequisite. See course descriptions.

Precision Agriculture Technician electives may be selected from courses with prefixes AGOC, AGRI, ELET, INFT, MTEC, and WELD.

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.

Program Outcomes

Graduates in the Graphic Design Program will be able to:

- Apply problem solving skills.
- Operate reliably as a member of a team.
- Demonstrate superior communication skills including verbal, written, and listening skills.
- Demonstrate the ability to brainstorm, think critically and conceptualize creative ideas.
- Execute technical skills necessary for production.
- Apply basic design principles to projects.

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:

- Robert Apolloni, Art Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) 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	Two-Dimensional Design	3
*	ART	116	Three-Dimensional Design	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:

- Robert Apolloni, Art Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) 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	Two-Dimensional Design	3
*	ART	116	Three-Dimensional Design	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. Students learn to work with water-borne refinishing technology. In addition, students will gain a foundation in business and work experience.

Program Outcomes

Students who complete this program of study will be able to accomplish basic collision repair procedures set forth by the ASE/NATEF guidelines:

- Detail the interior and exterior of the vehicle to ensure customer satisfaction.
- Apply and shape basic body filler to meet body contours.
- Apply primers and refinish materials.
- Remove and install vehicle components for the repair process.
- Execute knowledge of vehicle construction.

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 to extensive repairs. 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 is accredited through ASEEF. A workplace experience is required for successful completion of this program.

ASE | Education Foundation

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Todd Vacek, Auto Body Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 13 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/Oxy Welding	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

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	Automotive Trim and Hardware	2
*	WELD	233	Advanced Welding Processes	3

Third Semester — 12 Sem. Hours

*	AUTB	296	Paint Applications II	5
*	AUTB	292	Auto Body Repair II	4
*	BUSN	125	Mathematics of Business (or three credits from MATH 157 or above)	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

Add'l Required Courses — 4 Sem. Hours

	AUTB	180	Basic Auto Electrical Systems	2
			Electives from DRAF, ELET, INFT, MTEC, WELD	2

Total Hours = 60

* 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. Students learn to work with water-borne refinishing technology. 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 to extensive repairs. 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 is accredited through ASEEF (Automotive Service Excellence Education Foundation). A workplace experience is encouraged and may be made available.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Todd Vacek, Auto Body Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

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First Semester — 13 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/Oxy Welding	3
*	BUSN	125	Mathematics of Business (or three credits from MATH 157 or above)	3

Second Semester — 14 Sem. Hours

*	AUTB	193	Frame and Body Alignment I	4
*	AUTB	194	Auto Body Repair I	3
*	AUTB	293	Paint Applications I	4
*	WELD	233	Advanced Welding Processes	3

Third Semester — 12 Sem. Hours

	AUTB	195	Automotive Trim and Hardware	2
*	AUTB	292	Auto Body Repair II	4
*	AUTB	296	Paint Applications II	5
*	INFT	131	Beginning Word	1

Fourth Semester — 9 Sem. Hours

	AUTB	197	Auto Chassis and Accessory Systems	2
*	AUTB	291	Frame and Body Alignment II	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
			Elective	1

Total Hours = 48

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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.

Program Outcomes

Students who complete this program will be able to:

- Work safely in the shop environment.
- Demonstrate professionalism (work ethic, soft skills).
- Use the correct tool(s) for needed maintenance.
- Utilize problem solving skills to determine and perform basic vehicle maintenance and inspection, which includes:
  - Engine oil monitoring system reset
  - Tire pressure monitoring system diagnosis and reset
  - Antilock brake system diagnosis and repair
  - Vehicle fluid maintenance
- Perform vehicle safety inspections.
- Utilize diagnostic equipment to interpret system data and perform sub-system repairs
  - Powertrain control systems (engine and transmission)
  - Understanding vehicle network systems
  - Diagnosing computer and vehicle network systems
  - Electrical and electronic circuit repair
  - Heating and air conditioning systems
  - Final drive and AWD-4WD system

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 Automobile Service Technician. The program is accredited through ASEEF (Automotive Service Excellence Education Foundation). A workplace experience is encouraged and may be made available.

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Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jim Palmer, Automotive Technology Faculty
- Kristin Stinnett, Automotive Technology Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 18 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
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
	WELD	135	Shield Arc/Oxy Welding	
		-or-		3
	WELD	130	Introduction to Welding	

Second Semester — 16 Sem. Hours

*	AUTM	111	Suspension and Alignment	5
*	AUTM	113	Brakes	4
*	AUTM	115	Standard Transmission and Final Drives	4
*	MATH	111	Technical Math	
		-or-		3
*	BUSN	125	Mathematics of Business or three credits from MATH 157 or above)	

Third Semester — 19 Sem. Hours

*	AUTM	231	Fundamentals of Electronics	3
*	AUTM	233	Fuel Systems	3
*	AUTM	235	Electronic Engine Controls	4
*	AUTM	242	Automotive Body Electronics	3
	ECON	111	Principles of Economics I	3
*	BUSN	225	Personal Finance	3

Fourth Semester — 17 Sem. Hours

*	AUTM	237	Engine Performance	3
*	AUTM	238	Advanced Automotive Data Analysis	3
*	AUTM	240	Automatic Transmissions	5
*	AUTM	248	Automotive Heating and Air Conditioning	3
*	BUSN	124	Introduction to Small Business	3

Total Hours = 70

* 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jim Palmer, Automotive Technology Faculty
- Kristin Stinnett, Automotive Technology Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 15 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
	WELD	130	Introduction to Welding	
		-or-		3
	WELD	135	Shield Arc/Oxy Welding	

Second Semester — 13 Sem. Hours

*	AUTM	111	Suspension and Alignment	5
*	AUTM	113	Brakes	4
*	AUTM	115	Standard Transmission and Final Drives	4

Total Hours = 28

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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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/ Certified 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 Automobile Service Technician. The program is accredited through ASEEF (Automotive Service Excellence Education Foundation).

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jim Palmer, Automotive Technology Faculty
- Kristin Stinnett, Automotive Technology Faculty
- 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	242	Automotive Body Electronics	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

Second Semester — 17 Sem. Hours

*	AUTM	237	Engine Performance	3
*	AUTM	238	Advanced Automotive Data Analysis	3
*	AUTM	240	Automatic Transmissions	5
*	AUTM	248	Automotive Heating and Air Conditioning	3
*	MATH	111	Technical Math	
		-or-		3
*	BUSN	125	Business Math (or three credits from MATH 157 or above)	

Total Hours = 33

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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Biology (403)

ASSOCIATE OF SCIENCE

About Our Program

This program is intended to provide the first two years of a 4-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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- Karla Giuffre, Biology Faculty
- Tony Grahame, Biology Faculty
- Juliet Moderow, Biology Faculty
- Alan Nowicki, Biology Faculty
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
*	BIOL	208	Biology I: Cell & Molecular Biology	4
*	BIOL	209	Biol. II: Biodiversity, Evolution & Ecology	4
Chemistry				
*	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
Mathematics				
*	MATH	177	Statistics	4
*	MATH	168	Analytic Geometry and Calculus I	5
*	MATH	268	Analytic Geometry and Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General 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 4-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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- Karla Giuffre, Biology Faculty
- Tony Grahame, Biology Faculty
- Juliet Moderow, Biology Faculty
- Alan Nowicki, Biology Faculty
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
*	BIOL	208	Biology I: Cell & Molecular Biology	4
*	BIOL	209	Biol. II: Biodiversity, Evolution & Ecology	4
Chemistry				
*	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
Education				
	EDUC	224	Introduction to Special Education	3
		-and-		
	EDUC	221	The American Public School	
		-or-		3
	EDUC	222	Education as an Agent for Change	
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4
Psychology				
*	PSY	161	Introduction to Psychology	3
*	PSY	261	Educational Psychology	3

* Course has a prerequisite. See course descriptions.

Business Administration (204)

ASSOCIATE OF ARTS

About Our Program

This degree is designed for students who plan to transfer to a 4-year college or university to complete a Bachelor's degree in a functional area of business including, but not limited to, 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.

Program Outcomes

Students who complete this program of study will:

- Business Knowledge: Demonstrate a working knowledge of traditional business subjects including management, marketing, accounting/finance, entrepreneurship, production/operations, economics, computer information systems, and business law.
- Communication: Effectively convey ideas, information, and intentions in a variety of business situations using oral, written, and electronic documentation skills.
- Critical Thinking/Problem Solving: Solve problems through the analysis and evaluation of data and the application of business theories and concepts.
- Ethics: Recommend strategies that promote ethical corporate behavior and social responsibility.
- Technology: Demonstrate knowledge of the digital technology tools used to support business operations.
- Global Perspective: Explain the socio-cultural, political-legal, and economic dimensions of global business.

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.

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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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Rich Jacobs, Business Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

Recommended Courses

The following are recommended courses for this major only. In order to graduate from Highland Community College, students must complete 22 semester hours of major coursework from this list in addition to the 40 semester hours of general education requirements for an Associate of Arts degree listed on page 56. 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	224	Business Law II	3
		-or-		
†*	BUSN	229	Legal Environment of Business	3
	BUSN	225	Personal Finance	3
*	BUSN	246	Principles of Marketing	3
*	BUSN	249	Principles of Management	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	4
*	MATH	177	Statistics	
		-or-		3/4
*	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.

Chemistry (406)

ASSOCIATE OF SCIENCE

About Our Program

This program is intended to provide the first two years of a 4-year baccalaureate program. Majors in Chemistry study the composition, structure, and properties of substances and the reactions, interactions, and transformations they undergo.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- John Sullivan, Chemistry Faculty
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Chemistry

*	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

Mathematics

*	MATH	168	Analytic Geometry and Calculus I	5
*	MATH	268	Analytic Geometry and Calculus II	5
*	MATH	269	Analytic Geometry and Calculus III	4
*	MATH	265	Differential Equations	3
*	MATH	270	Linear Algebra	3

Physics

*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4
*	PHYS	145	General Physics III	3

* 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.

Program Outcomes

Students who complete this program of study will:

- Apply computing knowledge appropriate to emphasis/discipline.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skill.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Denise Johnson, Information Systems Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

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Required Courses

^	ACCT	105	Elements of Accounting	3
*	BMAC	142	Electronic Calculator	1
*	BUSN	125	Mathematics of Business (or three credits from MATH 157 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	Workplace Preparation	1
	PSY	160	Psychology of Human Relations	
		-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.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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.

Program Outcomes

Students who complete this program of study will:

- Apply computing knowledge appropriate to emphasis/discipline.
- Solve problems in an information technology environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Utilize data to help in the decision-making process.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Denise Johnson, Information Systems Faculty
- 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 three credits from MATH 157 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	Workplace Preparation	1
	OFFT	151	Keyboarding/Formatting I	4
*	OFFT	161	Proofreading	1
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	163	Machine Transcription I	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.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the emphasis/discipline.
- Solve problems in an information technology environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Analyze the local and global impact of computing on society.
- Utilize data to help in the decision making process.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jeremy Monigold, Information Systems Faculty
- 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 58) 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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the emphasis/ discipline.
- Solve problems in an information technology environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Analyze the local and global impact of computing on society.
- Utilize data to help in the decision making process.

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 059 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jeremy Monigold, Information Systems Faculty
- Vicki Schulz, Student Advisor

Required Courses

*	BUSN	125	Mathematics of Business	
		-or-		3
*	MATH	111	Technical Math (or three credits from MATH 157 or above)	
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
*	ELET	179	Electronic Principles	3
*	INFT	180	Introduction to Information Systems	3
*	INFT	182	Microcomputer Hardware	3
*	INFT	282	A+ Certification	3
	INFT		Electives	3
*	OCED	290	Workplace Experience	4
Total Hours				**25**

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

Cosmetology (606)

CERTIFICATE PROGRAM

About Our Program

Highland offers training that meets or exceeds the State Department of Financial and Professional Regulation requirements 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 and business fundamentals, which gives the graduate additional entrepreneur skills. This program operates on a space available basis.

Program Outcomes

Students who complete this program of study will be able to:

- Perform all masteries of the Milady's method for hair services, including cleansing and conditioning of the hair, hair design, haircutting, clipper cutting, chemical texture services, hair coloring, nail and skin, and eyebrow shaping.
- Follow disinfecting, sanitation and safety protocols such as hygiene, professional dress, and daily cleaning of the salon.
- Communicate professionally with their clientele.
- Complete clinic floor procedures requested by their clientele.
- Complete inventory task list.
- Develop professional skills while following the state laws.
- Manage clientele appointments while performing their front desk skills, inventory, and self-marketing while following the state laws.
- Demonstrate proficiency of all skills required for the Illinois State practical and written exams for licensure.

Nature of Work and Employment

Program graduates, once licensed, may find employment by implementing hair, skin, and nail care services to salon guests. Salons and spas today offer cosmetologists many opportunities to specialize in one area or provide all services to clients. Other career possibilities for a licensed cosmetologist include platform artist, salon owner/manager, or style director for television, print or theater, and so much more!

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 a student advisor to obtain enrollment procedures. 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.

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Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Amy Chamberlin, Cosmetology Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

*	COSM	121	Cosmetology I	6
*	COSM	122	Cosmetology II	6
*	COSM	123	Cosmetology III	6
*	COSM	124	Cosmetology IV	6
*	COSM	131	Cosmetology V	6
*	COSM	132	Cosmetology VI	6
	BUSN	131	Money and Inventory Control	1
	BUSN	243	Sales and Personal Communication	2
	SPTP		Cosmetology	3

Total Hours = 42

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

Criminal Justice (517)

ASSOCIATE OF ARTS

About Our Program

This program is designed for both those intending to transfer to This program is designed for both those intending to transfer to a four-year baccalaureate program as well as for those seeking immediate employment following completion of the two-year program. The guiding theme for this program is twofold. First, for participants to think critically about the broader context (i.e., social, cultural, and political) within which the activity of criminal justice occurs. Second, for participants to gain competencies enabling them to learn the skill set associated with the practical implementation of criminal justice.

Program Outcomes

- Students will be able to describe various historical and modern day challenges confronted in dealing with deviant behavior in society and associate these with proactive evidence-based reforms and solutions.
- Students will be able to examine historical origins and current social issues from a variety of philosophical and theoretical perspectives on how human behavior has shaped culture and society.
- Students will be able to outline the various elements of the criminal law, Amendment provisions and protections, and how these connect to the duties of working in each realm the criminal justice system.
- Students will be able to describe the history and application of punishment, sentencing, rehabilitation, community corrections, and programming for deviant behavior in the criminal justice system.
- Students will be able to compare the various strengths and weaknesses of a variety of treatment programs available for offenders and special populations within the correctional realm.
- Students will be able to distinguish effective law enforcement strategies and responses relating to homeland security and security threats.
- Students will be able to justify the vital ethical practices for those working in the criminal justice field.
- Students will demonstrate effective oral and written communication pertaining to the social sciences involving quantitative research, theory, and practice.
- Students will develop critical thinking skills encompassing the daily operations of each component of the criminal justice systems' function within society.

Nature of Work and Employment

A broad range of employment options exist in both the private and public sectors depending upon qualifications. Examples of areas of employment would include; but not be limited to the following: law enforcement, corrections, court reporting, parks and wildlife, and social work.

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:

- Jennifer Roser, Criminal Justice Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

Recommended Courses

The following are recommended courses for this major only. Students must meet all requirements for the Associate of Arts degree (see page 56) in order to graduate from Highland Community College. For more information, please see your student advisor.

CJS	101	Introduction to Criminal Justice	3
CJS	102	Introduction to Corrections	3
CJS	201	Criminology	3
CJS	202	Juvenile Delinquency	5
CJS	204	Ethics in Criminal Justice	5

Recommended Electives (Law Enforcement)

CJS	205	Criminal Investigation	3
CJS	206	Policing in America	3
CJS	208	Intro to Terrorism	3

Recommended Electives (Corrections)

CJS	220	Probation and Parole	3

Recommended Electives (Law)

CJS	203	Criminal Law	3
CJS	210	Criminal Procedure	3

Other Recommended Electives

PHYD	212	First Aid	2
INFT	180	Introduction to Information Systems	3
SOCI	276	Racism and Diversity in Contemporary Society	3

Criminal Justice (238)

ASSOCIATE OF APPLIED SCIENCE

About Our Program

The Criminal Justice Program at Highland Community College prepares students for a rewarding career with local, county, state, or federal law enforcement agencies, correctional institutions, administrative assistants, courtroom employees, and other criminal justice agencies such as probation and parole. A number of related career fields, such as security and private investigations, are open to graduates of our Criminal Justice Program. In addition, our program can prepare current criminal justice professionals for career advancements. Those intending to transfer to a four-year baccalaureate program should speak to an advisor about our transfer program.

Program Outcomes

Students will be able to

- Describe various historical and modern day challenges confronted in dealing with deviant behavior in society and associate these with proactive evidence-based reforms and solutions.
- Examine historical origins and current social issues from a variety of philosophical and theoretical perspectives on how human behavior has shaped culture and society.
- Outline the various elements of the criminal law, Amendment provisions and protections, and how these connect to the duties of working in each realm the criminal justice system.
- Describe the history and application of punishment, sentencing, rehabilitation, community corrections, and programming for deviant behavior in the criminal justice system.
- Compare the various strengths and weaknesses of a variety of treatment programs available for offenders and special populations within the correctional realm.
- Distinguish effective law enforcement strategies and responses relating to homeland security and security threats.
- Justify the vital ethical practices for those working in the criminal justice field.
- Demonstrate effective oral and written communication pertaining to the social sciences involving quantitative research, theory, and practice.
- Develop critical thinking skills encompassing the daily operations of each component of the criminal justice systems' function within society.

Nature of Work and Employment

A broad range of employment options exist in both the private and public sectors depending upon qualifications. Examples of areas of employment would include; but not be limited to the following: law enforcement, corrections, court reporting, parks and wildlife, and social work.

Special Considerations

There are recommended prerequisites for most of the Criminal Justice classes. Some general education courses may require prerequisites. Other than the internship, classes may be taken during any semester classes are offered. Students are required to have at least the first year completed prior to applying for the Internship class.

Program Contacts

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

- Jennifer Roser, Criminal Justice Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

First Semester — 15 Sem. Hours

CJS	101	Introduction to Criminal Justice	3
ENGL	121	Rhetoric and Composition I	3
INFT	180	Introduction to Information Systems	3
PHYD	212	First Aid	2
PHYD	121	Physical Fitness I	1
SPCH	191	Fundamentals of Speech Communication	3

Second Semester — 12 Sem. Hours

MATH	111	Technical Math	3
SOC	171	Introduction to Sociology	3
CJS	102	Introduction to Corrections	3
PSY	161	Introduction to Psychology	3

Third Semester — 15 Sem. Hours

SPAN	155	Elementary Spanish I	4
CJS	202	Juvenile Delinquency	3
SOCI	276	Racism & Diversity in Contemporary Society	3
CJS		Electives	5

Fourth Semester — 16 Sem. Hours

CJS	201	Criminology	3
CJS	204	Ethics in Criminal Justice	3
POL	152	American Government and Politics	3
OCED	290	Workplace Experience	4
CJS		Electives	3

Total Hours = 61

Recommended Electives (Law Enforcement)

CJS	205	Criminal Investigation	3
CJS	206	Policing in America	3
CJS	208	Intro to Terrorism	3

Recommended Electives (Corrections)

CJS	220	Probation and Parole	3

Recommended Electives (Law)

CJS	203	Criminal Law	3
CJS	210	Criminal Procedure	3

Criminal Justice (237)

CERTIFICATE PROGRAM

About Our Program

The Criminal Justice certificate program at Highland Community College prepares students for entry level career opportunities with local, county, state, or federal law enforcement agencies, correctional institutions, administrative assistants, courtroom employees, and other criminal justice agencies such as probation and parole. In addition, our certificate program can prepare current criminal justice professionals for career advancements.

Those intending to transfer to a four-year baccalaureate program should speak to an advisor about our transfer program.

Program Outcomes

Students will be able to

- Describe various historical and modern day challenges confronted in dealing with deviant behavior in society and associate these with proactive evidence-based reforms and solutions.
- Examine historical origins and current social issues from a variety of philosophical and theoretical perspectives on how human behavior has shaped culture and society.
- Outline the various elements of the criminal law, Amendment provisions and protections, and how these connect to the duties of working in each realm the criminal justice system.
- Describe the history and application of punishment, sentencing, rehabilitation, community corrections, and programming for deviant behavior in the criminal justice system.
- Compare the various strengths and weaknesses of a variety of treatment programs available for offenders and special populations within the correctional realm.
- Distinguish effective law enforcement strategies and responses relating to homeland security and security threats.
- Justify the vital ethical practices for those working in the criminal justice field.
- Demonstrate effective oral and written communication pertaining to the social sciences involving quantitative research, theory, and practice.
- Develop critical thinking skills encompassing the daily operations of each component of the criminal justice systems' function within society

Nature of Work and Employment

A broad range of employment options exist in both the private and public sectors depending upon qualifications. Examples of areas of employment would include; but not be limited to the following: law enforcement, corrections, court reporting, parks and wildlife, and social work.

Special Considerations

There are recommended prerequisites for most of the Criminal Justice classes. Some general education courses may require prerequisites. All courses within this certificate are a sub-set of the courses needed to complete the colleges Criminal Justice Associate of Applied Science degree and several of the courses can be applied to the Transfer degree.

Program Contacts

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

- Jennifer Roser, Criminal Justice Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

First Semester — 12 Sem. Hours

CJS	101	Introduction to Criminal Justice	3
INFT	180	Introduction to Information Systems	3
CJS	202	Juvenile Delinquency	3
PHYD	212	First Aid	2
PHYD	121	Physical Fitness	1

Second Semester — 12 Sem. Hours

CJS	102	Introduction to Corrections	3
CJS	201	Criminology	3
MATH	111	Technical Math	3
ENGL	121	Rhetoric and Composition I	3

Total Hours = 24

Recommended Elective

CJS	204	Ethics in Criminal Justice	

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- 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 I	1
*	INFT	106	Basic Keyboarding II	1
	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	Computer Applications in Accounting	2
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
	BUSN	143	Fundamentals of Retailing	3
	BUSN	225	Personal Finance	3
*	INFT	115	Introduction to the World Wide Web	1
	OCED	250	Workplace Preparation	1

Third Semester — 9 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.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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Business Management & Administration

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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to emphasis/ discipline.
- Solve problems in an information technology environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Utilize desktop publishing skills to help in the decision-making process.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Denise Johnson, Information Systems Faculty
- Vicki Schulz, Student Advisor

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Business Management & Administration

Required Courses — 32 Sem. Hours

	ART	115	Two-Dimensional Design	3
*	BUSN	121	Introduction to Business	
		-or-		3
*	BUSN	124	Introduction to Small Business	
*	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	Workplace Preparation	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.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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

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 an opportunity 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 3 Credential certificate. Students will be eligible to receive a Gateways to Opportunity Level 3 Credential because the HCC Early Childhood Program is a Gateways Entitled Institution.

Program Outcomes

Students who complete this program of study will be able to:

- Interpret children's unique developmental patterns and identify supportive resources for children who may require further assessment.
- Differentiate instruction, strategies, materials, content, levels of complexity, and language to support diverse learning styles and abilities through incorporation of evidence-based practices, including universal design and children's interests.
- Create and supervise a safe and healthy learning environment that maximizes student learning.
- Use assessment results for the purpose of planning appropriate programs, environments, and interactions and adapting for individual differences.
- Create engaging environments that meet the diverse development and learning needs of each child.
- Demonstrate professionalism in image, behavior, and disposition.
- Demonstrate collaboration skills that are necessary to work together as a team.
- Recommend strategies to advocate for the field of early childhood and for the families including those that are culture and linguistic diverse.
- Develop lesson plans based on children's responses and provide different pathways based on children's needs.
- Revise and adapt strategies and techniques for facilitating meaningful inclusion of individuals with a range of abilities and experiences based on children's feedback.
- Provide developmentally appropriate activities to meet the Illinois Early Learning and Development Standards.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Melissa Johnson, Coordinator of Early Childhood Education
- 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 56) 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	Assessment in EC Settings	3
*	ECE	202	Curriculum in EC Settings	3
*	ECE	203	Home, School, & Community Relations in EC	3
*	ECE	204	Exceptional Child in ECE	3

Early Childhood/Education Options (select one)

*	ECE	124	Literature for Young Children	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

The field of early childhood education is filled with many exciting opportunities! Potential careers include working directly with young children and their families through teaching in public and private schools, Head Start programs, child care centers, and family child care homes. 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.

At Highland Community College, we have a variety of pathways designed to support your professional growth. Whether you are interested in earning a Gateways Credential (http://www.ilgateways.com/en/credentials) or are planning to transfer to a four-year program, we have the courses and opportunities to meet your education and career needs. Our courses are designed around the following three Pathways: Direct Exit, Credential Continuing, and Credential Transfer.

The Credential Continuing Pathway is designed for students who are seeking employment and/or working in the field and who plan on progressing through each of the credentials with the goal of attaining their AAS. Courses are laid out in a four-semester sequence, with milestones of credential attainment marked along the way. This program contains 38 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 Gateways to Opportunity ECE Competencies, and the Early Childhood Special Education standards. As a "blended" 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. The early childhood certificates are wholly contained in the Early Childhood Education degree.

Each of our pathways is designed to support the attainment of Gateways Credentials. The Gateways Credential is recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Credentials are required for varied Circles of Quality in ExceleRate Illinois and can be used as a prerequisite for employment within early learning programs. To earn your Level 2-4 ECE, Level 2-4 Infant/Toddler, or Illinois Director Credential Level I at Highland Community College, you are required to follow a prescribed course of study. Please be sure to contact Melissa Johnson for further information about these credentials and required courses. 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.

Program Outcomes

Students who complete this program of study will be able to:

- Interpret children's unique developmental patterns and identify supportive resources for children who may require further assessment.
- Differentiate instruction, strategies, materials, content, levels of complexity, and language to support diverse learning styles and abilities through incorporation of evidence-based practices, including universal design and children's interests.
- Create and supervise a safe and healthy learning environment that maximizes student learning.
- Use assessment results for the purpose of planning appropriate programs, environments, and interactions and adapting for individual differences.
- Create engaging environments that meet the diverse development and learning needs of each child.
- Demonstrate professionalism in image, behavior, and disposition.
- Demonstrate collaboration skills that are necessary to work together as a team.
- Recommend strategies to advocate for the field of early childhood and for the families including those that are culture and linguistic diverse.
- Develop lesson plans based on children's responses and provide different pathways based on children's needs.
- Revise and adapt strategies and techniques for facilitating meaningful inclusion of individuals with a range of abilities and experiences based on children's feedback.
- Provide developmentally appropriate activities to meet the Illinois Early Learning and Development Standards.

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. Career opportunities also include supporting those who work directly with young children in occupations that include administration, curriculum development, policy advocates and lobbyists, coaches and mentors, licensing representatives, and providers of professional development. Our state and nation are currently facing critical needs for well-prepared early childhood practitioners. Employment is projected to grow 10% from 2016 to 2026 (U.S. Bureau of Labor Statistics

Early Childhood Education (703)

Occupational Outlook Handbook). Graduates must demonstrate good physical and emotional health as well as submit to and pass a current background check.

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 (ECE 121) or Child Growth and Development (ECE 122) and earn the grade of "C" or better to proceed through the early childhood program. ECE 121 and ECE 122 require placement into ENGL 121. 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor

Required ECE Courses 38 Sem. Hours

FALL COURSES

*	ECE	121	Intro to Early Childhood Education	3
*	ECE	124	Literature for Young Children	3
*	ECE	125	Assessment in EC Settings	3
*	ECE	126	Observation & Guidance of Young Child	3
*	ECE	128	Practicum	2
*	ECE	203	Home, School, & Community 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 Child	3
*	ECE	204	Exceptional Child in EC Programs	3
*	ECE	207	Math and Science for the Young Child	3
*	ECE	212	Early Childhood Assessment Seminar	3
*	ECE	202	Curriculum in EC Settings	3

Required Rel. Courses 15 Sem. Hours

*	BUSN	125	Mathematics of Business	3
*			Communications (BUSN 141 or ENGL 121)	3
*	INFT	180	Introduction to Information Systems	3
*	PSY	161	Introduction to Psychology	
		-or-		3
			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 Management Practicum	3
*	ECE	209	ECE Internship	3
*	ECE	213	Inclusive Environment for Infants & Toddlers	3
*	ECE	215	Mentoring in Early Childhood	3

Recommended courses for specific credentials:
Infant/Toddler Credential Level 3-4 – ECE 213
Illinois Director Credential – ECE 208 and ECE 211

Total Hours = 62

* Course has a prerequisite. See course descriptions.

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Early Childhood Development Online (704)

ASSOCIATE OF APPLIED SCIENCE

About Our Program

The field of early childhood education is filled with many exciting opportunities! In order to provide quality care and education in child development, an individual must have a passion for learning and the professional skills that can transform young children's lives. Potential careers include working directly with young children and their families through teaching in public and private schools, Head Start programs, child care centers, and family child care homes. The program is dedicated to addressing the needs and interests of young learners of diverse ethnicity, race, socio- economic background and ability. Through the online education courses, you will be introduced to the concepts of early childhood development that include child behavior, social-emotional development, health and safety, observation and assessment and curriculum planning.

At Highland Community College, we have a variety of pathways designed to support your professional growth. Whether you are interested in earning a Gateways Credential (http://www.ilgateways.com/en/credentials) or are planning to transfer to a four-year program, we have the courses and opportunities to meet your education and career needs. Our courses are designed around the following three Pathways: Direct Exit, Credential Continuing, and Credential Transfer.

The Credential Continuing Pathway is designed for students who are seeking employment and/or working in the field and who plan on progressing through each of the credentials with the goal of attaining their AAS. Courses are laid out in a four-semester sequence, with milestones of credential attainment marked along the way. This program contains 29 required ECE semester hours, 27 required related semester hours consisting of general education courses, and 6 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 Gateways Early Childhood Competencies, the National Association for the Education of Young Children Professional Preparation Standards, and the Early Childhood Special Education standards. As a "blended" 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. The early childhood certificates are wholly contained in the Early Childhood Development Online degree.

Each of our pathways is designed to support the attainment of Gateways Credentials. The Gateways Credential is recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Credentials are required for varied Circles of Quality in ExceleRate Illinois and can be used as a prerequisite for employment within early learning programs. To earn your Level 2-4 ECE, Level 2-4 Infant/Toddler, or Illinois Director Credential Level I at Highland Community College, you are required to follow a prescribed course of study. Please be sure to contact the Coordinator of the ECE Program for further information about these credentials and required courses. 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.

Program Outcomes

Students who complete this program of study will be able to:

- Interpret children's unique developmental patterns and identify supportive resources for children who may require further assessment.
- Differentiate instruction, strategies, materials, content, levels of complexity, and language to support diverse learning styles and abilities through incorporation of evidence-based practices, including universal design and children's interests.
- Create and supervise a safe and healthy learning environment that maximizes student learning.
- Use assessment results for the purpose of planning appropriate programs, environments, and interactions and adapting for individual differences.
- Create engaging environments that meet the diverse development and learning needs of each child.
- Demonstrate professionalism in image, behavior, and disposition.
- Demonstrate collaboration skills that are necessary to work together as a team.
- Recommend strategies to advocate for the field of early childhood and for the families including those that are culture and linguistic diverse.
- Develop lesson plans based on children's responses and provide different pathways based on children's needs.
- Revise and adapt strategies and techniques for facilitating meaningful inclusion of individuals with a range of abilities and experiences based on children's feedback.
- Provide developmentally appropriate activities to meet the Illinois Early Learning and Development Standards.

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Education & Training

Early Childhood Development Online (704)

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. Career opportunities also include supporting those who work directly with young children in occupations that include administration, curriculum development, policy advocates and lobbyists, coaches and mentors, licensing representatives, and providers of professional development. Our state and nation are currently facing critical needs for well-prepared early childhood practitioners. Employment is projected to grow 10% from 2016 to 2026 (U.S. Bureau of Labor Statistics Occupational Outlook Handbook). Graduates must demonstrate good physical and emotional health as well as submit to and pass a current background check.

Special Considerations

This degree does NOT prepare students for Illinois State Board of Education educator licensure 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 (ECE 121) or Child Growth and Development (ECE 122) and earn the grade of "C" or better to proceed through the early childhood program. ECE 121 and ECE 122 require placement into ENGL 121. 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor

Required ECE Courses 29 Sem. Hours

FALL COURSES

*	ECE	121	Intro to Early Childhood Education	3
*	ECE	125	Assessment in EC Settings	3
*	ECE	126	Observation & Guidance of Young Child	3
*	ECE	128	Practicum	2
*	ECE	203	Home, School, & Community Relations in EC	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	3
*	ECE	202	Curriculum in EC Settings	3
*	ECE	212	Early Childhood Assessment Seminar	3

Required Rel. Courses 27 Sem. Hours

*	BUSN	125	Mathematics of Business	3
*	ENGL	121	Rhetoric and Composition I	3
*	ENGL	122	Rhetoric and Composition II	3
*	INFT	180	Introduction to Information Systems	3
	PHIL	282	Ethics	3
*	PSY	161	Introduction to Psychology	3
	SPCH	191	Fundamentals of Speech	3
			Physical/Life Science Course	3
			Select one from the following as a General Education Elective (SOCI 276, Racism & Diversity/Contemp Soc; HUMA 104, Introduction to Humanities; EDUC 225, Educational Technology)	3

ECE Required Electives (Choose 6 credits)

*	ECE	205	Intro to Infant/Toddler Care & Education	3
*	ECE	208	Supervision & Admin of Child Care Prog	3
*	ECE	213	Inclusive Environment for Infants & Toddlers	3
*	ECE	215	Mentoring in Early Childhood	3

Recommended courses for specific credentials:
Infant/Toddler Credential Level 3-4 – ECE 213
Illinois Director Credential – ECE 208, ECE 210, and ECE 211

Total Hours = 62

* Course has a prerequisite. See course descriptions.

Early Childhood Education (726)

Infant/Toddler Certificate

About Our Program

The Infant/Toddler certificate provides students with a specialized focus on the unique strengths and needs of infants and toddlers with particular focus on children and families that are culturally, linguistically and ability diverse. Students will study the comprehensive development of the young child, birth to three years, with a focus on understanding current brain research and best caregiving practices. Students will explore the process of designing infant/toddler environments that are individually, culturally and developmentally appropriate with focus on creating inclusive environments. This certificate is intended for students who already hold degrees or who have taken extensive coursework in other academic fields, but would like to build their knowledge and skills of working with infants, toddlers and their families.

Nature of Work and Employment

Infant/Toddler certificate holders work in licensed child care programs as teachers or assistant teachers or for home visiting programs such as Early Head Start or Prevention Initiative programs. 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. Students interested in pursuing a Gateways to Opportunity Infant/Toddler Credential need to speak with the Coordinator of the Early Childhood Program regarding additional requirements to qualify for credentials.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor

Required ECE Courses

*	ECE	205	Intro to Infant/Toddler Care & Education	3
*	ECE	213	Inclusive Environments for Infants & Toddlers	3

Total Hours = 6

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

Early Childhood Education (724)

Infant/Toddler Level 2 Credential Certificate

About Our Program

The Infant/Toddler Level 2 Credential certificate provides students with a specialized focus on the unique strengths and needs of infants and toddlers with particular focus on children and families that are culturally, linguistically and ability diverse. Students will study the comprehensive development of the young child, birth to three years, with a focus on understanding current brain research and best caregiving practices. The program is available for early childhood educators, parents, administrators, and health care professionals. The certificate is 21 credit hours, with all the credit hours applying to the Associate of Applied Science in Early Childhood Education. The Illinois Gateway Level Infant/Toddler Level 2 Credential is designed to support movement through the state of Illinois Career Lattice. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement and are embedded in the new quality rating and improvement system, ExceleRate Illinois. The Infant/Toddler Level 2 Credential expands on foundational professional knowledge, and supports progression to the Level 3 Credential or direct exit into the field.

Nature of Work and Employment

Infant/Toddler Level 2 Credential certificate holders work in licensed child care programs as assistant teachers or for home visiting programs such as Early Head Start. 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. To successfully begin the early childhood degree, students must meet the communication requirements. Students must take either Introduction to Early Childhood Education (ECE 121) or Child Growth and Development (ECE 122) 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor

Required ECE Courses

*	ECE	121	Intro to Early Childhood Education	3
*	ECE	122	Child Growth & Development	3
*	ECE	123	Health, Safety, & Nutrition of Young Child	3
*	ECE	125	Assessment in EC Settings	3
*	ECE	202	Curriculum in EC Settings	3
*	ECE	203	Home, School, & Community Relations in EC	3
*	ECE	205	Intro to Infant/Toddler Care & Education	3

Total Hours = 21

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

Early Childhood Education (725)

Infant/Toddler Level 3 Credential Certificate

About Our Program

The Infant/Toddler Level 3 Credential certificate provides students with a specialized focus on the unique strengths and needs of infants and toddlers with particular focus to children and families that are culturally, linguistically and ability diverse. Students will study the comprehensive development of the young child, birth to three years, with a focus on understanding current brain research and best caregiving practices. Students will research the process of designing infant/toddler environments that are individually, culturally and developmentally appropriate with focus on creating inclusive environments. The program is available for early childhood educators, parents, administrators, and health care professionals. The certificate is 35/36 credit hours, with all the credit hours applying to the Associate of Applied Science in Early Childhood Education. The Illinois Gateway Level Infant/Toddler Level 3 Credential is designed to support movement through the state of Illinois Career Lattice. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement and are embedded in the new quality rating and improvement system, ExceleRate Illinois. The Infant/Toddler Level 3 Credential expands on foundational professional knowledge, and supports progression to the Infant/Toddler Level 4 Credential or direct exit into the field.

Nature of Work and Employment

Infant/Toddler Level 3 Credential certificate holders work in licensed child care programs as assistant teachers or for home visiting programs such as Early Head Start or Prevention Initiative programs. 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. To successfully begin the early childhood degree, students must meet the communication requirements. Students must take either Introduction to Early Childhood Education (ECE 121) or Child Growth and Development (ECE 122) 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor

Required ECE Courses 26/27 Sem. Hours

*	ECE	121	Intro to Early Childhood Education	3
*	ECE	122	Child Growth & Development	3
*	ECE	123	Health, Safety, & Nutrition of Young Child	3
*	ECE	125	Assessment in EC Settings	3
*	ECE	202	Curriculum in EC Settings	3
*	ECE	203	Home, School, & Community Relations in EC	3
*	ECE	205	Intro to Infant/Toddler Care & Education	3
*	ECE	213	Inclusive Environments for Infants & Toddlers	3
*	ECE	128	Practicum	
		-or-		2/3
*	ECE	204	Exceptional Child in EC Programs	

Related Required Courses 9 Sem. Hours

*			Communications (BUSN 141 or ENGL 121)	3
*	BUSN	125	Business Math (or College Level Math)	3
	SPCH	191	Fundamentals of Speech Communication	3

Total Hours = 35/36

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

Early Childhood Education (723)

Level 2 ECE Credential Certificate

About Our Program

The field of early childhood education is filled with many exciting opportunities! At Highland Community College, we have a variety of pathways designed to support your professional growth. Whether you are interested in earning a Gateways Credential (http://www.ilgateways.com/en/credentials) or are planning to transfer to a four-year program, we have the courses and opportunities to meet your education and career needs. Our courses are designed around the following three Pathways: Direct Exit, Credential Continuing, and Credential Transfer.

The Direct Exit Pathway is designed for students who are in the field or seeking immediate employment and are pursuing Gateways Credentials to secure employment or progress within a current role. This pathway is designed with convenient on and off ramps – you can pursue a Level 2 Credential, for example, then later decide that you would like to attain your Level 3 Credential.

Each of our pathways is designed to support the attainment of Gateways Credentials. The Gateways Credential is recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Credentials are required for varied Circles of Quality in ExceleRate Illinois and can be used as a prerequisite for employment within early learning programs. To earn your Level 2 ECE Credential at Highland Community College, you are required to follow a prescribed course of study. Please be sure to contact Melissa Johnson for further information about these credentials and required courses.

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. Our state and nation are currently facing a critical need for well-prepared early childhood practitioners. Employment is projected to grow 10% from 2016 to 2026 (U.S. Bureau of Labor Statistics Occupational Outlook Handbook).

Special Considerations

Certificate students must demonstrate good physical and emotional health and submit to a criminal background check. To successfully begin the early childhood degree, students must meet the communication requirements. Students must take either Introduction to Early Childhood Education (ECE 121) or Child Growth and Development (ECE 122) 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor

Required ECE Courses

*	ECE	121	Intro to Early Childhood Education	3
*	ECE	122	Child Growth & Development	3
*	ECE	123	Health, Safety, & Nutrition of Young Child	3
*	ECE	125	Assessment in EC Settings	3
*	ECE	202	Curriculum in EC Settings	3
*	ECE	203	Home, School, & Community Relations in EC	3

Total Hours = 18

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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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.

At Highland Community College, we have a variety of pathways designed to support your professional growth. Whether you are interested in earning a Gateways Credential (http://www.ilgateways.com/en/credentials) or are planning to transfer to a four-year program, we have the courses and opportunities to meet your education and career needs. Our courses are designed around the following three Pathways: Direct Exit, Credential Continuing, and Credential Transfer.

The Credential Transfer Pathway is designed for students who are planning to transfer to a four-year university. This sequence of courses supports the attainment of the Level 3 Gateways Credential and the AA degree and maximizes the number of courses that will directly transfer to a partnering four-year institution.

Each of our pathways is designed to support the attainment of Gateways Credentials. The Gateways Credential is recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Credentials are required for varied Circles of Quality in ExceleRate Illinois and can be used as a prerequisite for employment within early learning programs. To earn your Level 3 ECE Credential at Highland Community College, you are required to follow a prescribed course of study. Please be sure to contact Melissa Johnson for further information about these credentials and required courses.

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. Our state and nation are currently facing a critical need for well-prepared early childhood practitioners. Employment is projected to grow 10% from 2016 to 2026 (U.S. Bureau of Labor Statistics Occupational Outlook Handbook). 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. To successfully begin the early childhood degree, students must meet the communication requirements. Students must take either Introduction to Early Childhood Education (ECE 121) or Child Growth and Development (ECE 122) and earn a grade of "C" or better to proceed through the early childhood program. ECE 121 and ECE 122 require placement into ENGL 121. 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor

Required ECE Courses 20/21 Sem. Hours

*	ECE	121	Intro to Early Childhood Education	3
*	ECE	122	Child Growth and Development	3
*	ECE	123	Health, Safety, & Nutrition of Young Child	3
*	ECE	125	Assessment in EC Settings	3
*	ECE	202	Curriculum in EC Settings	3
*	ECE	203	Home, School, & Community Relations in EC	3
*	ECE	128	Practicum	
		-or-		2/3
*	ECE	204	Exceptional Child in EC Programs	

Related Required Courses 9 Sem. Hours

*			Communications (BUSN 141 or ENGL 121)	3
*	BUSN	125	Business Math (or College Level Math)	3
	SPCH	191	Fundamentals of Speech Communication	3

Total Hours = 29/30

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

Engineering (414)

Associate of Engineering Science

About Our Program

This program is intended to provide the first two years of a 4-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 aeronautical, agricultural, biological, chemical, civil, computer, electrical, industrial, manufacturing, material, mechanical, mining, and nuclear.

PROGRAM OUTCOMES

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

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.** 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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- David Esch, Physics/Engineering Faculty
- 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 Engineering Science degree (see page 60) in order to graduate from Highland Community College. For more information, please see your student advisor.

Prerequisite Mathematics

*	MATH	168	Analytic Geometry & Calculus I	5
*	MATH	268	Analytic Geometry & Calculus II	5
*	MATH	269	Analytic Geometry & Calculus III	4
*	MATH	265	Differential Equations	3

Prerequisite Science

*	CHEM	123	General College Chemistry I	5
*	INFT	190	Principles of Computer Science I	3
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

Engineering Specialty

*	CHEM	124	General College Chemistry II	5
*	CHEM	221	Organic Chemistry I	4
*	CHEM	222	Organic Chemistry II	4
	GEOL	126	Geology	4
*	INFT	290	Principles of Computer Science II	3
*	MATH	270	Linear Algebra	3
	PHYS	120	Introduction to Engineering	2
*	PHYS	145	General Physics III	3
*	PHYS	221	Statics	3
*	PHYS	222	Dynamics	3
*	PHYS	246	Introduction to Circuit Analysis	4

* Course has a prerequisite. See course descriptions.

Engineering (414)

Associate of Engineering Science Degree Considerations

Engineering programs are highly structured to meet the Accreditation Board for Engineering and Technology (A.B.E.T.) standards required for registration as a professional engineer. To transfer as a junior, the Prerequisite courses must be complete.

Engineering students who will not be able to complete the necessary Prerequisite courses for the Associate of Engineering Science degree are encouraged to pursue an Associate of Science degree while completing as many suitable Prerequisites and Engineering Specialty courses as possible.

Some physics and chemistry students immediately ready for the calculus sequence may find the Associate of Engineering Science degree matches the first two years of their baccalaureate program as well as or better than the Associate of Science degree.

Students are encouraged to complete the entire course sequence in Physics (I, II, III), Chemistry (I, II) and Computer Science (I, II) before transfer, since topics are covered in different orders by different schools. Verify with the transfer institution that these required Science courses are sufficient as Prerequisites. Additional sequential courses or credit hours may also transfer for Technical elective credits.

Students should decide on an Engineering specialty and preferred transfer school by the beginning of the sophomore year since course requirements vary by specialty and by school.

Be sure to select your courses in consultation with an Engineering advisor at Highland and with an Engineering advisor at the transfer school if possible. Consultation with Engineering, Math, and Science faculty at Highland is also recommended.

Some programs have a Life Science general education requirement or have specific Life Science course requirements. Check transfer school for details.

RECOMMENDED SPECIALTY COURSES

Chemical Engineering

CHEM	124	General College Chemistry II	5
CHEM	221	Organic Chemistry I	4
CHEM	222	Organic Chemistry II	4
PHYS	145	General Physics III	3
MATH	270	Linear Algebra	3

Civil and Environmental Engineering

PHYS	221	Statics	3
PHYS	222	Dynamics	3
CHEM	124	General College Chemistry II	5
MATH	270	Linear Algebra	3
PHYS	145	General Physics III	3

Computer Engineering

INFT	290	Principles of Computer Science II	3
PHYS	145	General Physics III	3
PHYS	246	Introduction to Circuit Analysis	4
MATH	270	Linear Algebra	3
CHEM	124	General College Chemistry II	5

Electrical Engineering

PHYS	145	General Physics III	3
PHYS	246	Introduction to Circuit Analysis	4
MATH	270	Linear Algebra	3
CHEM	124	General College Chemistry II	5
INFT	290	Principles of Computer Science II	3

Industrial Engineering

PHYS	221	Statics	3
PHYS	222	Dynamics	3
PHYS	246	Introduction to Circuit Analysis	4
MATH	270	Linear Algebra	3
PHYS	145	General Physics III	3

Mechanical Engineering (Aeronautical & Manufacturing)

PHYS	221	Statics	3
PHYS	222	Dynamics	3
PHYS	246	Introduction to Circuit Analysis	4
MATH	270	Linear Algebra	3
PHYS	145	General Physics III	3

Other Engineering Specialties (Examples Include: Agricultural, Biological, Material Sciences, Mining, Nuclear). See transfer institutions for guidance with appropriate choice of Engineering Specialty courses.

MINIMUM HOURS FOR DEGREE: 67 Hours

- Completion of the Associate in Engineering Science (A.E.S.) degree does not fulfill the requirements of the Illinois Transferable General Education Core Curriculum (IAI GECC). Completion of the general education requirements of the transfer school will be necessary.
- A total of 67 semester hours is required (68 recommended) for the Associate of Engineering Science degree.
- Courses labeled “T” in the college catalog are the most transferable. A grade of C or better may be required for physics, chemistry, mathematics, and engineering science courses to transfer. A similar policy may exist for general education courses.
- Please see your advisor when choosing electives.

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 interest in mechanical and electrical devices and mathematics, skill in using instruments, ability to make accurate observations and measurements, and ability to work with others as a part of a team.

PROGRAM OUTCOMES

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

Nature of Work and Employment

After attaining a baccalaureate degree, students may work in one of several different engineering specialties including aeronautical, agricultural, biological, chemical, civil, computer, electrical, industrial, manufacturing, material, mechanical, mining, and nuclear. 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.** 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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- David Esch, Physics/Engineering Faculty
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Chemistry				
*	CHEM	123	General College Chemistry I	5
Engineering				
	PHYS	120	Intro to Engineering	2
	DRAF	151	Engineering Graphics	4
Economics				
*	ECON	111	Principles of Economics I	3
Computer Science				
*	INFT	190	Principles of Computer Science I	3
*	INFT	290	Principles of Computer Science II	3
Mathematics				
*	MATH	177	Statistics	4
*	MATH	168	Analytic Geometry and Calculus I	5
*	MATH	268	Analytic Geometry and Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

* Course has a prerequisite. See course descriptions.

English (307)

ASSOCIATE OF ARTS

About Our Program

HCC's English program is designed for students seeking a degree in English from a Baccalaureate institution. Students considering this program should be interested in critical thinking, analysis, reading, writing, and literature in preparation for studies in English language and literature. The program emphasizes written composition, American and British literature, fiction, and creative writing to aid students in expanding their critical thinking and textual analysis skills.

Program Outcomes

- Written Communication: The development and expression of ideas in writing.
- Oral Communication: A prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
- Quantitative Literacy: The ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations.
- Information Literacy Engage in reflective discovery of information, evaluate information based on an understanding of how it is produced and valued, synthesize information to create new knowledge and participate ethically in communities of learning.
- Critical Thinking: A habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Nature of Work and Employment

Textual analysis, research, and writing skills are needed for a number of professions. Employers looking for English majors include those hiring teachers, lawyers, technical writers, librarians, researchers, and publishers. Often ministers, politicians, and creative writers start out in English.

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

Students planning to major in theatre with an acting emphasis should contact a Theatre Department representative before enrolling. Call Highland at 815-235-6121 for the following program contacts:

- Sam Fiorenza, English Faculty
- Tracy Mays, English/German Faculty
- Kay Ostberg, English Faculty
- Kate Perkins, English Faculty
- Cristina Szterensus, English/Spanish Faculty
- Donna Tufariello, English Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) in order to graduate from Highland Community College. The requirements for the Associates of Arts degree include taking ENGL 121 and ENGL 122. In addition to the Humanities requirement for the degree, students must take additional literature courses from the courses listed on this page to complete this major. For more information please see your advisor.

ENGL	220	Topics in Literature	3
ENGL	221	Creative Writing	3
ENGL	222	Modern Literature	3
ENGL	223	Introduction to Fiction	3
ENGL	224	Introduction to Poetry	3
ENGL	225	American Literature I	3
ENGL	226	American Literature II	3
ENGL	227	British Literature I	3
ENGL	228	British Literature II	3
ENGL	229	Introduction to Shakespeare	3
ENGL	230	Women and Literature	3

* Course has a prerequisite. See course descriptions.

Environmental Science (405)

ASSOCIATE OF SCIENCE

About Our Program

This program is intended to provide the first two years of a 4-year baccalaureate program. Environmental Science majors apply biological, chemical, and physical principles to the study of the physical environment and the solution of environmental problems, including subjects such as abating or controlling environmental pollution and degradation; the interaction between human society and the natural environment; and natural resources management.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

Nature of Work and Employment

Environmental scientists identify and analyze environmental problems both natural and human-made, evaluate the relative risks associated with these problems, and examine alternative solutions for resolving or preventing them. The most common jobs people have one year after graduating with a baccalaureate degree in this major are Researcher, Policy Adviser, Compliance Officer, and Consultant.

Special Considerations

Those interested in Environmental Science should have an aptitude for interdisciplinary Science and Mathematics as well as an awareness of Sociological and Political issues. **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 268 Analytic Geometry and Calculus II as it is required by some programs.

Program Contacts

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

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- Steven Curran, Geography/Earth Science Faculty
- Karla Giuffre, Biology Faculty
- Tony Grahame, Biology Faculty
- Juliet Moderow, Biology Faculty
- Alan Nowicki, Biology Faculty
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Chemistry				
*	CHEM	123	General College Chemistry I	5
*	CHEM	124	General College Chemistry II	5
Environmental Sciences (Life and Physical)				
	BIOL	116	Introduction to Ecology	4
	GEOL	126	Geology	4
*	NSCI	232	Fundamentals of Meteorology	4
Mathematics				
*	MATH	177	Statistics	4
*	MATH	168	Analytic Geometry and Calculus I	5
*	MATH	268	Analytic Geometry and Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

* Course has a prerequisite. See course descriptions.

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.

Program Outcomes

Students who complete this program of study will:

- Exhibit an in-depth knowledge of horses (breed, color, markings, physiology, and anatomy)
- Demonstrate riding and training concepts in a variety of disciplines
- Formulate a business plan based on the horse industry and careers available in that corner of the market
- Develop and implement training and lesson plans for all ages and skill levels of horses and riders
- Formulate a nutrition and husbandry plan for any age, work level, and breed of horse

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Vicki Schulz, Student Advisor

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Required Gen Ed Courses — 20 Sem. Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	INFT	180	Introduction to Information Systems	3
	ACCT	220	Quickbooks Accounting	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	
		-or-		1
	PHYD	121	Fitness	
	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	4

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Vicki Schulz, Student Advisor

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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	
		-or-		1
	PHYD	121	Physical Fitness I	
	EQUI	131	Horse Shoeing	1
*	OCED	290	Workplace Experience	2

Total Hours = 23

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- 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	
		-or-		1
	PHYD	121	Physical Fitness I	
	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.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- 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	
		-or-		1
	PHYD	121	Physical Fitness I	
	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

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- 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	145	Stable Management I	2
*	EQUI	147	Stable Management II	2

Second Semester — 17 Sem. Hours

*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
	EQUI	103	Equine Evaluation	2
	EQUI	105	Equine Facilities	3
*	EQUI	109	Equine Health Care II	2
	EQUI	115	Equine Nutrition	3
	EQUI	123	Horse Handler Exercise	
		-or-		1
	PHYD	121	Physical Fitness I	
	EQUI	131	Horse Shoeing	1
*	OCED	290	Workplace Experience	2

Total Hours = 32

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

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, and encouraged to meet with Geology faculty, 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. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- Steve Curran, Geography/Earth Science Faculty
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
	BIOL	110	Principles of Biology	4
Chemistry				
*	CHEM	123	General College Chemistry I	5
*	CHEM	124	General College Chemistry II	5
Geology				
	GEOL	126	Geology	4
	GEOL	205	Field Geology and Paleontology	2
*	GEOL	236	Historical Geology	4
Mathematics				
*	MATH	168	Analytic Geometry and Calculus I	5
*	MATH	268	Analytic Geometry and Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

* Course has a prerequisite. See course descriptions.

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 communication, proofs, and presentation. A problem-solving approach is used and actual design projects are incorporated into the curriculum when appropriate.

Program Outcomes

Graduates in the Graphic Design Program will be able to:

- Apply problem solving skills.
- Operate reliably as a member of a team.
- Demonstrate superior communication skills including verbal, written, and listening skills.
- Demonstrate the ability to brainstorm, think critically and conceptualize creative ideas.
- Execute technical skills necessary for production.
- Apply basic design principles to projects.

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:

- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

First Semester — 15 Sem. Hours

	ART	113	Drawing I	3
	ART	115	Two-Dimensional Design	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	Three-Dimensional Design	
*	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 (or three credits from MATH 157 or above)	3
	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	
		-or-		3
*	BUSN	246	Principles of Marketing	
		-or-		
*	BUSN	124	Introduction to Small Business	
			Major Electives	6
			General Education Elective	3

Total Hours = 62/63

* Course has a prerequisite. See course descriptions.

Graphic Design (301)

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

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.

Program Outcomes

Graduates in the Graphic Design Program will be able to:

- Apply problem solving skills.
- Operate reliably as a member of a team.
- Demonstrate superior communication skills including verbal, written, and listening skills.
- Demonstrate the ability to brainstorm, think critically and conceptualize creative ideas.
- Execute technical skills necessary for production.
- Apply basic design principles to projects.

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.

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:

- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

Required Technical Courses

21 Sem. Hours

	ART	113	Drawing I	3
	ART	115	Two-Dimensional Design	3
*	ART	116	Three-Dimensional Design	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.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

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. Andrew Dvorak, History/Political Science Faculty
- Heather Moore, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

Recommended Courses

The following are recommended courses for this major. Students must still meet all requirements for the Associate of Arts degree (see page 56) 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	

Hospitality Management (217)

ASSOCIATE OF APPLIED SCIENCE

About Our Program

The Highland Community College Hospitality Management degree was created in partnership with a regional business, Swift Hospitality Group. The degree's main purpose is to create pathways for those pursuing a career in services related to entry level positions within the hospitality and tourism industry. Students will gain the core skills necessary to work in a group or independently. Skill development will come in many forms such as traditional classroom, alternative delivery methods and workplace experiences.

Program Outcomes

Students who complete this program of study will be able to:

- Interpret the current methods, best strategies, trends and professional standards in hotels, restaurants, and related industries.
- Analyze the relationship between providing guest-pleasing service and the marketing process.
- Apply hospitality cost controls in relation to product, pricing, labor, and service.
- Compare the direct and indirect cultural, economic, and environmental impacts of tourism.
- Interpret basic legal principles and laws that govern operations in the hospitality industry.
- Apply cost percentages, yield management, and other revenue management concepts.
- Identify causes of, and ways to prevent, accidents, illnesses and unsafe situations in hospitality operations.
- Formulate a personal management style to provide effective leadership to staff and coworkers.

Nature of Work and Employment

Hospitality Management students will gain the skills needed for entry level positions within the hospitality field. Career options for successful completers would include, but are not limited to: Front Desk Manager, Food and Beverage Manager, Sales Coordinator, Executive Housekeeping, Bartender/Server, and Maintenance Supervisor.

Special Considerations

A workplace experience is required. Participants will have the opportunity to earn Food Sanitation and BASSET certifications. Concepts and material from the program will prepare students for industry certifications from the American Hospitality & Lodging Association, including Certified Hospitality Administrator (CHA), Certified Food & Beverage Executive (CFBE), Certified Hospitality Sales Professional (CHSP), and Certified Hospitality Supervisor (CHS).

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Evan Talbert, Hospitality Management Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 16 Sem. Hours

	HOSP	101	Introduction to Hospitality	4
	HOSP	103	Front Desk Management	3
	HOSP	117	Law for Hospitality	3
^	ACCT	105	Elements of Accounting	3
*	INFT	180	Introduction to Information Systems	3

Second Semester — 16 Sem. Hours

	HOSP	105	Service Management Techniques	3
	HOSP	107	Alcohol Service	
		-or-		3
	HOSP	109	Tourism Management	
^*	ACCT	213	Financial Accounting	4
*	BUSN	124	Introduction to Small Business	3
*	ENGL	121	Rhetoric and Composition	3

Third Semester — 16/17 Sem. Hours

	HOSP	111	Food and Beverage	
		-or-		4/3
	HOSP	113	Rooms Division and Housekeeping Mgmt	
	HOSP	115	Supervision and HR	3
^*	ACCT	214	Managerial Accounting	4
*	BUSN	125	Mathematics of Business	3
	SPCH	191	Fundamentals of Speech	3

Fourth Semester — 15 Sem. Hours

	HOSP	119	Hospitality Cost Control	3
	HOSP	121	Professional Meeting and Event Planning	3
	HOSP	123	Sales and Marketing	3
	ECON	111	Principles of Economics I	
		-or-		3
	ECON	112	Principles of Economics II	
*	OCED	290	Workplace Experience	3

Total Hours = 63/64

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

Hospitality Start Up (261)

CERTIFICATE PROGRAM

About Our Program

The Hospitality Start-Up Certificate is geared towards those interested in starting/owning their own business in the hospitality industry. Students will gain essential skills and knowledge for the small business owner such as sales and marketing techniques, labor and inventory controls, basic laws pertaining to both employees and guests, and personal management styles. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

Nature of Work and Employment

Hospitality Start-Up students will gain essential skills and knowledge for the small business owner in a hospitality-related field. Career options would include, but are not limited to: Caterer, Bed & Breakfast Operator, Food Truck/Cart Owner, Restaurant Owner, and Restaurant Manager.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Evan Talbert, Hospitality Management Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 12 Sem. Hours

	HOSP	115	Supervision and HR	3
	HOSP	117	Hospitality Law	3
	ACCT	105	Elements of Accounting	3
*	INFT	180	Introduction to Information Systems	3

Second Semester — 13 Sem. Hours

	HOSP	119	Hospitality Cost Control	3
	HOSP	123	Sales and Marketing	3
	ACCT	115	Computer Applications in Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
*	BUSN	124	Introduction to Small Business	3

Total Hours = 25

* Course has a prerequisite. See course descriptions.

Hotel Management (262)

CERTIFICATE PROGRAM

About Our Program

This certificate program prepares students for entry level positions or for career advancement in hotel management. It will include introduction and development of important skills such as labor and inventory controls, customer service expectations and techniques, industry metrics and terminology, management of staff, and sales & marketing concepts. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

Nature of Work and Employment

Hotel Management students will gain the skills for entry level positions, and career advancement, within the lodging industry. Entry level positions and career options would include, but are not limited to: Front Desk Agent, Concierge, Housekeeper, Front Desk Manager, Executive Housekeeper, Rooms Division Manager, Operations Manager, and General Manager.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Evan Talbert, Hospitality Management Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 12 Sem. Hours

	HOSP	103	Front Desk Management	3
	HOSP	113	Rooms Division and Housekeeping Management	3
	HOSP	117	Hospitality Law	3
	ACCT	105	Elements of Accounting	3

Second Semester — 9 Sem. Hours

	HOSP	121	Professional Meeting and Event Planning	3
	HOSP	123	Sales and Marketing	3
*	BUSN	125	Mathematics of Business	3

Total Hours = 21

* Course has a prerequisite. See course descriptions.

Restaurant Management (260)

CERTIFICATE PROGRAM

About Our Program

This certificate program prepares students for entry level positions or for career advancement in restaurant management. It will include introduction and development of important skills such as labor and inventory controls, responsible alcohol service, general service techniques, management of staff, and menu development and pricing. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

Nature of Work and Employment

Restaurant Management students will gain the skills for entry level positions, and career advancement, within the foodservice industry. Entry level positions and career options include Bartender, Server, Caterer, Service Manager, Bar Manager, and Restaurant Manager.

Special Considerations

This program develops basic and advanced skills related to restaurant and foodservice management. Students will have the opportunity to earn Food Sanitation and BASSET certifications. For a wider range of skills, students should consider the degree program offered in Hospitality Management.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology and Community Programs
- Evan Talbert, Hospitality Management Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 10 Sem. Hours

	HOSP	111	Food and Beverage Management	4
	HOSP	115	Supervision and HR	3
	ACCT	105	Elements of Accounting	3

Second Semester — 12 Sem. Hours

	HOSP	105	Service Management Techniques	3
	HOSP	107	Alcohol Service	3
	HOSP	119	Hospitality Cost Control	3
*	BUSN	125	Mathematics of Business	3

Total Hours = 22

* Course has a prerequisite. See course descriptions.

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. Julie Hartman-Linck, Sociology Faculty
- Heather Moore, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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
	SOCI	177	Introduction to Anthropology	
		-or-		3
	SOCI	274	The Family	
			Humanities/Fine Arts Requirements	6
			Elective	3

Fourth Semester — 16 Sem. Hours

*	MATH	177	Statistics	4
*	PHIL	282	Ethics	3
*	SOCI	273	Social Service Field Experience	3
			Fine Arts Requirement	3
			Physical/Life Science Requirement	3

Total Hours = 65

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	
		-or-		3
	SOCI	275	Criminology	
			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 Requirements	6
			Elective	3

Fourth Semester — 16 Sem. Hours

*	MATH	177	Statistics	4
*	PHIL	282	Ethics	3
	SOCI	271	Social Problems	
		-or-		3
	SOCI	275	Criminology	
	SPCH	191	Fundamentals of Speech	3
			Fine Arts Requirement	3
			Physical/Life Science Requirement	3

Total Hours = 65

* Course has a prerequisite. See course descriptions.

Industrial Mechatronics (642)

ASSOCIATE OF APPLIED SCIENCE

About Our Program

When graduates of the Mechatronics program enter industry, they bring with them the wide range of skills that local and regional employers are seeking.

They have experience with electricity and electronics, pneumatics and hydraulics, sensors and motors, and tool usage. Graduates will be versed in welding and other manufacturing processes, as well as troubleshooting as it relates to industrial equipment.

The degree includes health and safety instruction and an internship where students develop skills while applying their maintenance knowledge.

Program Outcomes

Students who complete this program of study will be able to:

- Systematically assess the operation of a machine or process and determine its operating condition.
- Determine what, if any, specific adjustments or repairs may be needed and plan actions to bring a machine or process to satisfactory operation.
- Select and safely use the proper tools and procedures to implement a comprehensive variety of adjustments or repairs on a machine or process.
- Communicate and work cooperatively with others to reach established goals in a manufacturing environment.

Nature of Work and Employment

This breadth of knowledge and experience will prepare Mechatronics graduates for entry level employment at any facility that requires general maintenance and repair. This would include, but is not limited to, fabrication, food processing, distribution, or any business that utilizes automation.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Steve Gellings, Electronics Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 14 Sem. Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
	DRAF	110	Print Reading and Inspection	2
*	ELET	179	Electronic Principles	3
*	INFT	180	Introduction to Information Systems	3
*	MATH	111	Technical Math (or higher level)	3

Second Semester — 15 Sem. Hours

*	ELET	182	Devices and Circuits I	3
*	ELET	293	Intro to Programmable Logic Controllers	3
	MTEC	120	Equipment Maintenance Skills	3
*	MTEC	151	Machine Processes	3
*	MTEC	263	General Hydraulics	3

Summer — 4 Sem. Hours

*	OCED	290	Workplace Experience	4

Third Semester — 15 Sem. Hours

*	ELET	220	Motors and Controls	3
*	ELET	297	Advanced Programmable Logic Controllers	3
*	ELET	291	Introduction to Automation	3
*	MTEC	210	General Pneumatics	3
	WELD	130	Introduction to Welding (or WELD 135)	3

Fourth Semester — 12 Sem. Hours

	OCED	117	Occupational Safety	1
	SPCH	191	Fundamentals of Speech Communications	3
*	WELD	232	Intermediate Welding and Fabrication	3
			Electives from DRAF, ELET, MTEC, or WELD	2
			General Education Elective	3

Total Hours = 60

* Course has a prerequisite. See course descriptions.

Industrial Electronics & Controls (615)

CERTIFICATE PROGRAM

About Our Program

The Industrial Electronics and Controls program prepares students for work in the development, installation, testing, maintenance and repair of electrical and electronic systems in industrial and commercial facilities.

Completers of this certificate will have hands on experience with programmable logic controllers and will be able to modify and write control programs and wire circuits that receive signals from switches and sensors to operate motors, fluid power valves, and other actuators. The certificate program also includes exploration of electrical and electronic components such as relays, rectifiers, filters, and regulator circuits, as well as analog and digital switching and amplifier circuits. Students will also experience safety instruction.

Program Outcomes

Students who complete this program of study will be able to:

- Make initial assessments of the current operation of a machine or process and determine its operating condition.
- Determine what general adjustments or repairs may be needed to bring a machine or process to satisfactory operation.
- Select and safely use the proper tools and procedures to implement common adjustments or repairs on a machine or process.
- Communicate and work cooperatively with others to reach established goals in a manufacturing environment.

Nature of Work and Employment

Graduates of 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.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Steve Gellings, Electronics Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 12 Sem. Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	ELET	179	Electronic Principles	3
*	INFT	180	Introduction to Information Systems	3
*	MATH	111	Technical Math (or higher level)	3

Second Semester — 13 Sem. Hours

*	ELET	182	Devices and Circuits I	3
*	ELET	293	Intro to Programmable Logic Controllers	3
	MTEC	120	Equipment Maintenance Skills	3
*	MTEC	263	General Hydraulics	3
	OCED	117	Occupational Safety	1

Third Semester — 15 Sem. Hours

*	ELET	183	Devices and Circuits II	3
*	ELET	220	Motors and Controls	3
*	ELET	297	Advanced Programmable Logic Controllers	3
*	MTEC	210	General Pneumatics	3
*	ELET	291	Introduction to Automation	3

Total Hours = 40

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

Industrial Maintenance (623)

CERTIFICATE PROGRAM

About Our Program

.The Industrial Maintenance Certificate will provide a basic level of skill in safety, electrical, fluid power, welding, and mechanical systems that will prepare completers for entry level maintenance or manufacturing employment. Students in this certificate program will also have a good foundation for additional studies and can build on this certificate with additional advanced courses to attain advanced certificate or degree credentials.

Program Outcomes

Students who complete this program of study will be able to:

- Make initial assessments of the current operation of a machine or process and determine its operating condition.
- Determine what general adjustments or repairs may be needed to bring a machine or process to satisfactory operation.
- Select and safely use the proper tools and procedures to implement common adjustments or repairs on a machine or process.
- Communicate and work cooperatively with others to reach established goals in a manufacturing environment.

Nature of Work and Employment

Graduates of this program 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.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Steve Gellings, Electronics Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 15 Sem. Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	ELET	179	Electronic Principles	3
*	INFT	180	Introduction to Information Systems	3
*	MATH	111	Technical Math (or higher level)	3
	WELD	130	Introduction to Welding (or WELD 135)	3

Second Semester — 13 Sem. Hours

*	ELET	293	Intro to Programmable Logic Controllers	3
	MTEC	120	Equipment Maintenance Skills	3
*	MTEC	151	Machine Processes	3
*	MTEC	263	General Hydraulics	3
	OCED	117	Occupational Safety	1

Third Semester — 6 Sem. Hours

*	ELET	220	Motors and Controls	3
			Technical Elective from DRAF, ELET, MTEC, or WELD	3

Total Hours — 34

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Manufacturing

Industrial Training (634)

ASSOCIATE OF APPLIED SCIENCE

About Our Program

The Highland Community College Industrial Training degree was created in partnership with the Area 23 Plumbers and Pipefitters Union. Its main purpose is to create pathways for those pursuing a career having an emphasis in Welding. Students will gain the core Welding and General Education skills at the community college. The remainder of their skill development will be obtained through the existing structure of the Plumbers/Pipefitters and Heating Air Conditioning and Ventilation (HVAC) 5-year Apprentice program. Upon completion of this degree each student will have the necessary skills to work in a group or independently.

Program Outcomes

Students who complete this program of study will be able to:

- Demonstrate the use, interpretation, and application of an appropriate engineering print.
- Identify the processes required to manufacture a component.
- Identify sources of hazards and assess/identify appropriate health and safety measures.
- Effectively communicate solutions to problems orally, visually, or in writing.
- Apply industry related mathematics.
- Through the completion of their 5-year apprenticeship program become a certified Journeyman Plumber/Pipefitter or HVAC technician.

Nature of Work and Employment

Industrial Technicians will find a wide variety of employment options mainly in the area of metal fabrication. Possible careers would be Welder, Brazer, Plumber, Pipefitter and Steamer. These careers are generally for full time positions with plenty of opportunity for overtime and possible travel. Completers of this program would be able to be hired in several entry level positions, but with their completion of the apprentice program within these degrees they would be able to work at a Journeyman's level and pay rate.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required General Education Courses — 16/17 Sem. Hours

	SPCH	191	Fundamentals of Speech Communication	3
*	NSCI	232	Fundamentals of Meteorology	4
*	INFT	180	Introduction to Information Systems	3
*	ENGL	121	Rhetoric and Composition	
		-or-		3
*	BUSN	141	Business Communications	
*	MATH	166	College Algebra	
		-or-		
*	MATH	111	Technical Math	4/3
		-or-		
*	MATH	167	Plane Trigonometry	

Option A
Career and Technical Education Courses — 17/18 Sem. Hours

	WELD	130	Introduction to Welding	
		-or-		3
	WELD	135	Shielded Arc and Oxyacetylene Welding	
*	WELD	232	Intermediate Welding and Fabrication	3
*	WELD	233	Advanced Welding Processes	3
	DRAF	110	Print Reading and Inspection	
		-or-		2/3
	DRAF	111	Architectural Print Reading	
	DRAF	105	Computer Aided Drafting	3
*	ELET	179	Electronic Principles	3

Option B
Career and Technical Education Courses — 18 Sem. Hours

	WELD	130	Introduction to Welding	
		-or-		3
	WELD	135	Shielded Arc and Oxyacetylene Welding	
*	WELD	232	Intermediate Welding and Fabrication	3
*	ELET	179	Electronic Principles	3
*	ELET	182	Electronic Devices and Circuits I	3
*	ELET	183	Electronic Devices and Circuits II	3
*	ELET	220	Motors and Controls	3

Work-based Learning Courses — 32 Hours

			Plumbers and Pipefitters Union 23 Apprenticeship Program	32

Total Hours = 65/67

* Course has a prerequisite. See course descriptions.

Industrial Manufacturing Technology (614)

Welding and Fabrication (Certificate)

About Our Program

Welding and Fabrication certificate graduates have the knowledge and ability required to lay out, fabricate, and weld various metals. These skills are developed in the areas of Print Reading, Shielded Metal Arc Welding (SMAW), Metal Inert Gas (GMAW), and Tungsten Inert Gas Welding (TIG).

Program Outcomes

Students who complete this program of study will be able to:

- Weld in flat, horizontal, vertical, and overhead positions using the basic welding processes SMAW, GMAW, AND GTAW.
- Perform metal layout processes.
- Cut metals using oxyfuel and plasma cutting process.
- Apply the fundamentals of welding processes.
- Read and interpret basic blueprints and welding symbols to fabricate components.
- Apply basic math and measurement techniques.
- Follow industry safety practices.

Nature of Work and Employment

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
	DRAF	110	Print Reading and Inspection	2
*	MATH	111	Technical Math	3
	MTEC	164	Manufacturing Processes	3
	WELD	130	Introduction to Welding	3
*	WELD	232	Intermediate Welding and 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.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Manufacturing

Industrial Manufacturing Technology (628)

Basic Welding (Certificate)

About Our Program

The Basic Welding program provides the academic and technical skills as well as the occupational basics for the person wishing to enter the field as a novice worker.

Nature of Work and Employment

Graduates of this program have the entry-level job skills required in welding and metal fabrication. These skills are developed in the areas of Print Reading, Materials, Layout, Shielded Metal Arc Welding (SMAW), and Metal Inert Gas (GMAW).

Special Considerations

This work requires laying out jobs according to drawings or blueprints and determining the welding method best suited for the metals being fused.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

*	BUSN	125	Mathematics of Business	
		-or-		3
*	MATH	111	Technical Math	
*	BUSN	141	Business Communications(or COMM 101 or ENGL 121)	3
	DRAF	110	Print Reading and Inspection	2
			Elective from DRAF/MTEC/ELET/ INFT	2

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 and Fabrication

Sequence B

	WELD	135	Shielded Arc and Oxy-Acetylene Welding
		and	
*	WELD	233	Advanced Welding Processes

Total Hours = 16

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Manufacturing

Industrial Manufacturing (617)

ASSOCIATE OF APPLIED SCIENCE

About Our Program

Industrial Manufacturing graduates will enter industry with the wide range of skills that local and regional employers are seeking.

In addition to experience with CNC machining and CAD, they will be versed in welding and other manufacturing processes.

The degree includes health and safety instruction and an internship where students develop skills while applying the knowledge gained while earning their degree.

Program Outcomes

Students who complete this program of study will be able to:

- Interpret and utilize technical drawings as they apply to both manufacturing and quality control.
- Identify the processes required to manufacture a component.
- Use calipers, micrometer, and other basic inspection gauges to measure, inspect, and document features on a manufactured component.
- Apply industry related mathematics.
- Program, set-up, operate, and troubleshoot CNC machine tools utilizing G-code programming.
- Use CAD/CAM software to generate a part model and a G-code program tool path.
- Create technical drawings with proper views, dimensions, tolerances, and specifications.

Nature of Work and Employment

Completers of this program will be fluent in CNC machine setup and processes. These skills in combination with entry-level knowledge of welding, electronics, and automation will prepare graduates for employment in manufacturing facilities utilizing CNC machining or CAD-related work.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Aaron Sargent, Industrial Technology Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 14 Sem. Hours

	DRAF	105	Computer Aided Drafting	3
	DRAF	110	Print Reading and Inspection	2
*	ELET	179	Electronic Principles	3
*	MATH	111	Technical Math (or higher level)	3
*	MTEC	151	Machine Processes	3

Second Semester — 14 Sem. Hours

*	DRAF	260	CAD-3D Solid Modeling	4
	ELET	293	Intro to Programmable Logic Controllers	3
	MTEC	164	Manufacturing Processes	3
*	MTEC	280	CNC Lathe	3
	OCED	117	Occupational Safety	1

Summer — 4 Sem. Hours

*	OCED	290	Workplace Experience	4

Third Semester — 14 Sem. Hours

*	MTEC	165	3D Printing	2
*	MTEC	270	CNC Mill	3
*	ELET	291	Introduction to Automation	3
	SPCH	191	Fundamentals of Speech Communications	3
	WELD	130	Introduction to Welding (or WELD 135)	3

Fourth Semester — 14 Sem. Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	INFT	180	Introduction to Information Systems	3
*	MTEC	285	Advanced CNC Machining	3
*	OCED	290	Workplace Experience	2
			General Education Elective	3

Total Hours = 60

* Course has a prerequisite. See course descriptions.

Industrial Manufacturing: CNC Machinist (644)

CERTIFICATE PROGRAM

About Our Program

CNC Machinist certificate graduates enter industry with a basic skill set that will enable them to go beyond operating machine tools and basic CNC machining.

They will have the ability to set up and tool machines as well as troubleshoot programming issues. Students also gain knowledge of basic machining and manufacturing processes.

This certificate includes an internship where students develop skills while applying knowledge gained through the program.

Nature of Work and Employment

Graduates will be fluent in CNC machine setup and will be prepared for employment in manufacturing facilities utilizing CNC machining or CAD-related work.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Aaron Sargent, Industrial Technology Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 11 Sem. Hours

	DRAF	105	Computer Aided Drafting	3
	DRAF	110	Print Reading and Inspection	2
*	MTEC	151	Machine Processes	3
*	MTEC	280	CNC Lathe	3

Second Semester — 13 Sem. Hours

*	DRAF	260	CAD-3D Solid Modeling	4
*	MATH	111	Technical Math (or higher level)	3
	MTEC	164	Manufacturing Processes	3
*	MTEC	270	CNC Mill	3

Summer — 2 Sem. Hours

*	OCED	290	Workplace Experience	2

Third Semester — 11 Sem. Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	MTEC	285	Advanced CNC Machining	3
*	OCED	290	Workplace Experience	2
			Technical Elective	3

Total Hours — 37

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

Industrial Manufacturing: Machine Processes (607)

CERTIFICATE PROGRAM

About Our Program

The Machine Processes certificate provides students with the opportunity to gain basic and intermediate level experience in the areas of computer numerical control (CNC), computer-aided drafting (CAD), and computer-aided manufacturing (CAM).

Nature of Work and Employment

Completers of this program will be fluent in CNC machine operation and will have entry-level setup skills. They will have the knowledge and skill to gain employment in manufacturing facilities utilizing CNC machining.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Aaron Sargent, Industrial Technology Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester — 14 Sem. Hours

	DRAF	105	Computer Aided Drafting	3
	DRAF	110	Print Reading and Inspection	2
*	MATH	111	Technical Math (or higher level)	3
*	MTEC	151	Machine Processes	3
*	MTEC	280	CNC Lathe	3

Second Semester — 12 Sem. Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
	MTEC	164	Manufacturing Processes	3
*	MTEC	270	CNC Mill	3
			Technical Elective	3

Total Hours = 26

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Manufacturing

Industrial Manufacturing Technology (601)

Computer-Aided Design Mechanical (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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Aaron Sargent, Industrial Technology Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
	DRAF	105	Computer-Aided Drafting (CAD) I	3
*	DRAF	106	Drafting Fundamentals I	3
	DRAF	110	Print Reading and Inspection	2
*	DRAF	260	CAD-3D Solid Modeling (or DRAF 151)	4
*	MATH	111	Technical Math	3
*	MTEC	110	Geometric Dimensioning & Tolerancing	3

Total Hours = 21

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Manufacturing

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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the emphasis/discipline.
- Solve problems in an information technology environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Analyze the local and global impact of computing on society.
- Utilize data to help in the decision making process.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Denise Johnson, Information Systems Faculty
- Jeremy Monigold, Information Systems Faculty
- Vicki Schulz, Student Advisor

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

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Information Technology

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	45

Required Related Courses 12/13 Sem. Hours

*			Communications (COMM 101, BUSN 141, or ENGL 121)	3
*			Communications (COMM 214 or ENGL 122)	3
	OCED	250	Workplace Preparation	1
	PSY	160	Psychology of Human Relations	
		-or-		2/3
*	PSY	161	Introduction to Psychology	
	SPCH	191	Fundamentals of Speech Communication	3

Minimum Total Hours 64/65

* Course has a prerequisite. See course descriptions.

General Education Electives:
ART, BIOL, CHEM, EDUC, ENGL, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MCOM, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, SOCI, SPAN, SPCH, and THEA.

Emphasis areas:

Programming Emphasis (27 hours req. courses) 45 Sem. Hours

*	BUSN	121	Introduction to Business	3
	INFT	105	Basic Keyboarding I	1
*	INFT	106	Basic Keyboarding II	1
*	INFT	115	Introduction to the World Wide Web	1
*	INFT	122	Introduction to Windows	1
*	INFT	132	Intermediate Microsoft Word	1
*	INFT	146	Intermediate Access	1
*	INFT	190	Principles of Computer Science I	3
*			Mathematics (BUSN 125, MATH 111, 157 & above)	7
*	INFT		Programming Courses	8

Information Systems (206)

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	141	Intermediate Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	147	Advanced Access	1
*	INFT	150	Microsoft Office Integration	1
	INFT	160	Digital Pictures and Sound	1
			General Education Electives	

Computer Technician Emphasis (26 hours req. courses) 45 Sem. Hours

*	BUSN	125	Mathematics of Business (or three credits of MATH 157 or above)	3
*	ELET	179	Electronic Principles	3
	INFT	105	Basic Keyboarding I	1
*	INFT	182	Microcomputer Hardware	3
*	INFT	282	A+ Certification	3
*	INFT	284	Net+ Certification	3
*	OCED	290	Workplace Experience	4
*	MATH	111	Technical Math or 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	141	Intermediate Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	146	Intermediate Access	1
*	INFT	147	Advanced Access	1
*	INFT	150	Microsoft Office Integration	1
	INFT	160	Digital Pictures and Sound	1
*	INFT	286	Security + Certification	3
			General Education Electives	

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	
		-or-		3
*	BUSN	124	Introduction to Small Business	
*	BUSN	125	Mathematics of Business (or three credits from MATH 157 or above)	3
	ECON	111	Principles of Economics I	
		- or -		3
	BUSN	225	Personal Finance	
*	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	141	Intermediate Excel	1
*	INFT	146	Intermediate 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 I	1
*	OFFT	164	Machine Transcription II	1
*	OFFT	255	Office Procedures	4

Electives Choose 6 Sem. Hours

*	INFT	142	Advanced Excel	1
*	INFT	147	Advanced Access	1
	INFT	160	Digital Pictures and Sound	1
*	INFT	250	Dreamweaver	3
*	INFT	260	Computer Animation	3
			General Education Electives	

Business Emphasis (31/32 hours req. courses) 45 Sem. Hours

^	ACCT	105	Elements of Accounting	3
^*	ACCT	213	Financial Accounting	4
*	BUSN	121	Introduction to Business	
		-or-		3
*	BUSN	124	Introduction to Small Business	
*	BUSN	221	Business Statistics	
		- or -		3/4
*	MATH	177	Statistics	
	ECON	111	Principles of Economics I	3
	INFT	105	Basic Keyboarding I	1
*	INFT	106	Basic Keyboarding II	1
*	INFT	182	Microcomputer Hardware	3
*	INFT	190	Principles of Computer Science I	3
*	MATH	111	Technical Math and above	7

Electives Choose 13–14 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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the medical office environment.
- Solve problems in the medical office environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Utilize data to help in the decision making process.

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.

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Health Science

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Denise Johnson, Information Systems Faculty
- Vicki Schulz, Student Advisor

Required Tech. Courses 48/49 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 (or BUSN 221 or MATH 111 or above)	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
	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
*	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 (or COMM 101 or ENGL 121)	3
*	COMM	214	Business and Technical Communications (or ENGL 122)	3
	BUSN	225	Personal Finance (or ECON 111 or ECON 112)	3
	SPCH	191	Fundamentals of Speech Communication	3
	PSY	160	Psychology of Human Relations	
		-or-		2/3
*	PSY	161	Introduction to Psychology	

Total Hours 62/64

* 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 and Accuracy	1
*	ITHC	157	Advanced Medical Transcription I	1
*	ITHC	158	Advanced Medical Transcription II	1
*	ITHC	159	Advanced Medical Transcription III	1
*	OFFT	163	Machine Transcription I	1
*	OFFT	164	Machine Transcription II	1
			Electives from any area	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 I	1
*	INFT	180	Introduction to Information Systems	3
*	ITHC	201	Medical Coding	4
*	ITHC	205	Advanced Medical Coding	2
*	OCED	290	Office Practicum (Observation)	
			-or-	1
			Any INFT or OFFT	
			Electives from any area	9

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the medical office environment.
- Solve problems in the medical office environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Utilize data to help in the decision making process.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Denise Johnson, Information Systems Faculty
- Vicki Schulz, Student Advisor

Required Courses — 24 Sem. Hours

*	BUSN	125	Mathematics of Business (or three credits from MATH 157 or above)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
	INFT	105	Basic Keyboarding I	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	Workplace Preparation	1
*	OCED	290	Office Practicum (Observation)	
		-or-		1
		Elective from any INFT		

Total Hours = 24

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the medical office environment.
- Solve problems in the medical office environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Utilize data to help in the decision making process.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Denise Johnson, Information Systems Faculty
- 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 I	1
*	ITHC	158	Advanced Medical Transcription II	1
*	ITHC	159	Advanced Medical Transcription III	1
*	ITHC	220	Anatomy for Information Technology	3
	OCED	250	Workplace Preparation	1
*	OFFT	151	Keyboarding/Formatting I	4
*	OFFT	156	Keyboard Speed and Accuracy	1
*	OFFT	161	Proofreading	1
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	163	Machine Transcription I	1
*	OFFT	255	Office Procedures	4

Total Hours — 32

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters® PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the emphasis/discipline.
- Solve problems in an information technology environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Analyze the local and global impact of computing on society.
- Utilize data to help in the decision making process.

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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Denise Johnson, Information Systems Faculty
- 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	Workplace Preparation	1
	OFFT	151	Keyboarding/Formatting I	4
*	OFFT	161	Proofreading	1
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	163	Machine Transcription I	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 Communication	3

Total Hours = 34

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

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters®
PATHWAYS TO COLLEGE & CAREER READINESS
Business Management & Administration

Liberal Arts (304)

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. 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:

- Heather Moore, Student Advisor
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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.

Mass Communication (310)

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 Public Relations & Marketing, Multimedia Journalism, or Multimedia Production. Students in the Public Relations & Marketing emphasis complete more design oriented courses. Students in the Multimedia Journalism emphasis complete more writing courses. Students in the Multimedia Production emphasis complete more applied study courses. Separate curricula are provided as guidelines.

Nature of Work and Employment

Graduates of four-year baccalaureate programs in this major typically are employed in film, television, radio, religious organizations, newspapers, magazines, online publications, consulting practices, advertising firms, and public relations houses.

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:

- Jim Yeager, Speech Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) in order to graduate from Highland Community College. For more information, please see your student advisor.

Public Relations/Marketing (PRM)

MCOM	110	Introduction to Mass Communication	3
MCOM	120	Introduction to Video Production – Field	3
MCOM	220	Introduction to Public Relations	3
ART	118	Graphic Design I	3
ART	218	Graphic Design II	3
ART	228	Graphic Design III	3

Multimedia Journalism (MMJ)

MCOM	110	Introduction to Mass Communication	3
MCOM	120	Introduction to Video Production – Field	3
MCOM	131	Journalism Practicum	3
MCOM	231	News Reporting	3
MCOM	232	News Editing	3
INFT	250	Dreamweaver	3

Multimedia Production (PRO)

MCOM	110	Introduction to Mass Communication	3
MCOM	120	Introduction to Video Production – Field	3
MCOM	205	Film History & Appreciation	3
MUS	153	Introduction to Audio Production	3
ART	201	Introduction to Photography	3
INFT	260	Computer Animation	3

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.

Program Outcomes

1. Students should be able to analyze relationships among quantities in order to determine inferences and conclusions.
2. Students should apply problem solving techniques in a variety of situations.
3. Students should apply basic arithmetic operations (add, subtract, multiply, divide) to fractions, decimals, and percentages in real applications.
4. Students should be able to draw inferences from mathematical models such as formulas, tables, and graphs.
5. Students should be able to arrange numerical information into appropriate tables and/or graphs.
6. Students should use the fundamental concepts of Algebra/ Trigonometry to calculate solutions to problems/equations both with and without a calculator.
7. Students should be able to employ a conceptual understanding of limit, continuity, differentiation, and integration as well as a thorough background in techniques and application of Calculus.

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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- Steve Mihina, Mathematics Faculty
- Jenna Rancingay, Mathematics Faculty
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Mathematics

*	MATH	177	Statistics	4
*	MATH	168	Analytic Geometry and Calculus I	5
	MATH	262	C Programming for Science	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

* 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:

- Jeffrey DeLay, Music Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) in order to graduate from Highland Community College. For more information, please see your student advisor.

*	MUS	154	Aural Skills I	1
	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 business fundamentals, 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 guests. 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 an academic advisor to obtain enrollment procedures. Students will attend an orientation before class starts. 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:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Amy Chamberlin, Cosmetology Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

Required Courses

*	COSM	190	Nail Technology I	4
*	COSM	192	Nail Technology II	4
*	COSM	194	Nail Technology III	4
	BUSN	131	Money and Inventory	1
	BUSN	243	Sales and Communication	2
	SPTP		Cosmetology	2

Total Hours = 17

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at highland.edu/academics.

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS
Human Services

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).

The nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326 404-975-5000
www.acenursing.org

Program Outcomes

Upon completion of the Associate Degree in Nursing Program at Highland Community College, the graduate will be able to:

- Provide safe, client-centered care in a variety of settings across the lifespan through evidence-based practice.
- Demonstrate personal and professional accountability and responsibility for nursing judgments and actions within an ethical and legal framework.
- Collaborate with others in healthcare and educational communities, demonstrating open communication and mutual respect, with an evolving ability to participate in decision making, resulting in optimization of client health outcomes.
- Communicate effectively to deliver relevant, accurate, and complete information to clients, families, and the health care team, utilizing verbal and nonverbal language and informatics.
- Use knowledge, judgment, and clinical reasoning to ensure safe clinical decisions throughout the nursing process.

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 in addition to 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.

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 or more.

Program Contacts

Call Highland for the following program contacts:

- Jennifer Grobe, PhD, RN, CNE, Associate Dean of Nursing and Allied Health, 815-599-3688
- Alicia Kepner, Nursing and Allied Health Coordinator, 815-599-3657
- Jessica Larson, MSN, RN Nursing Faculty, 815-599-3452
- Shelly Morgan, MSN, RN-C Nursing Faculty, 815-599-3727
- Kay Sperry, MSN, RN-BC Nursing Faculty, 815-599-3684
- Chrislyn Senneff, MSN, RN Nursing Faculty, 815-599-3685
- Stephanie Eymann, DNP, RN, 815-599-3439
- Joani Bardell, Division Secretary, 815-599-3433
- Heather Moore, Nursing Program Student Advisor, 815-599-3483

Nursing Programs

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. 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. Completed all prerequisite courses and a GPA of 2.75 or higher by the end of the semester in which they are applying.
5. Complete program entrance exam.
6. Active on the IDPH CNA registry or equivalent.
7. Submit application & other admission requirements to the Coordinator of Nursing & Allied Health by March 1st for full-time or October 1st for part-time.

**Program requirements are subject to change. For the most current admission criteria see our web page.

Admission to the Nursing Program

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. Students must meet with an advisor to develop a personal academic plan for completing prerequisite course requirements.

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.
   - Nursing (ADN Full-time) deadline: March 1
   - Nursing (ADN Part-time) deadline: October 1
2. The nursing admission assessment will include: Academic Requirements, Pre-Requisites and Support Courses, Recommendations Letters, Entrance Exam test scores, and CNA Requirements. All of the above must be turned in to the nursing office no later than March 1 for the full-program and October 1 for the part-time program.
3. Applicants who are not selected may reapply the succeeding year, but need to attend an additional information session to hear about new changes.
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.”
   **Please note 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)

*PROGRAM PREREQUISITE COURSES 14 Credit Hours

	BIOL	213	Anatomy and Physiology I	4
	CHEM	120	Elementary General Chemistry	4
	ENGL	121	Rhetoric & Composition I	3
	PSY	161	Introduction to Psychology	3

NOTE: High school algebra and MATH 067 or placement into MATH 158 or above are the prerequisites to CHEM 120.

**SUPPORT COURSES 11 Credit Hours

	BIOL	214	Anatomy & Physiology II	4
	BIOL	211	General Microbiology	4
	PSY	262	Human Growth and Development	3

CORE CURRICULUM

Fall - First Year 16 Credit Hours

	NURS	103	Pharmacology	2
	NURS	191	Fundamentals of Nursing	8
	NURS	296	Physical Assessment	2
**	BIOL	214	Support Course	4

Spring - First Year 16 Credit Hours

	NURS	192	Health & Illness I	8
	NURS	291	Family Nursing	5
**	PSY	262	Support Course	3

Fall - Second Year 13 Credit Hours

	NURS	292	Health & Illness II	8
	NURS	293	Psychiatric Nursing	5

Spring - Second Year 14 Credit Hours

	NURS	294	Health & Illness III	8
	NURS	298	Professionalism and Leadership in Nursing	2
**	BIOL	211	Support Course	4

Total Hours = 84

* All prerequisite courses must be successfully completed prior to program entry.

** Support courses marked (**) can be taken during the core curriculum. These courses must be successfully completed with a grad of "C" or better in the semester in which they are shown above to be allowed to continue in the nursing program. Support courses (to the left) are not counted in semester credit hour totals.

- Please note that core nursing classes designated with the NURS prefix follow a different grading scale requiring an 80% to successfully complete the course and continue on in the nursing program.
- The curriculum is planned sequentially so that if a student drops, withdraws from, or fails any core course, he/she will need to withdraw from the nursing program. Please consult the Nursing Student Handbook for more details regarding withdraw policy and failed courses.

Previously Licensed LPNs

Licensed practical nurses may apply to Highland's ADN program. However, there are limitations.

1. The LPN must submit a new application to 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 2.75 overall.
5. LPN students will be subject to the same admission criteria as other students. Individuals may request to test for prior learning credit for some nursing classes at the discretion of the Dean. All LPN to ADN students will be evaluated on an individual basis. Official transcripts from previous programs must be on hand. The student must meet with the Associate 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.

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 for the full-time program or a completed admission file turned in by October 1 for the succeeding spring semester for the part-time program. The admission committee will review the individuals file to determine which if any nursing courses will transfer. All students will be held to the same standards of admission, regardless of where prerequisite courses or other nursing courses were taken.

Basic Nursing Assistant (429)

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

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.

Physical Demands

The physical demands described below are representative of those that must be met by the basic nursing assistant student to successfully perform the essential functions of both the job requirements of a basic nursing assistant and the required clinical experiences of a basic nursing student. While performing the duties of the basic nursing assistant program/job, the basic nursing assistant student is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; talk; and hear. The basic nursing assistant student is frequently required to sit, reach with hands and arms, stoop, kneel, crouch, and/or crawl. The basic nursing assistant student 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 or mor

Program Contacts

Call Highland for the following program contacts:

- Jennifer Grobe, PhD, RN, CNE, Associate Dean of Nursing and Allied Health, 815-599-3688
- Cassie Mekeel, BS, RN, BNA Program Coordinator, 815-599-3685
- Shelly Morgan, MSN, RN, CMSRN, BNA Faculty 815-599-3727
- Alicia Kepner, Nursing and Allied Health Coordinator, 815-599-3657
- Joani Bardell, Division Secretary, 815-599-3433
- Heather Moore, BNA Program Student Advisor, 815-599-3483

Admission Requirements

Must be completed prior to admission.

1. Candidate must be at least 16 years of age.
2. Meet the required reading score
3. Attend a Basic Nursing Assistant orientation session.
4. Two-step TB test or equivalent.
5. Health care worker background check.
6. Influenza, Hep B
7. Valid Social Securitiy Card
8. Documentation of vaccines
9. Physical exam
10. Urine drug screen

Please visit the Illinois Nurse Aid testing site for more information about the BNA training program or testing: www.nurseaidetesting.com.

For more information about finger printing, criminal background check, disqualifying convictions, and waiver information please visit idph.state.il.us/nar/home.html.

Required Course			8 Sem. Hours
NURS	109	Nurse Assistant	8
Total Hours =			**8**

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.

Program Outcomes

Students will apply basic paramedic skills

Students will demonstrate basic paramedic clinical decision-making skills

Students will interpret clinical application of theory and skills

Students will link knowledge of patient care across the life span with the clinical decision-making practices of a paramedic

Students will display advanced knowledge of Pathophysiology and body systems

Students will interpret protocol and best practice to determine safe patient care

Students will distinguish between accident/injury and neglect/abuse and appropriately document and report the nature of all patient care through an independent, objective written voice.

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.

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 or more.

Program Contacts

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

- Jennifer Grobe, PhD, RN, CNE, Associate Dean of Nursing and Allied Health, 815-599-3688
- Richard Robinson, EMS System Coordinator, Swedish American Health System, 815-489-6081
- Brian Murphy, EMS Educator II, Swedish American Health System, 815-489-6084
- Heather Moore, EMS Student Advisor, 815-599-3483

To be considered for the Program, Students must have:

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. The student's Grade Point Average (GPA) must be 2.0 overall. 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.
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 deficiencies identified by placement tests.
4. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department.
5. Complete program entrance exam.
6. Submit application & other admission requirements to the Coordinator of Nursing & Allied Health by June 1st.

Emergency Medical Services (425)

Admission Requirements:

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.

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 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. 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."

Program Prerequisite Courses
6 Credit Hours

NURS	196	Emergency Medical Training	6

Program Support Courses
17 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
PSY	161	Introduction to Psychology	3
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	11
NURS	114	Paramedic III	8
NURS	115	Paramedic IV	11
NURS	116	Paramedic Clinical	2

Total Hours: 66

* Course has a prerequisite. See course descriptions.

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.

Patient Care Technician (427)

CERTIFICATE PROGRAM

About Our Program

Patient Care Technicians function as a member of the health care team. Their comprehensive knowledge of electrocardiography, phlebotomy, and basic nursing assistant skills develop a well-rounded patient care provider in multiple health care settings. Students will not only learn the skills necessary to function as a patient care technician, they will be eligible to sit for the Illinois Department of Public Health Nurse Aide Training certificate and the American Medical Technologists – Registered Phlebotomy Technician certification.

Program Outcomes

Upon completion of the Patient Care Technician/Assistant Program, students will be able to:

- Provide safe, basic patient care in the role of the nursing assistant.
- Accommodate the special needs of patients considering cultural, spiritual, and individual patient needs.
- Obtain EKG readings and monitor vital signs.
- Perform phlebotomy procedures.
- Communicate effectively to a health care team.

Nature of Work and Employment

Patient Care Technicians work in immediate care facilities, emergency departments, hospitals, clinics, and out-patient centers. The certificate provides entry level employment. If a student is interested in furthering their career, the courses within the Patient Care Technician Program are applicable to the knowledge needed for Medical Assistant (AAS), Nursing (AAS), or Emergency Medical Services/Paramedic (AAS).

Special Considerations

Students entering the health care professions (i.e. nursing, medical assistant, emergency medical technician, phlebotomist) 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:

- Jennifer Grobe, PhD, RN, CNE, Associate Dean of Nursing and Allied Health, 815-599-3688
- Alicia Kepner, Nursing and Allied Health Coordinator, 815-599-3657
- Heather Moore, Nursing Program Student Advisor, 815-599-3483

Required Courses — 16 Credits

NURS	107	Intro to Phlebotomy	2
NURS	108	Phlebotomy Techniques	4
NURS	109	Basic Nursing Assistant	8
NURS	110	Intro to Electrocardiography	2

Total Hours = 16

* Additional courses for emphasis areas can be taken. Please see an advisor for transfer options.

Phlebotomy

About Our Program

Phlebotomy is not a program of study at Highland Community College; however, successful completion of the courses NURS 107 and NURS 108 provide the student the opportunity to be eligible to sit for the Registered Phlebotomy Technician (RPT) exam through the American Medical Technologist (AMT).

The phlebotomy technician course sequence prepares the learner to function as a member of the healthcare delivery team, performing the role of a phlebotomist. The phlebotomist generally works in a clinical laboratory under the supervision of the appropriate professional. He/she is responsible for collection procedures in both outpatient clinical and hospital inpatient settings for the purpose of laboratory analysis, including emergency and routine collection procedures from veins, skin puncture areas and arteries on patients of all ages. All students must achieve grades of "C" or above in theory and complete the appropriate clinical hours in order to receive a passing grade.

Nature of Work and Employment

The phlebotomist generally works in a clinical laboratory under the supervision of the appropriate professional.

Special Considerations

Students entering the health care professions (i.e. nursing, medical assistant, emergency medical technician, phlebotomist) 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.

Physical Demands

The physical demands described below are representative of those that must be met by the student to successfully perform the essential functions of both the job requirements of a phlebotomist and the required clinical experiences of a student. While performing the duties of the class/job, the student is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; talk; and hear. The student is frequently required to sit, reach with hands and arms, stoop, kneel, crouch, and/or crawl. The student 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 or more.

Admission Requirements

Must be completed prior to the first day of class.

1. Candidate must be at least 18 years of age.
2. Meet the required HCC admission requirements for the course.
3. Attend a Phlebotomy Orientation session.
4. Two-step TB test or equivalent.
5. Complete a criminal background check, disqualifying convictions, and waiver form. (Please visit www.idph.state.il.us/nar/home.htm for more information)
6. Complete program entrance exam.

Program Contacts

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

- Jennifer Grobe, PhD, RN, CNE, Associate Dean of Nursing and Allied Health, 815-599-3688
- Alicia Kepner, Nursing and Allied Health Coordinator, 815-599-3657
- Heather Moore, Nursing Program Student Advisor, 815-599-3483
- Joani Bardell, Division Secretary, 815-599-3433

Required Courses — 6 Credit Hours

NURS	107	Introduction to Phlebotomy	2
NURS	108	Phlebotomy Techniques	4

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.

Program Outcomes

Cognitive: Students will display knowledge of the clinical and administrative medical assistant scope of practice.

Psychomotor: Students will demonstrate safe and effective care of patients across the life span.

Affective: Students will model reset and professional behavior required for the medical assistant role while developing and fostering a sprint of inquiry.

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.

Physical Demands

The physical demands described below are representative of those that must be met by the student to successfully perform the essential functions of both the job requirements of a phlebotomist and the required clinical experiences of a student. While performing the duties of the class/job, the student is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; talk; and hear. The student is frequently required to sit, reach with hands and arms, stoop, kneel, crouch, and/or crawl. The student 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 or more.

Program Contacts

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

- Jennifer Grobe, PhD, RN. CNE, Associate Dean of Nursing and Allied Health, 815-599-3688
- Alicia Kepner, Medical Assistant Faculty, 815-599-3657
- Heather Moore, Medical Assistant Student Advisor, 815-599-3483

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. 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.
4. The student's Grade Point Average (GPA) must be a 2.5 or higher. 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" or better.
5. Complete program entrance exam.
6. Submit application & other admission requirements to the Coordinator of Nursing & Allied Health by May 1st.

**Program requirements are subject to change. For the most current admission criteria see our web page.

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 May 1 by the Coordinator of Nursing & Allied Health to be considered for admission to the MA Program.
2. When the Request for Admittance is received and all prerequisite courses are completed and entrance exam results are on file, the selection committee (Dean of Health, Natural Science & Math 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.
3. 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.
4. 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 — 20 Credit Hours

BIOL	120	Foundations of Anatomy and Physiology	5
ENGL	121	Rhetoric & Composition I	3
PSY	161	Introduction to Psychology	3
ITHC	101	Medical Terminology I	1
ITHC	102	Medical Terminology II	1
ITHC	102	Medical Terminology III	1
SPCH	191	Fundamentals of Speech Communication	3
INFT	180	Introduction to Information Systems	3

Core Curriculum — 40 Credit Hours

NURS	108	Phlebotomy Techniques	4
NURS	120	Medical Assistant Clinical Procedures I	5
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	122	Medical Assistant Seminar	3
NURS	123	Medical Assistant Externship	6
NURS	124	Patho-pharmacology	4
NURS	125	Electronic Health Records	2
NURS	126	Administrative Procedures in Health Care	5
NURS	184	Nutrition and Diet Therapy	2
NURS	289	Legal and Ethical Issues of Health Care	3

Total Hours = 60

- Please note that core Medical Assistant classes designated with the NURS prefix follow a different grading scale requiring an 80% to successfully complete the course and continue on in the Medical Assistant program.
- The curriculum is planned sequentially so that if a student drops, withdraws from, or fails any core course, he/she will need to withdraw from the Medical Assistant Program.

Health Science (525)

ASSOCIATE OF SCIENCE

About Our Program

The Associate of Science – Health Science degree is intended to provide the first two years of a four year baccalaureate program in Public Health or Health Science. Students who major in Health Science will investigate a well-rounded curriculum including community health care, political dynamics of health, professional ethics and conduct, and diverse population studies. The use of technology and collaborative relationships will present students with an education that opens doors to multiple job focus area.

Program Outcomes

- Apply knowledge of the code of conduct and ethics of the profession through professional behavior in the health care setting.
- Apply knowledge of working with diverse populations to the area of professional practice.
- Analyze how multicultural prospective shape their interactions with community, systems public constituents, and professional contacts.
- Demonstrate collaboration skills needed to engage in effective and authentic collaborative relationships with colleagues, families, and communities.
- Demonstrate competent and relevant technology skills along with an understanding of the scientific method and its application, including interpreting and analyzing scientific data, forming hypotheses, and evaluating experiments.
- Demonstrate academic proficiency in the 5 institutional outcomes; written communication, oral communication, critical thinking, quantitative literacy, & information literacy.

Nature of Work and Employment

Community health providers and public health providers work in government and private agencies that promote wellness for the individual as well as for larger groups. The most common jobs for people have one year after graduating with a baccalaureate degree in this major are in health inspection, health education, healthcare analysis, and research..

Special Considerations

Those interested in Health Science should have an aptitude for interdisciplinary Science and Mathematics as well as an awareness of Sociological and Political issues. **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:

- Jennifer Grobe, PhD, RN, CCM, CNE, Associate Dean of Nursing and Allied Health, 815-599-3688
- Alicia Kepner, Nursing and Allied Health Coordinator, 815-599-3657
- Heather Moore, Nursing Program Student Advisor, 815-599- 3483

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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Recommended Health Science Courses

	HLTH	101	Introduction to Healthcare Delivery	2
	HLTH	120	Healthcare Navigator	3
	PHYD	112	Health	2
	ITHC	101	Medical Terminology I	1
	ITHC	102	Medical Terminology II	1
	ITHC	103	Medical Terminology III	1
	BIOL	117	Nutrition	3
	HLTH	127	Community Healthcare	3
	PHIL	282	Ethics	
		-or-		3
	NURS	289	Legal and Ethical Issues of Healthcare	

* Course has a prerequisite. See course descriptions.
** Additional courses for emphasis areas can be taken. Please see an advisor for transfer options.

Physical Education (510)

ASSOCIATE OF ARTS

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:

- Pete Norman, Director of Physical Ed. and Athletics
- 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 56) 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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- David Esch, Physics/Engineering Faculty
- Thedford Jackson, 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Chemistry

*	CHEM	123	General College Chemistry I	5
*	CHEM	124	General College Chemistry II	5

Mathematics

*	MATH	168	Analytic Geometry & Calculus I	5
*	MATH	268	Analytic Geometry & Calculus II	5
*	MATH	269	Analytic Geometry & Calculus III	4
*	MATH	265	Differential Equations	3
*	MATH	270	Linear Algebra	3

Physics

*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4
*	PHYS	145	General Physics III	3

* 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. Andrew Dvorak, History/Political Science Faculty
- Heather Moore, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

Recommended Courses

The following are recommended courses for this major. Students must still meet all requirements for the Associate of Arts degree (see page 56) in order to graduate from Highland Community College. It is suggested that students who major in political science 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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life 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

Those interested in the field of chiropractic should have an aptitude for science and good interpersonal skills. Students must be prepared for further educational training at the professional level beyond the 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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
*	BIOL	208	Biology I: Cell & Molecular Biology	4
*	BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
		-and-		
*	BIOL	211	General Microbiology	4
		-or-		
*	BIOL	213	Anatomy & Physiology I	4
*	BIOL	214	Anatomy & Physiology II	4
Chemistry				
*	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
Mathematics				
*	MATH	168	Analytic Geometry & Calculus I	5
*	MATH	268	Analytic Geometry & Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

* Course has a prerequisite. See course descriptions.

Regional Institutions

National University of Health Sciences - Illinois (Lombard, IL)
Palmer College of Chiropractic - Davenport (Davenport, IA)

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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life 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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
*	BIOL	208	Biology I: Cell & Molecular Biology	4
*	BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
*	BIOL	211	General Microbiology	4
Chemistry				
*	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
Mathematics				
*	MATH	177	Statistics	4
*	MATH	168	Analytic Geometry & Calculus I	5
*	MATH	268	Analytic Geometry & Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

* Course has a prerequisite. See course descriptions.

Regional Institutions

Midwestern University College of Dental Medicine (Downers Grove, IL)

University of Illinois at Chicago College of Dentistry (Chicago, IL)

Southern Illinois University School of Dental Medicine (Alton, IL)

University of Iowa College of Dentistry (Iowa City, IA)

Marquette University School of Dentistry (Milwaukee, WI)

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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life sciences.

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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
*	BIOL	208	Biology I: Cell & Molecular Biology	4
*	BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
	BIOL	120	Foundations of Anatomy and Physiology	5
*	BIOL	211	General Microbiology	4
Chemistry				
*	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
Mathematics				
*	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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life 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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
*	BIOL	208	Biology I: Cell & Molecular Biology	4
*	BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
*	BIOL	211	General Microbiology	4
Chemistry				
*	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
Mathematics				
*	MATH	177	Statistics	4
*	MATH	168	Analytic Geometry & Calculus I	5
*	MATH	268	Analytic Geometry & Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

* Course has a prerequisite. See course descriptions.

Regional Institutions

University of Illinois College of Medicine (Chicago, IL; Peoria, IL; Rockford, IL; Urbana, IL)

Chicago Medical School at Rosalind Franklin University of Medicine & Science (North Chicago, IL)

Loyola University Chicago Stritch School of Medicine (Chicago, IL)

Northwestern University - Feinberg School of Medicine (Chicago, IL)

Rush Medical College of Rush University (Chicago, IL)

University of Chicago Division of the Biological Sciences - The Pritzker School of Medicine (Chicago, IL)

Southern Illinois University School of Medicine (Carbondale, IL; Springfield, IL)

University of Iowa Roy J. and Lucille A. Carver College of Medicine (Iowa City, IA)

University of Wisconsin School of Medicine and Public Health (Madison, WI)

Medical College of Wisconsin (Milwaukee & Green Bay, WI; Central, WI)

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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life 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. Pharmacy 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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
*	BIOL	208	Biology I: Cell & Molecular Biology	4
*	BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
*	BIOL	211	General Microbiology	4
Chemistry				
*	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
Mathematics				
*	MATH	168	Analytic Geometry & Calculus I	5
*	MATH	268	Analytic Geometry & Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

* Course has a prerequisite. See course description.

Regional Institutions

University of Illinois at Chicago College of Pharmacy (Rockford, IL; Chicago, IL)

Roosevelt University College of Pharmacy (Schaumburg, IL) Midwestern University Chicago College of Pharmacy (Downers Grove, IL)

Rosalind Franklin University of Medicine & Science College of Pharmacy (North Chicago, IL)

Chicago State University College of Pharmacy (Chicago, IL)

Southern Illinois University - Edwardsville School of Pharmacy (Edwardsville, IL)

University of Iowa College of Pharmacy (Iowa City, IA)

Drake University College of Pharmacy & Health Sciences (Des Moines, IA)

University of Wisconsin-Madison School of Pharmacy (Madison, WI)

Concordia University Wisconsin School of Pharmacy (Mequon, WI)

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.

Program Outcomes

- Students should be able to understand and employ aspects of scientific methodologies.
- Students should practice proper lab technique in compliance with relevant safety standards.
- Students should understand the fundamental uncertainties in experimental measurements inherent in different laboratory techniques and instrumentation.
- Students should be able to analyze data sets and communicate information in a clear and organized manner with presentations and properly cited written reports.
- Students should utilize peer-reviewed scientific literature effectively.
- Students should be able to work with peers in a team setting.
- Students should be able to relate contemporary societal and global issues to the physical and life 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, and 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:

- Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics
- 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 58) in order to graduate from Highland Community College. For more information, please see your student advisor.

Biology				
*	BIOL	208	Biology I: Cell & Molecular Biology	4
*	BIOL	209	Biology II: Biodiversity, Evolution & Ecology	4
Chemistry				
*	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
Mathematics				
*	MATH	168	Analytic Geometry & Calculus I	5
*	MATH	268	Analytic Geometry & Calculus II	5
Physics				
*	PHYS	141	Introductory Physics I	4
*	PHYS	142	Introductory Physics II	4
		-or-		
*	PHYS	143	General Physics I	4
*	PHYS	144	General Physics II	4

* Course has a prerequisite. See course descriptions.

Regional Institutions

University of Illinois at Urbana-Champaign College of Veterinary Medicine (Urbana, IL; Chicago, IL)

Iowa State University College of Veterinary Medicine (Iowa City, IA)

University of Wisconsin-Madison School of Veterinary Medicine (Madison, WI)

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. Chelsea Martinez, Education and Psychology Faculty
- Paul Rabideau, Psychology Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) 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	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.
† Consult with a student advisor prior to selection.

Professional Education

Licensure Requirements

Students interested in teaching in the State of Illinois have choices of licensure 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:

Some courses require classroom observation at local schools. Students are responsible for completing any fingerprinting and/or background checks required of observers or volunteers in a local school.

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.**

Test of Academic Proficiency

Test of Academic Proficiency is required by education programs in the state of Illinois. The TAP test should be taken before transfer to a university. Information on the test can be found at www.il.nesinc.com or by contacting the advisor for the program at Highland Community College.

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. Chelsea Martinez, Psychology Faculty
- Paul Rabideau, Psychology Faculty
- Heather Moore, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) 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	4

* 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 service 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. Julie Hartman-Linck, Sociology Faculty
- Heather Moore, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) 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	3
	SOCI	274	The Family	3
	CJS	201	Criminology	3
	SOCI	276	Racism & Diversity in Cont. Society	3
*	MATH	177	Statistics	4

* 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:

- Bill Lucio, Speech/Communication Faculty
- Jim Yeager, Speech/Communication Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) in order to graduate from Highland Community College. For more information, please see your student advisor.

*	MCOM	290	Introduction to Film	3
	SPCH	189	Introduction to Communication Studies	3
	SPCH	194	Introduction to Broadcasting	3
	SPCH	191	Fundamentals of Speech	3
	SPCH	199	Speech Activities I	1
	SPCH	292	Contemporary Argumentation	3
	SPCH	296	Intercultural Communication	3

*NOTE: All speech emphasis majors are encouraged to participate in speech activities (SPCH 199) 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 a Theatre Department representative before enrolling. Call Highland at 815-235-6121 for the following program contacts:

- Laura Early, Theatre Faculty
- Vicki Schulz, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

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 56) 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
	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.

Truck Driver Training Course

ABOUT OUR PROGRAM

Train to earn your Commercial Driver's License (CDL) and prepare for a career in the trucking industry, one of the fastest growing industries in the country. With over 300,000 truck driving jobs available in the United States, this course is designed for students with little or no commercial driving experience.

The Highland Community College Truck Driver Training Course, provided by the 160 Driving Academy, includes everything you need to earn a CDL and find your first job as a truck driver. You will train to earn your CDL learner's permit in the first week of class as well as learn Department of Transportation (DOT) rules, regulations and log books. The remaining three weeks will be spent on thorough driving training in the yard and on the road.

After successful completion of the course you will take the Secretary of State administered Class A test and receive a certificate from 160 Driving Academy as well as an Illinois Commercial Driver's License from the Secretary of State. Most importantly, our staff will work with our partners in the trucking industry to secure job placement for you. Prior to starting the course, you must provide a copy of your DOT physical and drug screening test. Courses start every month. Please call 815-599-3418 for an appointment today.

Admission Requirements

Ability to read and write the English language

Age must be 18 or older, physically meet Federal Department of Transportation guidelines

Possession of a valid driver's license at the time of registration

Program Contacts

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

- Kathy Blomberg, 815- 599-3418

Required Courses 7 Hours

TRCK	080	Commercial Driver's License Preparation	7

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.).

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. 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. Adjustments are made depending on the length of the course and the course delivery method.

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. Repeated hours beyond limit in certain courses will result in the student paying the ICCB reimbursement rate to the college. This form is in Admissions and Records.

Prerequisites

Prerequisites, if any, are listed under the course data line of each course description. A prerequisite cite refers to courses that must be satisfactorily completed prior to the beginning of a particular course.

Distance Learning

Highland offers many courses in several modalities to fit the needs of students. Courses entirely online are Y1 sections, courses requiring minimal time on campus are sections Y2, and courses requiring some time on campus are sections HB. Highland offers Associate of Arts and Associate of Science degrees almost entirely online. Many students take a combination of face-to-face, hybrid, and online courses during their studies at Highland.

At Highland, these courses may be determined by their section designations. **"Y1"** sections are strictly online; you will not need to come to campus at all. **"Y2"** sections may require several trips to campus, possibly for a single face-to face class meeting or to take tests on campus in a proctored environment. To take a course online, you will need a modern Internet-connected computer and some commonly available software. More details are available at http://highland.edu/online/ready.asp.

Hybrid sections are designated **HB**. These courses make use of the Internet for any or all of their course content-when and how much is up to the instructor. Classroom attendance is reduced but not eliminated, and hours of attendance may be flexible. If these details are a concern, you should contact the instructor or someone in his or her department before registering.

Success in learning online requires a self-motivation and direction that may not be necessary in a face-to-face class room. There is a questionnaire available at http://highland.edu/online/ready.asp to help you determine if you are ready for online learning.

While online courses are convenient, many students find they require more time than face-to-face, but the student's learning experience may be more rewarding.

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 hands-on experience in Excel for Accounting. 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 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 215 T
Intermediate Accounting I
COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: ACCT 214

An in-depth analysis of accounting principles related to the preparation of general-purpose financial statements for external users of accounting information. The efforts of accounting organizations such as the Financial Accounting Standards Board, the Accounting Principles Board, and the American Institute of Certified Public Accountants are reflected in the material. Areas of study include, but are not limited to, cash, receivables, inventories, and property, plant and equipment.

ACCT 216 T
Intermediate Accounting II
COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: ACCT 215

A continuation of the in-depth analysis of accounting principles related to the preparation of general-purpose financial statements for external users of accounting information. Areas of study include, but are not limited to, liabilities, including long-term debt, stockholders equity, earning per share, revenue recognition, accounting for pension.

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
QuickBooks Accounting
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 2

This class teaches students the program QuickBooks. Will learn to set up new business, print reports, payroll functions, invoice customers, budgets, class tracking, customizing reports and importing/exporting data.

Agricultural (AGRI)

AGRI 160 T
Introduction to Food Science
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

The science of food is studied in this course through discussion of food production and processing. Topics of study include careers in food science, the chemical components of food, safe food production, food quality inspection and grading, food preservation, laws and regulations related to food labeling, and food purchasing trends of consumers.

AGRI 182 T
Introductory Agricultural Mechanization
COURSE DATA: CREDITS: 4 • LECTURE: 3 • 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: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

This course introduces students to economic principles as they apply to food, fiber, and natural resource production and consumption. The following microeconomic concepts are analyzed: supply and demand, production costs, product pricing and revenue, income and profit maximization, types of elasticity, market structures, and marketing. Macroeconomic concepts that are analyzed include national economic health, policy, and global trade.

AGRI 186 T
Introduction to Animal Science
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • 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

This course introduces students to basics of growing vegetables, fruits, herbs, flowers, and lawns. Plant anatomy, growing media, fertilizers, climatic influences, plant propagation, and plant diseases will be covered. Careers within the horticultural industry and principles of turf, greenhouse, and landscape management will also be discussed. IAI Code: 905.

AGRI 190 T
Introduction to Agricultural Education
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

An introduction to Agricultural Education programs and delivery systems, state and federal policies; the nature of teaching in school and non-school settings; types and purposes of Agricultural Education; program components; approaches to teaching, teacher characteristics; community relationships; educational change and innovation; trends and developments in Agricultural Education. IAI Code: AG 911

AGRI 192 T
Computer Applications in Agriculture
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course is designed for all students, but specifically for agriculture students needing basic skills in computers. The course covers effective use of a variety of computer devices including desktop, laptop, and tablet computers. Students will be able to create and manipulate agriculture files through the use of word processors, spreadsheets, databases, presentation, and graphic design software. Students will learn the basics of web design and social media marketing as it applies to the agricultural industry. Finally, students will explore software applications and tools utilized within precision agriculture and discover available agriculture software for accounting, budgeting, record keeping, and market analysis purposes. IAI Code: AG 913

AGRI 284 T
Soil Science
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Studies the origin, formation, classification, and conservation of soil. Specific physical, chemical, and biological properties of soil are investigated. This is a beginning course in soils and is the basis for further Agronomy soil, crop, and environmental science courses. IAI Code: AG 904

AGRI 286 T
Crop Science
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0

Classification, growth, reproduction, and utilization of crops are studied in this course. Students learn to identify crops, weeds, and insect pests. Environmental, physiological, and nutritional factors affecting plant growth are explored. Plant-soil relationships, crop scouting procedures, and current crop research are introduced. IAI Code: AG 903

AGRI 290 T
Study Abroad: Food and the Environment
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

The course is designed as a field experience that will take place abroad. The course will broaden student awareness of the governmental, cultural, geographical, historical, economic, and agricultural aspects in the country of travel. This will be done through cooperating colleges/universities and scheduled educational activities and tours. This course will primarily focus on the agricultural and environmental similarities and differences between our region and the country of travel. Cultural aspects will also be explored.

Agricultural Occupations (AGOC)

AGOC 101 O
Agricultural Occupations
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

Introduction to the occupational opportunities in the agriculture industry. Students will begin to develop a plan for a work based learning experience and employment beyond college. Participation and opportunities available in school agriculture organizations such as Professional Agriculture Students (PAS) and Collegiate Farm Bureau will be discussed and encouraged.

AGOC 109 O
Pesticide License Training
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

This course is designed for agriculture students seeking to obtain a commercial pesticide operator license or a private pesticide applicator license. All content needed to pass these Illinois exams, resulting in a pesticide license, is studied in this course.

AGOC 110 O
Commercial Driver's License Permit Training
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

This course is designed for agriculture students needing to obtain a CDL permit. All study materials needed to pass the CDL permit exam will be covered in the course. Students will have the ability to complete the CDL training and driving through a workplace experience.

AGOC 114 O
Principles of Plant Science
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course will introduce students to the basics of plant growth and production. A focus for this course will be on genetics, biotechnology, plant classification, plant anatomy and physiology, plant propagation, plant growth, integrated pest management, and soil factors required for plant growth.

AGOC 116 O
Principles of Animal Science
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course will introduce students to the livestock, poultry, large and small animal industries. Major topics of instruction will include anatomy and physiology, genetics, nutrition, reproduction, health, and animal welfare.

AGOC 118 O
Basic Horticultural Science
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course will introduce students to the horticulture industry and provide basic plant science knowledge. Topics include plant anatomy, plant propagation, growing media, pest management, and identification of horticultural plants.

AGOC 124 O
Intro to Agribusiness
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This introductory course will develop students' understanding of basic principles used in the successful operation of an agriculture business. A major focus of the course will be comparing business ownership structures, formulating a business plan, evaluation of record keeping systems, and discussion on laws and regulations that impact 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 O
Livestock Production
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • 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 130 O
Vegetable Production
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Through classroom, greenhouse, and field instruction, students will gain the knowledge necessary for planning, growing, and managing vegetable crops in Northwest Illinois. Seed selection, soil health, fertilizer requirements, weed management, and pest control will be taught in this course. Post-harvest handling, storage, and processing practices will be covered as well.

AGOC 132 O
Landscape Design
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This is an introductory course to landscaping and landscape design. Students will become familiar with landscape plants and grasses, materials, tools, and equipment utilized in the landscape industry. Students will learn landscape design elements and principles in order to create hand drawn and computer-based landscape drawings. Students will analyze the costs associated with providing landscaping services in order to price landscaping projects.

AGOC 140 O
Agriculture Equipment Maintenance
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course will provide the knowledge and skill set for basic machinery repair and maintenance procedures. Emphasis will be on major types of agricultural equipment such as tractors, harvesters, planting, and tillage equipment.

AGOC 142 O
Livestock Facilities and Waste Management
COURSE DATA: CREDITS: 3 • 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 O
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 O
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 152 O
Soils Evaluation
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

Studies the criteria necessary for evaluating soil for land use and conservation. Physical characteristics, usability features, and limiting factors of soil profiles are described. This course provides opportunities to gain actual soils judging experience with soil profiles across the region and requires participation in soils judging competitions.

AGOC 220 O
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 O
Agricultural Policies and Programs
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 and their structure is included.

AGOC 222 O
Marketing Agricultural Products
COURSE DATA: CREDITS: 3 • 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 224 O
Artificial Insemination
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

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 O
Animal Nutrition
COURSE DATA: CREDITS: 4 • 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 227 O
Field Corn and Soybean Production
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.

AGOC 229 O
Agri-Business Seminar
COURSE DATA: CREDITS: 3V • 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 specific 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. Some students will experience the specific field or topic by shadowing the mentor of their chosen subject area.

AGOC 230
Animal Health O
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course provides general knowledge on diseases and conditions affecting major livestock species. Major topics discussed in the course include prevention of disease, herd health planning, responsible drug use, and the use of veterinary expertise.

AGOC 232
Animal Reproduction 0
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Anatomy and physiology of the reproductive systems of livestock animals, the hormones and cycles involved in animal reproduction, genetics, and breeding systems are major topics of this course. Artificial insemination, embryo transplant, and genetic engineering will also be discussed.

AGOC 240 O
Farm Business Management
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: AGRI 184 with a "C" or better, or consent of instructor.

Application of economic principles to the organization and operating of a farm business. Budgeting, planning, enterprise selection, and management of crops and livestock along with labor management and farm business records will be included. Experience in utilizing management tools such as computers also is included.

AGOC 242 O
Beef Management
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course will focus on all phases of the beef industry from breeding to market. Management of cow/calf herds, seedstock operations, backgrounding operations, and the feedlot will be discussed. Analysis of current trends and issues involving the beef industry will also be included as well as information on the Beef Quality Assurance Program.

AGOC 243 O
Swine Management
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

The course will focus on the day-to-day management of swine operations. All swine industry operations will be discussed, including the management of breeding, gestation, farrowing, nursery and feeder pigs. Analysis of current trends and issues involving the swine industry will also be included as well as information on the Pork Quality Assurance Program.

AGOC 245 O
Dairy Management
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course will focus on the care and management of all dairy cattle in each part of their life cycle. Proper environment, health protocols, reproductive management, nutrition, and overall improvement of the herd will be topics covered. Analysis of current trends and issues involving the dairy industry will also be included as well as information on the F.A.R.M. Program.

AGOC 285 O
Soil Fertility and Fertilizers
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: AGRI 284 or AGRI 286 with a "C" or better, or consent of instructor

In-depth exploration of the physical, chemical, and biological properties of soils in relation to productivity and management. Discussion of the use, composition, and production of soil amendments including lime, fertilizers, and manure. Laboratory techniques for soil testing and interpretations of soil test results will be discussed. Regulations on the use of soil amendments and their impact to the environment will also be covered.

AGOC 287 O
Precision Farming Technology
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course will provide an overview of precision agriculture in a production agriculture setting, with the objective of using precision AG technology to improve management decisions. Topics will include Global Positioning Systems (GPS), Geographic Information Systems (GIS), yield monitors, remote sensing, direct sensing, GIS software, and variable rate application.

AGOC 289 O
Applications of Precision Farming Technology
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course will provide a hands-on application of several precision agriculture hardware and software systems. Students will install, operate, and troubleshoot precision farming hardware components. The use of various precision farming software systems will be used to create field boundaries, import and analyze field data, and create prescription maps.

AGOC 291 O
Plant Pest Identification and Control
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: AGRI 286 with a "C" or better, or consent of instructor

This course is designed to familiarize students with the concepts and practices of identifying and protecting field crops from weeds, insects, and disease pests.

AGOC 299 O
Agriculture Capstone Experience
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

This course is designed to give the students an opportunity to showcase their overall agriculture program experiences. These experiences could include internships, study abroad, research projects, or other field experiences. This capstone experience will serve as an outreach to current and potential agriculture students, faculty and staff, community partners, and industry professionals.

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

This course introduces essential drawing techniques and concepts using a wide variety of black and white media. Emphasis is placed on drawing from direct observation and invention centering on an interpretive and analytical approach. Illustrated lecture, discussion, vocabulary identification, critical analysis, verbal and written presentation, and diverse modes of drawing make up this course. IAI ART 904.

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

This course provides a continuation of Drawing I (ART 113) by further developing drawing experiences through a diverse range of media focusing on color. Emphasis is placed on explorations of abstracted and nonobjective concepts through formalism and invention. Illustrated lecture, discussion, vocabulary identification, critical analysis, verbal and written presentation, and diverse modes of drawing make up this course. A maximum of six (6) hours may be earned in this course. IAI Code: ART 905.

ART 115 T
Two-dimensional Design
COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0

This course introduces students to elements of visual organization through two-dimensional design principles and theories. Emphasis is placed on creative problem solving using a variety of physical and digital media. Illustrated lecture, discussion, vocabulary identification, critical analysis, verbal and written presentation, and diverse modes of visual organization make up this course. IAI: ART 907

ART 116 T
Three-dimensional Design
COURSE DATA: CREDITS: 3 • LECTURE: 0 • LAB: 6 • REPEAT: 0
PREREQUISITE: ART 115 with a grade of "C" or better or consent of instructor

This course introduces essentials of the elements of visual design organization and structure through three-dimensional design principles and theories using a wide range of materials. Illustrated lecture, discussion, vocabulary identification, critical analysis, verbal and written presentation, and diverse modes of visual organization make up this course. IAI: ART 908.

ART 117 T
Pottery I
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 O
Graphic Design I
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 T
Sculpture I
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 T
Life Drawing I
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 T
Introduction to Photography I
COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • 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 O
Digital Image Editing with Photoshop
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 T
Painting I
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 T
Painting II
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 T
Printmaking I
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 T
Printmaking II
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 T
Art History I
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 T
Art History II
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: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

This electrical course is designed as a prerequisite for automotive electrical classes. Areas of instruction will cover basic electricity, 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 fillers and their use for hand forming small contoured automobile panels. Other methods of finishing as related to auto body repair will be covered,

AUTB 195 O
Automotive Trim and Hardware
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 2

Includes the study of removing and replacing door glass, windshield, and back glass, replacement of head liners and door panels, and seat track repair. A maximum of six (6) credit hours may be earned in this course.

AUTB 197 O
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, and steering systems repair from damage caused in collisions.

AUTB 291 O
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 and 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 O
Auto Body Repair II
COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 2
PREREQUISITE: AUTB 194

Includes removing, fitting, and replacing accident damaged panels; reforming contours by hand in damaged sheet metal; perfecting 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 O
Paint Applications I
COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: AUTB 192

Familiarizes student with spot painting, finish taping procedures, papering, paint gun and paint mixtures, the cause of paint troubles, and the complete paint job.

AUTB 294 O
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 O
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 painting and the use of various types of paints. A maximum of fifteen (15) credit hours may be earned in this course.

Automotive Mechanics (AUTM)

AUTM 111 O
Suspension and Alignment
COURSE DATA: CREDITS: 5 • LECTURE: 2 • LAB: 6 • 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 O
Brakes
COURSE DATA: CREDITS: 4V • LECTURE: 1 • LAB: 6 • 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 O
Standard Transmission and Final Drives
COURSE DATA: CREDITS: 4 • LECTURE: 1 • LAB: 6 • 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 four-and six-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 O
Fundamentals of Engines
COURSE DATA: CREDITS: 3V • LECTURE: 1 • LAB: 4 • 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 O
Engine Components and Construction
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 120, 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 O
Fundamentals of Electricity
COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • 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, charging, and ignition systems. This class will help prepare the student for the ASE test A6, Electrical/Electronic Systems.

AUTM 138 O
Automotive Servicing
COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 5 • REPEAT: 0
PREREQUISITE: RDG 120 or concurrent enrollment; concurrent enrollment in AUTM 120, 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 for general maintenance in automotive. This class will help prepare the student for the ASE test G1, General Maintainence.

AUTM 231 O
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 O
Fuel Systems
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 5 • REPEAT: 0
PREREQUISITE: Concurrent enrollment in AUTM 231, 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. Testing, diagnosing, and repairing the system. This class will help prepare the student for the ASE test A8, Engine Performance.

AUTM 235 O
Electronic Engine Controls
COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: Concurrent enrollment in AUTM 231, 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 O
Engine Performance
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0
PREREQUISITE: Concurrent enrollment in AUTM 231, 233, 235, and a grade of "C" in AUTM 120, 122, 124 or consent of instructor

Studies the diagnosis of the engine control systems, ignition systems, fuel and induction system, and the emission control system. This class will help prepare the student for ASE test A8, Engine Performance.

AUTM 238 O
Advanced Auto Data Analysis
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 1
PREREQUISITE: AUTM 233, 235, 237 with a grade of "C" or better, or consent of instructor

Introduces students to advanced automotive data retrieval using chassis dynamometer, scan tools, 4-5 gas analyzers, and lab scopes.

AUTM 240 O
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 O
Automotive Body Electronics
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0
PREREQUISITE: AUTM 124 or consent of instructor

An in-depth study of all automotive 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 in automobiles and trucks. Diagnose and repair of air conditioning units and the preparation for certification in the handling and recycling of CFC-12, HFC-R134a and HFO-1234yf refrigerant. This class will help prepare the student for the ASE test A7, Heating and Air Conditioning.

Biology (BIOL)

BIOL 109 T
Plants and Society
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: High School Biology

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. Course intended to satisfy a non-lab three credit life science general education requirement. IAI Code: GECC L1 901.
Typical offering schedule: annual

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 and some science majors. IAI Code: GECC L1 910L. Typical offering schedule: fall, spring

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 to 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 human activities affect them. Satisfies the life science general education requirement for A.A. and A.S. degrees. IAI Code: GECC L1 905L. Typical offering schedule: fall, spring

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. Typical offering schedule: annual

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. Typical offering schedule: as needed

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 College 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. Typical offering schedule: spring

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. Typical offering schedule: fall, spring

BIOL 124 T
Microbes and Society
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

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. Satisfies a three-credit life science requirement for non-science majors. IAI Code: GECC L1 903. Typical offering schedule: spring

BIOL 145 T
Human Biology
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Course emphasizes broad scientific inquiry using humans as the study organism. Topics include cell and molecular biology, anatomy, physiology, health, disease, genetics, evolution and ecology. Students will develop scientific literacy and enable students to make informed decisions on issues of personal and social importance. This course is not intended for students who wish to pursue a major in the health professions. Typical offering schedule: fall

BIOL 208 T
Biology I: Molecular and Cell Biology
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required reading courses(s), one year of high school algebra, completion of MATH 067 or 070 (MATH 070 is not intended for biology or other natural science majors), or placement into 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 Codes: GECC L1 910L, Major BIO 910. Typical offering schedule: fall

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. IAI Codes: GECC L1 910L, Major BIO 910. Typical offering schedule: spring

BIOL 211 T
General Microbiology
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: 4 hours of college biology or chemistry with a grade of "C" or better

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. Typical offering schedule: fall, spring

BIOL 213 T
Anatomy and Physiology I
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required reading courses(s), or equivalent or consent of instructor

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. Typical offering schedule: fall, spring

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. Typical offering schedule: fall, spring

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

Introduces the student to the micro-business world. This is a practical how-to course for students who wish to develop entrepreneurial skills for use in their own business.

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 higher 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: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a C or better.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

This is a first course in statistics for business majors. This course covers measures of central tendency, variability, sampling, statistical inference, simple linear regression, and correlation. 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
PREREQUISITE: BUSN 125 or equivalent Math course or placement in MATH 158 or above or consent of instructor.

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

This course offers additional information about human behavior in an organization beyond the Principles of Management course. Discussions relate to the personnel management system, staffing and organization, individual and group behavior, labor-management relations, remuneration, and EEOC.

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 copyrighting, 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 within regularly scheduled lab hours.

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 120 T
Elementary General Chemistry
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: : One year of high school algebra, completion of MATH 067 or MATH 070 (MATH 070 is not intended for chemistry or other natural science majors), or placement into MATH 158 or higher

A laboratory course emphasizing the general principles and theories of chemistry, including fundamentals of inorganic chemistry, atomic structure and states of matter, bonding, stoichiometry, acid-based concepts, periodicity and solution chemistry. IAI Code: GECC P1 902L. Typical offering schedule: fall, spring, summer

CHEM 123 T
General College Chemistry I
COURSE DATA: CREDITS: 5 • LECTURE: 3 • LAB: 4 • REPEAT: 0
PREREQUISITE: MATH 166 or MATH 163 with a grade of "C" or better or concurrent enrollment and CHEM 120 with a grade of "C" or better or 2 semesters of high school chemistry both with a "C" or better 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 Codes: GECC P1 902L, Major CHM 911. Typical offering schedule: fall

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. IAI Code: Major CHM 912. Typical offering schedule: spring

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. Typical offering schedule: spring

CHEM 221 T
Organic Chemistry I
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: CHEM 123 and CHEM 124 with a grade of "C" or better

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: Major CHM 913. Typical offering schedule: fall

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 β-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: Major CHM 914. Typical offering schedule: spring

CHEM 225 T
Elementary Organic Chemistry Laboratory
COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0
PREREQUISITE: 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. Typical offering schedule: spring

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

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 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 — 0
Technical Communications

COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a C or better.

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 — 0
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 — 0
Cosmetology I

COURSE DATA: CREDITS: 6 • LECTURE: 3 • LAB: 6 • 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. Students will identify and demonstrate skills in basic hair design including finger waving, pin curls, and rollers. Students will perform basic lab services on mannequins and clientele. Students will also learn the operating principles of the clinic's reception desk.

COSM 122 — 0
Cosmetology II

COURSE DATA: CREDITS: 6 • LECTURE: 3 • LAB: 6 • REPEAT: 0
PREREQUISITE: COSM 121 with a "C" or better, COMM 090, RDG 120 or concurrent enrollment

Students will demonstrate skill in thermal pressing. Students will identify and learn the making of wigs and fitting wigs with clients. Students will learn and demonstrate various braiding techniques. Students will understand the communication on client consultations. Students will learn and perform manicuring and pedicuring. Students will identify different haircutting strategies and will perform various haircuts on men, women, and children. Students will also learn the operating of the clinic's dispensary.

COSM 123 — 0
Cosmetology III

COURSE DATA: CREDITS: 6 • LECTURE: 3 • LAB: 6 • REPEAT: 0
PREREQUISITE: COSM 122 with a "C" or better or concurrent enrollment

Students will continue to identify different haircutting strategies and will perform more various haircuts on men, women, and children. Students will identify and demonstrate sectioning and wrapping for permanent waving of the hair. Also, students will identify and demonstrate the application of chemicals for permanent waving of the hair. Students will identify different business techniques on saving and making money in the cosmetology industry. Students will identify and demonstrate the principles of color theory, client consultation, and hair analysis.

COSM 124 — 0
Cosmetology IV

COURSE DATA: CREDITS: 6 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 123 with a "C" or better or concurrent enrollment

Students will perform customized permanent wave wraps. Students will learn the structure and functions of the skin and identify diseases and disorders of the skin and perform facial treatments. Students will also learn and demonstrate facials, make-up, and superfluous hair removal. Students will identify and demonstrate nail extension techniques and procedures. Advanced hair styling of current trends will be performed on mannequins by the students.

COSM 131 — 0
Cosmetology V

COURSE DATA: CREDITS: 6 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 124 with a "C" or better or concurrent enrollment

Students will perform advanced hair coloring techniques, nail art techniques, advanced braiding, and extensions. Students will understand the use of chemistry and electricity in our industry. Students will learn and perform hair relaxers and curl reformation. Students will understand the basic anatomy and physiology related to the application of cosmetology services. Students will prepare for licensure and employment. Finally, students will understand the managerial aspects of operating a salon.

COSM 132 — 0
Cosmetology VI

COURSE DATA: CREDITS: 6 • LECTURE: 1 • LAB: 10 • REPEAT: 0
PREREQUISITE: COSM 131 with a "C" or better or concurrent enrollment

Students will be required to perform all advanced hairstyling and skin care techniques on the clinic floor. Students will prepare and perform for mocks on clinic floor. Students will study and complete final exams in all areas of cosmetology. A salon internship is available to qualifying students in this course. Students will continue to perform and work on advanced techniques on the clinic floor. Students will complete all exams leading to the state board examination.

COSM 150
Cosmetology Instructors Program I
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0

Highland offers training that meets or exceeds the State Department of Financial and Professional Regulations requirements for state licensure as a Cosmetology Instructor. This program offers teaching plans, study and testing skills, and the basic learning styles and principles to train students on becoming a master educator.

COSM 152
Cosmetology Instructors Program II
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0

Highland offers training that meets or exceeds the State Department of Financial and Professional Regulations requirements for state licensure as a Cosmetology Instructor. This program offers teacher communication, effective presentation, and classroom management.

COSM 154
Cosmetology Instructors Program III
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0

Highland offers training that meets or exceeds the State Department of Financial and Professional Regulations requirements for state licensure as a Cosmetology Instructor. This program offers educational aids and technology in the classroom and develops how to assess progress, how to advise students, and how to make the student salon an adventure.

COSM 156
Cosmetology Instructors Program IV
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0

Highland offers training that meets or exceeds the State Department of Financial and Professional Regulations requirements for state licensure as a Cosmetology Instructor. This program offers career and employment preparation, how to retain students, teach strategies for a winning career and understanding professional performance.

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: 4 • LECTURE: 4 • LAB: 0 • 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 understand anatomy and physiology of the skin and nails. Students will also learn the diseases and disorders of the skin and nails.

COSM 192 O
Nail Technology II
COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: COSM 190 with a "C" or better or concurrent enrollment

Students will identify and demonstrate skills in manicuring, pedicuring, and application of extension tips and acrylic enhancements. Students will understand the use of chemistry, electricity, and nail products in our industry. Students will understand the artistry of nail art and application. Students will understand and use the electric file to shape nails. Finally, students will be able to demonstrate skills and principles on clinic floor.

COSM 194 O
Nail Technology III
COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: COSM 192 with a "C" or better or concurrent enrollment

Students will identify business skills of record keeping, marketing, and sales, as well as job seeking skills needed. Students will identify and demonstrate skills used in the application of gel nails. 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. Students will also complete written final exams and demonstrate skill in a practical exam to prepare for state licensure.

Criminal Justice (CJS)

CJS 101 T
Introduction to Criminal Justice

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
Humanities, Social Science, and Fine Arts Recommendation: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better.or consent of instructor.

This course is designed to provide the student with a general overview of criminal justice in the United States through its historical and philosophical development. This survey and analysis reveals the integrated elements of the larger system. IAI Code: CRJ901

CJS 102 T
Introduction to Corrections

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
Humanities, Social Science, and Fine Arts Recommendation: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better.or consent of instructor.

This course is designed to provide the student with a general overview of the historical development of the correctional system in the United States. This survey and analysis reveals the evolution of philosophies of punishment and treatment leading to correctional practices in both institutional and non-institutional environments. Relevant matters of constitutional law will also be covered. IAI Code: CRJ911

CJS 201 T
Introduction to Criminology

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
Humanities, Social Science, and Fine Arts Recommendation: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better.or consent of instructor.

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. IAI Code: CRJ912

CJS 202 T
Juvenile Delinquency

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
Humanities, Social Science, and Fine Arts Recommendation: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better.or consent of instructor.

This course is designed to provide the student with knowledge and understanding of the history of the special social category of juvenile delinquency and the dispensing of juvenile justice in the United States. The evolution of theories and dominant social conceptions are then correlated with practical police, judiciary, and correctional practices. IAI Code: CRJ914

CJS 203 T
Criminal Law

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISTE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better., concurrent enrollment in CJS 101, or consent of instructor.

This course will analyze the principles and functionalities of substantive criminal law, including elements of a crime, acts, mental state, attendant circumstances, and criminal liability. This course will include evaluation and analysis of crimes against property, habitation, public order, and crimes against persons. Special consideration is given to state criminal law for several of the surrounding states.

CJS 204 T
Ethics in Criminal Justice

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUSITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better., concurrent enrollment in CJS 101, or consent of instructor.

This course will focus on moral issues, core values, and ethical dilemmas involved for those interested in the field of criminal justice. This course will also focus on ethics in recognizing how criminal justice is engaged in a process of authority, coercive power, and selective discretionary authority. This course will analyze current issues of ethical and moral standards within the criminal justice environment with ideal supervisory solutions.

CJS 205 T
Criminal Investigation

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUSITE: Completion of CJS 101: Introduction to Criminal Justice (with a C or better), or consent of instructor and placement or concurrent enrollment in ENGL121 or consent of instructor.

Provides students with a practical working knowledge of criminal investigation principles, techniques, law, and procedures. The investigative process is studied from basic theoretical concepts to the application of elements for prosecution of specific criminal offenses. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime, and terrorism.

CJS 206 T
Policing in America

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Completion of CJS 101: Introduction to Criminal Justice (with a C or better), or consent of instructor and placement or concurrent enrollment in ENGL121 or consent of instructor.

Policing in America is an overview and analysis of law enforcement history, development, purposes, roles, and status in a democratic society. Material is presented from theoretical standpoints and examines critical issues and advances in crime control.

CJS 208 T
Intro to Terrorism

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
Humanities, Social Science, and Fine Arts Recommendation: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better.or consent of instructor.

This course will introduce students to the phenomena of contemporary terrorism and extremism. Emphasis will be placed on extremism as a foundation for terrorist behavior, types of terrorism, and strategies for governments and law enforcement agencies to respond to terrorism. In light of domestic terrorist incidents in the United States and domestic hate crimes, this course will also analyze extremist and terrorist group usage of the media and literature as their influential tools. Additionally, this course will focus on the role of law enforcement and other public administrative agencies during incidents of terrorism.

CJS 210 T
Criminal Procedure

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: : English 121 Rhetoric and Composition or concurrent enrollment and CJS 101 Introduction to Criminal Justice, concurrent enrollment, or consent of instructor

Criminal Procedure introduces students to the rules and procedures that govern the pretrial processing of criminal suspects and the operation of criminal trials. This course emphasizes Constitutional foundation of criminal procedure and the balance between rights and liberties. This course outlines rules regulating pretrial evidence acquisition by government officials in criminal matters. Discussion includes many issues relevant to the Constitutional safeguards, as well as the cases reflecting current trends in criminal procedure.

The criminal justice course will be offered at Highland Community College with the express purpose of educating students in the procedures of criminal law within the criminal justice system. Upon completion of the course, students will be able to demonstrate knowledge of the fundamentals and structure of our court system; trial processes; Constitutional Amendments; rules regarding law enforcement search, surveillance, seizures, and interrogations; sentencing guidelines; jury processes; and issues involved with counterterrorism.

The course will draw from central writings in the field, current issues, and classroom lectures supplemented with discussion. The student will be provided with a list of readings for classroom preparation; lectures and classroom activities will place the readings in context and clarify their meaning and applications. Though the course will be heavily weighted toward the evaluation of competence through writing, classroom assignments and discussions will allow ample opportunity for the verbal formulation and expression of ideas.

CJS 220 T
Probation and Parole

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: English 121 Rhetoric and Composition or concurrent enrollment and CJS 102 Introduction to Corrections 102, or consent of instructor

This course focuses on the history and evolution of probation, parole, and aspects of community based corrections. This course will include an overview of sentencing, treatment and service programs, administrative organizations, various roles of practitioners, investigation, and supervisory aspects of probation and parole within the legal structure.

Drafting/CAD (DRAF)

DRAF 105 O
Computer-Aided Drafting (CAD) I

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

CAD I is a course utilizing AutoCAD software. This course acquaints students with the basics of two-dimensional, computer-aided design. Topics include menu and command structure, creating two-dimensional geometry, editing, file storage, layers, color manipulation, dimensioning, tolerances, text generation, scaling and plotting/printing.

DRAF 106 T
Drafting Fundamentals I

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: DRAF 105 or DRAF 151 with a "C" or better, or consent of instructor

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 107 T
Drafting Fundamentals II

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: DRAF 106

Provides a continuation of DRAF 106. This course gives the student more advanced mechanical drafting experience. Some topics covered are: allowances, tolerances, detail drawings, assembly drawings, isometrics, geometric dimensioning, and tolerancing.

DRAF 110 O
Print Reading and Inspection
COURSE DATA: CREDITS: 2V • LECTURE: 1 • LAB: 2 • REPEAT: 2

This course will acquaint the student with the interpretation of basic mechanical drawings. An emphasis will be placed on the evaluation of multiple views, dimensioning, tolerancing, terminology, and the use of standard symbols. Each student will interpret the inspection call outs and will have hands-on experience using inspection equipment. Equipment will include but not be limited to: micrometers, calipers, plug and ring gauges, and finish checkers.

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: DRAF 105 with a "C" or better, or consent of instructor

Provides the student with computer aided drafting (CAD) tools to solve engineering graphics problems. Topics include two-dimensional (2D) multiview orthographic representations, auxiliary views, section views, dimensioning, fundamental descriptive geometry, and three-dimensional (3D) 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 coursework 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 with a "C" or better, 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: SAT, ACT, or placement test indicating no transitional reading or writing coursework needed or completion of required transitional reading or writing course(s) with a C or better. Placement into ENGL 121, Accuplacer reading score of 79 or above 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: SAT, ACT, or placement test indicating no transitional reading or writing coursework needed or completion of required transitional reading or writing course(s) with a C or better. Placement into ENGL 121, Accuplacer reading score of 79 or above or consent of instructor.

This is a foundation course in theory and principles of the developmental continuum, including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories; an exploration of child development within a social-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society. An emphasis on the implications for early childhood professional practice. *encompassing birth through age eight and may include pre-adolescents. IAI Code: ECE 912.

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 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 placed on best practices for policies and practices to promote 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 T
Literature for Young Children

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PRREQUISITE: ECE 121 or ECE 122 with grade of "C" or better or consent of instructor

This course focuses on children's literature and the role it plays in the development of young children (birth to eight). Topics include history, genres, elements of literature for young children, storytelling, resources, and strategies for presenting books to young children. Students learn about and explore the impact of culture and environment on language and literature, with special consideration to the care and education of cultural, linguistic, and ability diverse learners.

ECE 125 T
Assessment in Early Childhood Settings

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 with grade of "C" or better or consent of instructor

This course defines the concept of assessment as it relates to screening children's development and planning developmentally and individually appropriate early childhood curriculum and provides students with a basic knowledge of the importance of assessment 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.

ECE 126 O
Observation and Guidance of the Young Child

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 1 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 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 O
Music and Movement for the Young Child

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 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 O
Practicum

COURSE DATA: CREDITS: 2 • LECTURE: 1• LAB: 2 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 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
Curriculum in Early Childhood Settings

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 with grade of "C" or better or consent of instructor

The principles involved in planning, implementing, and evaluating developmentally appropriate, evidence-based curriculum for young children are studied. The course focuses on the preparation of learning environments for children from birth through age eight; 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 with grade of "C" or better or consent of instructor

This course focuses on the diverse needs of the child within the context of family, school, and community. This course will examine the interplay of diverse cultures, lifestyles, abilities, language, and communication with the role of the early childhood environment and other community institutions. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative family/child partnerships through effective use of community and family resources. IAI Code: ECE 915

ECE 204 T
Exceptional Child in Early Childhood Programs

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 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, as well as 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 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 three 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 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 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 O
Supervision & Administration of Child Care Programs

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Successful completion of 30 credit hours in ECE courses or consent of instructor

This course 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 O
ECE Internship

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 O
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 ECE courses or consent of instructor

This course 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 O
ECE Staff Management Practicum

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Successful completion of 39 credit hours in ECE courses or consent of instructor

This course includes knowledge and skills necessary to the effective staff management and leadership of a child development program. Students will gain practical experience in early childhood administration while working with a child care center director, staff, young children and families in a professional setting. 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. 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 administrator's role and practical application of principles, practices and theories in early childhood care and education. Students will complete the 300 documented hours required for the State of Illinois Director Credential-Level I.

ECE 212 O
Early Childhood Assessment Seminar

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 128 and successful completion of 39 credit hours in ECE courses or consent of instructor

This course is required for all students completing the Associate in Applied Science Degree (A.A.S.) in Early Childhood Education. The capstone course provides students with the opportunity to synthesize, analyze, and apply their learning from their courses in Early Childhood Education in a comprehensive manner. In this course, students will explore their identities as leaders and professionals in the field of early childhood education, including the cultural competence necessary to build strong relationships with young children and families from a variety of cultural and linguistic backgrounds. Students will learn what engagement in the field entails and develop the personal and relational knowledge, skills, and ways necessary to be active and reflective participants as teacher leaders. As a part of this course, students will be required to create a reflective and comprehensive ECE Professional Teaching Portfolio, complete 10 hours of participation in an early childhood setting, and continue to develop an understanding of the National Association for the Education of Young Children (NAEYC standards), Illinois Professional Teaching Standards, Gateways Competencies, and other current standards pertinent to early childhood teacher preparation.

ECE 213 O
Inclusive Environments for Infants and Toddlers

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 122 OR ECE 205 with a grade of "C" or better or consent of instructor

This course focuses on the practical knowledge and skills necessary for the early childhood professional to successfully design inclusive environments and practice quality programming for infants, toddlers, and families. Students examine various strategies that can be used in inclusive environments to teach children with diverse needs. The skills, knowledge, and abilities for professional and ethical behavior in programs for very young children and their families will be addressed, including family child care, center-based care, home visiting programs, and early intervention programs. Topics include compliance with pertinent legislation, team collaboration, individualized learning plans, accessibility, universal design, accommodations and modifications for educating very young children that are culturally, linguistically, and ability diverse. In addition, students evaluate physical and social environments designed to enrich the learning lives of infants and toddlers with special needs with emphasis on instructional strategies, adaptations, environment, inclusion, and multicultural considerations. Observations are required.

ECE 215 O
Mentoring in Early Childhood

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Consent of instructor

This course explores methods and principles of mentoring adults and the role of mentors as facilitators of adult learning in early childhood education settings. Students will practice effective mentoring strategies and study the role of the mentor as a change agent. Students will reflect on their personal and professional growth and leadership skills. This course researches the similarities and differences among coaching, mentoring, and supervising and the appropriate uses of each in classroom and program leadership within differing cultural contexts. The course is designed for those that have at least two years of experience in an early childhood environment. The use of technology and media in supervision and staff development is included.

Economics (ECON)

ECON 111 T
Principles of Economics I (Macro)

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces the student to the basic economic concepts of the market system, including national output and income, money, inflation and unemployment, Gross Domestic Product, fiscal and monetary policy, general equilibrium 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

Introduces the student to the basic economic concepts of prices, profits and losses, supply and demand, market process in the real world, competition, utility, elasticity, 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 125 T
Navigating/Teaching/Learning at HCC

COURSE DATA: CREDITS: 3V • LECTURE: 3V • LAB: 0 • REPEAT: 0

This course, specifically designed for Highland Community College will examine the pedagogy of teaching at a community college and the preparation involved.

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: 1

Project-based course that provides an introduction to the history, theory, and practice of integrating technology into the classroom. Students will investigate the use of current instructional technology tools in the K-12 setting and understand the state and federal technology standards that might influence teaching and learning. A maximum of 6 credit hours may be earned in this course.

Electronics Technology (ELET)

ELET 171 O
Intro to Logic Circuits
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

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 O
Electronic Principles
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 111 or MATH 159, placement above MATH 159, or instructor consent

This introductory course is a survey of selected electrical and electronic concepts 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 O
Introduction to Electronics
COURSE DATA: CREDITS: 4V • LECTURE: 2 • LAB: 4 • REPEAT: 2
PREREQUISITE: MATH 111 or MATH 159, placement above MATH 159, or instructor consent

This course 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 O
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

This course, designed for those who need a working knowledge of electronics, introduces students to lab instruments, power and signal sources, and begins lab exploration of electrical and electronic components and circuits through discussion, hands-on experimentation and activity in a lab setting. The use of prototyping materials and test instruments will be prominent in course work.

ELET 183 O
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

This course builds on previous electronics background in a self-directed format. Students will extend their knowledge of electronic components and circuits by the study of semiconductor devices including operational amplifiers, digital logic circuits, converters, and other electronic topics related to manufacturing applications. Students will gain additional experience in constructing, operating, and troubleshooting electronic circuits.

ELET 220 O
Motors and Controls
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 179

Introduces students to the operation of AC and 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.

ELET 290 O
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

Emphasis in this course will be on the selection and application of sensor devices used to measure variables such as temperature, light level, speed, proximity, and other common inputs to a controller. Signal conditioning, level shifting, conversion, and signal transmission will also be included.

ELET 291 O
Introduction to Automation
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 293 or equivalent experience

The Introduction to Automation course provides a broad understanding of automation through experiences with automation controllers, sensors, and actuators. Students will work with concepts related to controllers, motor drive units, HMI (human machine interface), vision, sensors, and interfacing, industrial networking and data exchange, and robotics.

ELET 293 O
Introduction to Programmable Logic Controllers
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 179 AND INFT 180

This course 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.

ELET 295 O
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

This course provides students with hands-on experience with the programmable logic controller (PLC) as a control element in industrial applications. Students will program and troubleshoot PLCs to carry out common control applications. Additionally, students will interface sensors, switches and output devices to PLCs.

ELET 297 O
Advanced Programmable Logic Controllers
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 293 or equivalent experience or consent of instructor

This course extends the student's knowledge of programmable logic controllers through the application of advanced elements of the PLC instruction set, tagged based addressing, and the use of advanced programming software tools. Both software and hardware topics will be included.

English (ENGL)

ENGL 121 T
Rhetoric and Composition I
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a 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

ENGL 122 T
Rhetoric and Composition II
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
P REREQUISITE: 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: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better

This course introduces students to various forms of creative writing, with an emphasis on poetry and fiction. Students will produce, workshop, and present original works.

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

ENGL 228 T
British Literature II
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 T
Introduction to Shakespeare
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 T
Women and Literature
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

Explores the literary depiction and construction of gender roles and identities in various genres, with a special emphasis on literature by women writers. IAI Code: H39110

ENGL 228 T
British Literature II
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 T
Introduction to Shakespeare
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 T
Women and Literature
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent

Explores the literary depiction and construction of gender roles and identities in various genres, with a special emphasis on literature by women writers. IAI Code: H3 9110

Equine (EQUI)

EQUI 101 O
Equine Business
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Survey of existing equine business. Fundamentals in establishing an equine business.

EQUI 103 O
Equine Evaluation
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Identification and characteristics of commonly used breeds; in general and specific disciplines.

EQUI 105 O
Equine Facilities
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Students will gain knowledge in establishing, maintaining, and improving an equine facility.

EQUI 107 O
Equine Health Care I
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 O
Equine Health Care II
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITE: EQUI 107

Study of vaccinations, diseases, parasites, and de-worming.

EQUI 111 O
Equine Massage I
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 O
Equine Massage II
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 O
Equine Nutrition
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Overall equine nutrition, types of feed, and feeding techniques.

EQUI 117 O
Equine Physiology
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 O
Equine Stress Points I
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 O
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 O
Horse Handler Exercise
COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1 • REPEAT: 0

Program for improving strength and flexibility for horse handling.

EQUI 125 0
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 0
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 0
Horse Handling II
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1
PREREQUISITE: EQUI 127

Proper communication methods. General and individual exercising plans. Ground driving/long lining and lunging programs (English/Western styles).

EQUI 131 0
Horse Shoeing
COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1 • REPEAT: 0

Fundamentals in hoof care and shoeing.

EQUI 133 0
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 0
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 0
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 0
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 0
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 0
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 0
Stable Management I
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Fundamentals of records, contracts, insurance, and liability.

EQUI 147 0
Stable Management II
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: EQUI 145

Management project - maintaining and improving a stable.

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.

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: GECC P1 907L. Typical offering schedule: fall

GEOL 132 T
Natural Hazards and Disasters
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Course examines the dynamic geological and meteorological processes that create hazards to human life, structures, and activities. Hazards investigated include earthquakes, volcanoes, tsunamis, hurricanes, tornadoes, floods, and landslides. Hazard recognition, avoidance, and mitigation are also examined. IAI Code: GECC P1 905. Typical offering schedule: fall, spring

GEOL 205 T
Field Geology and Paleontology
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3

Allows students to investigate in detail the geology and paleontology of a specific region. Course consists of 16 hours of lecture sessions and/or equivalent online content followed by a 7 to 10 day excursion to a region of geologic interest. Regions investigated in a specific year will alternate between the Hanksville-Burpee Dinosaur Quarry in SE Utah and the Hell Creek Formation of SE Montana. Typical offering schedule: summer

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. Typical offering schedule: bi-annual

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.

Health Sciences (HLTH)

HLTH 101 T
Intro to Healthcare Delivery
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

An introductory view of health care is studied in this course through exploration of national and regional practices of health care. Topics of study include careers in health care, projections of health care needs locally as well as globally, access to health care, advocacy for health programs, managing the delivery of health services, diverse populations served in health care and the challenges involved, and an overview of changing health care behaviors. Students will work actively with community resources while studying national and global behavior in comparison.

HLTH 120 T
Healthcare Navigator
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course delves into the world of healthcare through the eyes of a confused patient. In the growing world of complex medical treatment, patients can be left wondering about the best approach, best use of funds, and most appropriate treatments. Students will learn about health insurance plans, specialty medical care, complex disease processes, and the rights of patients. Students will leave this course prepared to navigate the ever-changing world of healthcare, ready to assist patients in plans of action, insurance paperwork, pre-approval processes, and provider referrals. Students will explore the moral and ethical dilemmas faced by healthcare providers and patients, expand on the role of health insurance and gain an understanding of the basic needs of chronically ill patients. Special attention will be paid to the needs of a diverse community with cultural, socioeconomic, and religious differences.

HLTH 127 T
Community Healthcare
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Community Healthcare is an introductory course to the concepts of health care in the community setting. The content includes information about health care within the community, factors affecting community health, and special needs care across the lifespan.

History (HIST)

HIST 141 T
Western Civilization to 1648
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; 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: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; 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: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; 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, the 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: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; 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 1920s; 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
American Revolution and New Nation

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course analyzes the causes of the American Revolution, the War for Independence, the Confederation, the Federal Constitution, and the events leading up to the election of 1800. An emphasis will be placed on race, class, ethnicity, and gender issues during the Revolutionary era.

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 is 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 rise and decline 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 stabile 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 and development. 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 SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; 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: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; or consent of instructor. 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 will be listed on the student's permanent academic record. A maximum of twelve (12) hours may be earned in this course.

Hospitality Management (HOSP)

HOSP 101 O
Introduction to Hospitality
COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

Overview of the five different elements of the hospitality industry, how they are intertwined with each other, and discussion of current issues facing the five facets of the hospitality industry. Each student in the course is a resource to the others. How to personally brand yourself, elements of risk in the industry, guest speakers, and physical tours of facilities. There will always be continuous discussions of current guest needs, service quality, and the role of personnel in the hospitality industry.

HOSP 103 O
Front Desk Management
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

The essential knowledge and skills required for management in hiring front office employees and renting rooms within the hospitality industry; property management systems, reservations, yield management.

HOSP 105 O
Service Management Techniques
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and exceeding the expectations of guests.

HOSP 107 O
Alcohol Service
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

A study of beverage service in the hospitality industry, including spirits, wines, beers, and non-alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, staffing, service, and the selection of spirits, wines, and beers to enhance foods. Current trends and concerns of the industry will be a focus of discussion. Students will have the opportunity to become certified in Beverage Alcohol Sellers and Servers Training (BASSET).

HOSP 109 O
Tourism Management
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course takes a broader view of hospitality: how the lodging, travel, food and beverage, and service industries work together, and how various factors affect the bottom line. Will explore the wider field of possible career paths related to the hospitality industry.

HOSP 111 O
Food and Beverage
COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

Students will earn a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, costs and pricing, production, service, safety, and finances. Students will earn Food Protection Manager (sanitation and food safety) Certification.

HOSP 113 O
Rooms Division and Housekeeping Management
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course is designed to provide students with the principles of rooms division management, specifically managing the housekeeping, laundry, and maintenance/engineering departments. Topics will include energy conservation, inventory, staffing and motivation, preventative maintenance, sanitation guidelines, and safety and security.

HOSP 115 O
Supervision and HR
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

The objective of this course is to provide students with a detailed picture of how successful operations manage human resources in order to compete effectively in a dynamic, global environment. Discussions and concepts will focus on communication, planning, management techniques and theories, and incentivizing your team.

HOSP 117 O
Law for Hospitality
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations. Course will focus on guest privacy and safety issues, current issues and laws in the news, and diversity and inclusivity.

HOSP 119 O
Hospitality Cost Control
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course investigates the principles of cost controls and their application to food and beverage, hotel, and general business operations. Emphasis is placed on each step in the flow of costs: purchasing, receiving, storage, issuing, preparation, portioning, service, and accounting for sales. Labor costs as they relate to the operation are also discussed. Active problem solving and practical application ensure that students are able to relate the principles learned to the hospitality industry. Basic computer applications of cost control systems as well as applied problems in the hospitality industry will also be included.

HOSP 121 O
Professional Meeting and Event Planning
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Overview of the elements of the hospitality industry, discussion of current issues facing convention & visitors' bureaus, exhibitions, convention services managers, vendors/suppliers, and group management. Opportunity to interact and network with current members in the industry. Discussions of current industry trends and related career options.

HOSP 123 O
Sales and Marketing
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course is designed to provide students with a solid background in hospitality sales and marketing. The textbook's main focus is on practical sales techniques for selling to targeted markets, while additional resources, discussions, and activities will concentrate on online and digital activities, including content marketing and social media.

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.

HUMA 110 T
Introduction to Critical Thinking
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

A study of the rules of valid judging ad reasoning, rather than symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of given set of statements is included. Logical analysis is applied to concrete problems dealing with our knowledge of reality.

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 I
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0
** Offered in the Office Technology Lab where class time and learning pace are set by the individual student within regularly scheduled lab hours.

Develops efficient techniques in operating a standard keyboard. The keyboarding techniques will focus on the alphabet, numbers, and symbols. This course is designed for non-secretarial students interested in learning the keyboard for the efficient operation of a computer terminal.

INFT 106 O
Basic Keyboarding II
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in INFT 105 or consent of instructor. May take concurrently (2nd 8-weeks) with INFT 105 (Keyboarding I).
** 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 efficient techniques in operating a standard keyboard. The keyboarding techniques will focus on the alphabet, symbols, and 10-key numeric pad. Emphasis will also be placed on proofreading. 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 email 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.

Introduces the student to basic Web skills. Students will learn how to use Internet Explorer to navigate, search, and explore the Web.

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 or online.

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 SmartArt, and using desktop publishing features to create a newsletter.

INFT 132 O
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 O
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 O
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. Topics include creating a presentation, adding media and applying transitions and animations, applying advanced formatting with SmartArt, audio, and shapes, and customizing colors and themes.

INFT 137 O
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 O
Beginning Excel

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 105 or consent of instructor

Provides an introduction to the generation and use of spreadsheets utilizing Excel for Windows. Also introduces the creation of charts and graphs, and database functions.

INFT 141 O
Intermediate Excel

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 140

Intended as a continuation of the Beginning Excel course. Topics will include: working with tables and PivotData, managing multiple workbooks, developing an Excel application, and working with advanced functions.

INFT 142 O
Advanced Excel

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 141 or consent of instructor

Introduction to advanced application techniques using Excel. Work with Goal Seek, Solver, Scenario Manager, and Pivot Table to find the answer to questions.

INFT 145 O
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.

INFT 146 O
Intermediate Access

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 145

Intended as a continuation of the Beginning Access course. Topics will include: advanced queries and table design, creating custom forms, creating custom reports, and sharing, integrating and analyzing data.

INFT 147 O
Advanced Access

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: INFT 146

Introduction to the programming facilities for managing and reporting information with database management software.

INFT 150 O
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 O
Digital Pictures and Sound

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 2

Exposes the student to the latest developments and concepts in digital photography and image editing and to the various problems encountered by multimedia professionals.

INFT 180 O
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 O
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.

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 202 O
Web Programming

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: INFT 190

This class deals with the basics of Internet Programming. The focus of the class will be programming with HTML, but it will also include short summaries of other internet programming languages such as Javascript and VBScript. Class will also cover the basics of designing for the web, along with an overview of some of the design tools available for web authors.

INFT 260 O
Computer Animation

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 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 O
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 O
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 O
Security+ Certification

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 1
PREREQUISITE: INFT 284 with a "C" or better or consent of instructor

This course prepares the student in cross site scripting, SQL injection, rootkits, and virtualization, as well as topics of increasing importance in the industry as a whole, like the latest breeds of attackers. The course competencies prepare the student for the computer industry's Security+ certification examination.

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 of 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
Grade of "C" or better required in order to move on.
** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

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
Grade of "C" or better is required in order to move on.
** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

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.

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 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 I

COURSE DATA: CREDITS: 1• LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: A grade of "C" or better in 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.

An advanced medical transcription course emphasizing medical terminology. Lessons will contain realistic medical dictation with foreign voices and background noises.

ITHC 158 O
Advanced Medical Transcription II

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: Grade of "C" or better in ITHC 157. May take concurrently with ITHC 157.
** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Continuation of the Advanced Medical Transcription I course emphasizing medical terminology. Lessons will contain realistic medical dictation with foreign voices and background noises.

ITHC 159 O
Advanced Medical Transcription III

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1
PREREQUISITE: Grade of "C" or better in ITHC 158. May take concurrently with ITHC 158.
** Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Continuation of the Advanced Medical Transcription II course emphasizing 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-10-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 consent of instructor

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.

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

Introduces students to college technology, resources, and educational principles; assists students to develop critical thinking skills, self-management skills, advanced study techniques, and healthy habits; encourages students to consider the importance of diversity, campus safety, and student responsibility. Being a seminar, this course emphasizes student participation and reflection.

LIBS 200 T
Freshman Seminar – CollegeNow
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

This course is designed for the first-time full-time CollegeNow student. The Freshman Seminar class seeks to aid the CollegeNow student through the transition of high school to college student. Student development is critical for this population, so information and activities will be based on helping the student progress through the stages of student development.

LIBS 201 T
Career Exploration
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

Career Exploration is designed to assist students in improving their life/career planning. Participants will acquire skills for discovering who they are, what they want, and how they can reach their goals. At the conclusion of the program, participants should be able to effectively articulate the steps needed to engage in informed career planning. Credit earned is elective credit and will count toward graduation and transfer.

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.

Mass Communication (MCOM)

MCOM 110 T
Introduction to Mass Communication
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides an overview of the nature, functions, and responsibilities of the mass communication industries in a global environment with an emphasis on the media's role in American society. IAI Code: MC 911

MCOM 120 T
Introduction to Video Production - Field
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces students to the application of fundamental non-studio video production techniques. Includes terminology, conceptualization, basic script writing, field audio operations, and lighting in a non-studio setting. IAI Code: MC 916

MCOM 125 T
Introduction to Video Production – Multi-Camera
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Introduces students to the application of fundamental multi-camera production techniques. Includes terminology, conceptualization, basic script writing, audio board operations, and lighting in a multi-camera setting. IAI Code: MC 916

MCOM 130 T
Video Production
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Video Production is a basic introduction to the equipment, facilities, and terminology of the video media industry. Students will work in both a multiple camera studio and field environments to produce live TV shows, short films, news packages, and create their own media production portfolio. Students will also be introduced to the fundamentals of script writing, non-linear video editing, camera operation, and lighting techniques. This course is designed to better prepare students for a career in video production and to help students gain a greater appreciation for the nuance and subtlety of video production as both media creators and consumers. IAI Code: MC916

MCOM 131 T
Journalism Practicum
COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 4
PREREQUISITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better.

This is a course in applied journalism practices. It will offer students the opportunity to earn credit for serving on the staff of the college's news publication, The Highland Chronicle. Students will learn and apply basic news writing and editing principles and participate in the preparation and production of The Highland Chronicle both online and in print.

MCOM 150 T
Introduction to Film
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Examines the craft and art of film to improve understanding and appreciation of cinematic media. The course consists of viewing and discussing representative films from various American film genres. IAI: F2 909

MCOM 160 T
Broadcasting Performance
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Broadcast announcing principles and techniques are discussed and applied. Includes creating, reading and delivering commercials, news, interviews, public service announcements, and special events. Objectives: This course is designed to better prepare students for a career in broadcast performance and to help students gain a greater appreciation for the nuance and subtlety of broadcast performance as both media creators and consumers.

MCOM 185 T
Introduction to Radio Production
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

An introduction to audio production techniques and equipment operation, which includes terminology, basic script writing, editing, mixing, and producing a variety of long- and short-form audio projects.

MCOM 186 T
Radio Practicum
COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 1
PREREQUISITE: Instructor permission.

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.

MCOM 187 T
Radio Management
COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 1
PREREQUISITE: MCOM 186

This is 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 college's radio station. Based on the student's areas of interest, the student may serve as program manager, music manager, advertising manager, or in various other positions. A maximum of four (4) credits may be earned in this course.

MCOM 205 T
Film History and Appreciation
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • 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. IAI Code: F2 908

MCOM 220 T
Introduction to Public Relations
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides an overview of the practices, theories, ethics, issues, and problems of public relations. Integrated into the course are practical applications. IAI Code: MC 913

MCOM 231 T
News Reporting
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better.

This course is designed as an introduction to news writing skills. Throughout the course, students learn about research, writing, editing, and publishing news stories for a variety of media types. Emphasis will be on developing feature stories and news reporting. Journalistic ethics, effective research, publishing in print and online, using social media as a journalistic tool, and photo editing and cut line writing will be the focus of the course content. IAI Code: MC 919

MCOM 232 T
News Editing
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Completion of MCOM 231.

This course is designed for students who wish to further develop news writing skills. It is a continuation of News Reporting, though emphasis will be on editing and rewriting news stories. Emphasis will be on fact checking, editing principles, and AP guidelines, though journalistic ethics, effective research, publishing in print and online, using social media as a journalistic tool, and photo editing will also be covered. IAI Code: MC 920

MCOM 240 T
Video Field Production II
COURSE DATA: CREDITS: 3 • LECTURE: 1• LAB: 4 • REPEAT: 1
PREREQUISITE: Successful completion of MCOM 120 with a grade of C or better or instructor permission.

Reinforces students' fundamental applied understanding of non-studio video production techniques. Includes conceptualization, script writing, field audio operations, and lighting in a non-studio setting.

MCOM 245 T
Multi-Camera Video Production II
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 1
PREREQUISITE: Successful completion of MCOM 125 with a grade of C or better or instructor permission.

Reinforces students' fundamental applied understanding of multi-camera production techniques. Includes conceptualization, script writing, audio board operations, and lighting in a multi-camera setting.

MCOM 250 T
Motion Picture Production
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 0
PREREQUISITE: Successful completion of MCOM 120 & MCOM 125 with a grade of C or better or instructor permission.

This course gives students practice in the fundamentals of filmmaking through application. Students will work cohesively to produce and premiere a short film.

MCOM 260 T
Advanced Video Production
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4 • REPEAT: 1
PREREQUISITE: Successful completion of MCOM 130 with a grade of C or better or instructor permission.

This course gives students practice in the fundamentals of filmmaking through application. Students will work cohesively to produce and premiere a short film.

MCOM 290 T
Mass Communication Internship
COURSE DATA: CREDITS: 3 • LECTURE: 6 • LAB: 6 • REPEAT: 0
PREREQUISITE: Permission from Instructor. Also co-requisite with MCOM 299.

A capstone course that provides students real-world opportunities in the field of public relations, advertising, journalism, or media production. Students must receive permission from the Director of Mass Communication to enroll in this course.

MCOM 299 T
Mass Communication Portfolio
COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB:2 • REPEAT: 0
PREREQUISITE: Permission from Instructor. Also co-requisite w ith MCOM 290.

A capstone course for students to submit a portfolio of work to demonstrate functional understanding of the concepts learned in the fields of public relations, advertising, journalism, or media production. Students must receive permission from the Director of Mass Communication to enroll in this course.

Mathematics (MATH)

MATH 055 D
Basic Math
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Placement into MATH 055

This course helps students develop a proficiency of the fundamental mathematic skills needed to prepare for further studies in mathematics. Topics include adding, subtracting, multiplying, and dividing with whole numbers. 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

This course reviews basic operations with whole numbers, fractions, decimals, place values, rounding and estimation, conversion of fractions to decimals, prime factorization, exponential notation, greatest common factors, 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 059 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

This course is a review of basic arithmetic operations involving ratios and proportions, percent notation, basic geometric formulas, real numbers, and an introduction to algebraic operations and solving. 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 "C" or better in MATH 067 or placement beyond MATH 067

This course includes the study of angles, triangles, polygons, quadrilaterals, circles, transformations, parallel and perpendicular lines, computation of areas, and geometric proofs. This 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 "C" or better in MATH 059 or placement into MATH 066

This course includes operations with real numbers, solving linear equations and systems, 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

This course includes integral exponents, operations with polynomials, factoring, rational expressions, linear equations, graphing of lines, radical expressions, 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 070 D
Math Literacy

COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 059 or placement into MATH 070

This course is a one-semester course designed to prepare students for Statistics (MATH 177) or Applied Practical Math (MATH 169); students who need to take College Algebra (MATH 166) should not take this course. This course integrates numeracy, proportional reasoning, algebraic reasoning, and functions. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Throughout the course, college success content will be integrated with mathematical topics.

MATH 111 V
Technical Math

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 067 or placement into MATH 158 or higher

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, or 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 "C" or better in MATH 067 or placement into MATH 158

This course includes operations with real numbers and algebraic expressions, equations, inequalities, absolute value equations and inequalities, graphs of equations 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

This course includes operations with polynomials and polynomial functions, rational expressions, rational exponents, radicals, complex numbers, 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: SAT, ACT, or placement test indicating no transitional math coursework needed or completion of required transitional math course(s) with a C or better.

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. Typical offering schedule: as needed

MATH 164 T
Mathematics for Elementary Teachers I

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional math coursework needed or completion of required transitional math course(s) with a C or better.

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. Typical offering schedule: fall

MATH 166 T
College Algebra

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional math coursework needed or completion of required transitional math course(s) with a C or better.and one year high school geometry or MATH 062

This course 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. Applications involving Linear Programming will also be explored. Typical offering schedule: fall, spring

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. Typical offering schedule: fall, spring

MATH 168 T
Analytic Geometry and Calculus I

COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0
PPREREQUISITE: Grade of "C" or better in MATH 163 or in 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 (but is not limited to) conic sections, limits of functions, the theory of limits, continuity, the definition of derivative, rate of change, techniques of differentiation, derivatives of polynomial, rational, and trigonometric functions, higher order derivatives, implicit differentiation, the differential, applications of differentiation, Newton's method, Rolle's Theorem and mean value theorem, anti-derivatives, the definite integral, and the Fundamental Theorem of Calculus. IAI Codes: GECC M1 900-1, Major MTH 901. Typical offering schedule: fall, spring

MATH 169 T
Applied Practical Math

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional math coursework needed or completion of required transitional math course(s) with a C or better

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, and personal finance. The computer and graphing calculator will be used as a problem solving tool. IAI Code: GECC M1 904. Typical offering schedule: fall, spring

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: GECC M1 906. Typical offering schedule: fall

MATH 172 T
Calculus for Business and Social Science

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 166 or MATH 163

Introduces calculus to the student in business or social science. Topics covered include: functions, limits, differential calculus, differentiation rules, continuity, logarithmic and exponential differentiation, maxima and minima of functions, integral calculus, techniques of integration including substitution and integration by parts, definite integrals, multivariable functions, and partial derivatives. Business and Social Science applications are emphasized. IAI Code: GECC M1 900-B. Typical offering schedule: spring

MATH 174 T
Mathematics for Elementary Teachers II

COURSE DATA: CREDITS 3 • LECTURE 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: GECC M1 903. Typical offering schedule: spring

MATH 177 T
Statistics

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional math coursework needed or completion of required transitional math course(s) with a C or better.

Provides the background necessary for the student to understand the wide range of statistical concepts encountered and used in daily life. Topics covered include: data collection processes, organizing and displaying data, descriptive statistics, probability theory and distributions, confidence intervals, hypothesis testing, linear regression, and correlation. IAI Code: GECC M1 902. Typical offering schedule: fall, spring

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. IAI Code: Major MTH 912. Typical offering schedule: fall

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

Analytic Geometry and Calculus II is the second of a three semester sequence giving an integrated treatment of analytic geometry, and differential and integral calculus. The second semester includes (but is not limited to), applications of the integral involving area , volume, arc length, and work, the calculus of exponential, logarithmic, trigonometric, inverse trigonometric, and hyperbolic functions, logarithmic differentiation, indeterminate forms and L'Hôpital's rule, techniques of integration including integration by parts, trigonometric substitution, partial fractions, numerical methods and improper integrals, sequences and series, convergence tests and Taylor series. IAI Codes: GECC M1 900-2, Major MTH 902. Typical offering schedule: fall, spring

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

Analytic Geometry and Calculus III is the third of a three semester sequence giving an integrated treatment of analytical geometry, and differential and integral calculus. The third semester includes (but is not limited to), parametric equations, polar coordinates and equations, vectors in 2 and 3 dimensions, vector operations, lines and planes in space, quadric surfaces, spherical curvature, functions of more than one variable, limits and continuity, partial derivatives, the differential, directional derivatives, gradients, extrema of functions, double and triple integrals in rectangular, polar, cylindrical, and spherical coordinates, and applications of double and triple integrals. Topics in vector calculus, including line integrals, Green's Theorem, curl and divergence, surface integrals, flux, and Stokes' Theorem will be covered. IAI Codes: GECC M1 900-3, Major MTH 903. Typical offering schedule: spring

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 and subspaces, basis and dimension, determinants, eigenvalues and eigenvectors, linear transformations, range and kernel of a linear transformation, quadratic forms, orthogonality and inner product spaces. An introduction to proofs, including student-written proofs, will be presented throughout the course. IAI Code: Major MTH 911. Typical offering schedule: spring, as needed

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 066 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 120 O
Equipment Maintenance Skills
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

Introduces the basic fundamentals to troubleshoot, repair, and maintain equipment. The student is introduced to theory and usage of fasteners and devices, crimping tools, rigging techniques, soldering, knot tying, tool identification and usage. High voltage grounding and conduit theory and bending techniques.

MTEC 130 O
Introduction to Remote Monitoring
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

Introduces the fundamentals of terminology and techniques required in supervisory control and data acquisition. These fundamentals help assist in presentations of advanced generation reporting, troubleshooting of equipment, and remote repair assistance.

MTEC 151 O
Machine Processes I
COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: DRAF 110 or consent of instructor

An introductory course that surveys the CNC turning and milling areas of metalworking processes. Designed to provide understanding of the fundamental principles of material removal using CNC equipment. Topics include: CNC terminology, CNC machining processes, speeds, feeds, depths of cut, tooling selection, tooling setup, machine controls, workholding, G and M codes, program origin, Cartesian coordinate system, basic program creation, part program troubleshooting.

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 165 O
3D Printing
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0
PREREQUISITE: DRAF 260 - may be run as a corequisite with consent of instructor or DRAF 151 – may be run as a corequisite with consent of instructor

3D Printing is designed to provide entry level experience in the areas of additive manufacturing and rapid prototyping utilizing the 3D printer. Students will assemble a 3D printer while learning troubleshooting, repairs, and settings. 3D models will be printed from a variety of sources including online downloads, scanned objects, and 3D CAD drawings.

MTEC 210 O
General Pneumatics
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 179 and INFT 180 or consent of instructor

This course introduces students to fluid power components, circuits, and applications through the study of pneumatics. Students will design, construct, and operate pneumatic circuits using valves, cylinders and pneumatic control devices, and solve problems related to industrial fluid power applications.

MTEC 240 O
Building Systems

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: DRAF 111 or concurrent enrollment or consent of instructor

This course is a study of 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 O
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 O
General Hydraulics

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: ELET 179 and INFT 180 or consent of instructor

This course introduces students 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 O
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 O
CNC Mill I

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: 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 O
CNC Lathe I

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: 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 285
Advanced CNC Machining O

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: : MTEC 270, MTEC 280, and DRAF 151 or DRAF 260

Advanced CNC Machining is a course designed to further educate CNC machinists in CNC setup, programming, and operation. Students will also use CAM to successfully complete many complex geometries. Students will be expected to identify necessary tooling to complete a process as well as perform the setup on either the CNC lathe or CNC mill. Students will also be required to create inspection sheets for the process or finished part as well as perform the necessary inspections. Students will also be expected to make the offsets and program alterations necessary to make CNC machines production ready.

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 Production
COURSE DATA: CREDITS: 3 • LECTURE: 2 • 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 production, including 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 car 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 Collegiate Choir 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 T
Class Piano II
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 T
Concert Band
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 T
Orchestra
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 T
Large Jazz Ensemble
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 T
Chamber Singers
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 T
Jazz Improvisation I
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 253 T
Audio Production II
COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 4• REPEAT: 0
PREREQUISITE: Successful completion of MUS 153 (Introduction to Audio Production) with a C or better

Reinforces students' fundamental applied understanding of audio and the underlying principles of sound as related to critical listening, live sound reinforcement and computer-based audio production, including recording, editing and mastering.

MUS 254 T
Aural Skills III
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 T
Aural Skills IV
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 T
Theory III
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 T
Theory IV
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 T
Introduction to Music
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 270 T
Fundamentals of Conducting
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: MUS 161, MUS 154, and concurrent enrollment in one of the major college ensembles

A course in the fundamentals of conducting. Areas to be covered will include baton technique, rehearsal techniques, score reading, common vocabulary, and performance practices.

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 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: GECC P1 909L. Typical offering schedule: fall, spring

NSCI 133 T
Introduction to Astronomy with Lab
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: Completion of MATH 070, MATH 157, or MATH 159 with a grade of "C" or better (MATH 070 is not intended for biology or other natural science majors) or placement into 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: GECC P1 906L. Typical offering schedule: fall

NSCI 134 T
Introduction to Astronomy
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Completion of MATH 070, MATH 157, or MATH 159 with a grade of "C" or better (MATH 070 is not intended for biology or other natural science majors) or placement into 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: GECC P1 906. Typical offering schedule: fall, spring

NSCI 232 T
Fundamentals of Meteorology
COURSE DATA: CREDITS: 4V • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: Completion of MATH 067 or 070 (MATH 070 is not intended for natural science majors) or placement into MATH 158 or higher.

Considers atmospheric energy budget, stability, temperature distribution, pressure fields, winds, moisture, clouds and precipitation, weather disturbance, and change. Can be taken for 3 credits as a lecture course or 4 credits with a lab. IAI Codes: GECC P1 905L, GECC P1 905. Typical offering schedule: spring

Nursing (NURS)

NURS 103 O
Pharmacology
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 1
PREREQUISITE: Admission into the nursing program or consent of instructor.

Introduces basic principles of pharmacologic interactions within various body systems. This course also includes instruction in safe medication administration, including dosage calculations, rights of medication administration, and patient teaching.

NURS 107 O
Introduction to Phlebotomy
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT or ACT indicating no transitional reading coursework needed, placement into RDG 083 or higher, or completion of required transitional reading course(s) with a C or better.

This is a course designed to introduce students to phlebotomy. This course addresses the history of phlebotomy and the health care structure. This course will cover medical asepsis and infection control and safety, medical terminology, a brief over view of anatomy & physiology and the circulatory system.

NURS 108 O
Phlebotomy Techniques
COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0
PREREQUISITE: Completion of NURS107 with a "C" or better, or consent of instructor

This class is designed to provide the health care 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 be limited to, site selection and preparation, choosing appropriate equipment, various techniques of collection, infection control standards, ethical and basic legal considerations. In this class students will need to obtain a minimum of 100 venipunctures and 10 capillary collections that are observed & documented in lab/clinical. Upon successful completion of this course students will be eligible to sit for the Registered Phlebotomy Technician (RPT) exam through the American Medical Technologist (AMT).

NURS 109 O
Basic Nursing Assistant
COURSE DATA: CREDITS: 8 • LECTURE: 6 • LAB: 4 • REPEAT: 0
PREREQUISITE: SAT or ACT indicating no transitional reading coursework needed, placement into RDG 083 or higher, or completion of required transitional reading course(s) with a C or better

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 a minimum of 80 clock hours of lecture and 40 hours of clinical experience. Attendance is mandatory.

NURS 110
Principles of Electrocardiography
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
PREREQUISITE: Reading SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better.

The comprehensive electrocardiography class prepares students to function as EKG Technicians and to take state or national exams to be certified. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. EKG Technicians also analyze printed readings of EKG tests, measuring various cardiac intervals and complexes and determining normal vs. abnormal EKG.

NURS 112 0
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 and acceptance into program.

The purpose of this course is to introduce students to the emergency medical services at the level of a paramedic emergency medical technician.

NURS 113 0
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.

NURS 114 0
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.

NURS 115 0
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.

NURS 116 0
Paramedic Clinical

COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 1
PREREQUISITE: Successful completion of Paramedic II with a grade of "C" or better or consent of instructor. Students will need to have a solid knowledge base from Paramedic I and II to perform successfully in the clinical setting.

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.

NURS 120 0
Medical Assist. Clinical Procedures I

COURSE DATA: CREDITS: 5 • LECTURE: 3 • LAB: 4 • 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 0
Medical Assist. Clinical Procedures II

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 0
Medical Assistant Seminar

COURSE DATA: CREDITS: 3 • LECTURE: • 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 0
Medical Assistant Externship

COURSE DATA: CREDITS: 6 • LECTURE: 1 • LAB: 10 • REPEAT: 0

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 0
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 O
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 O
Administrative Procedures in Health Care

COURSE DATA: CREDITS: 5 • LECTURE: 3 • 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 O
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 188 O
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 O
Fundamentals of Nursing

COURSE DATA: CREDITS: 8 • LECTURE: 5 • LAB/Clinical: 6 • REPEAT: 1
PREREQUISITES: Admission into the nursing program or consent of instructor.

This course is designed to introduce the concepts foundational to the practice of nursing. The student will develop basic skills in utilizing the nursing care process. Upon completion of this course, students will be able to identify the knowledge, skills and attitudes necessary to provide safe nursing care with supervision.

NURS 192 O
Health & Illness I

COURSE DATA: CREDITS: 8 • LECTURE: 5 • LAB/Clinical: 6 Credits/ 6 Hours • REPEAT: 1
PREREQUISITES: Completion of NURS 191 with a "C" or better or consent on instructor.

This course is designed to provide an introduction to medical-surgical nursing while further developing an alignment of program outcomes pertaining to well, stable acute, and stable chronic populations. Upon completion of this course, students will be able to demonstrate the knowledge, skills and attitudes necessary to provide safe nursing care incorporating the concepts identified in this course with supervision.

NURS 194 O
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 208 O
LPN Transitions Course

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITE: Current LPN licensure in good standing, acceptance into an ADN completion program

This course is designed to facilitate success of the returning practical nurse (LPN) in the associate degree of nursing program (Registered Nurse). This transitions course is intended to augment the knowledge base and skills of the LPN by providing a formal review of identified needs in the following areas: medical-surgical nursing, family nursing, nursing clinical skills, care planning, clinical reasoning, simulation, communication, APA writing, study skills and test-taking strategies.

NURS 289 O
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 O
Family Nursing
COURSE DATA: CREDITS: 5 • LECTURE: 4 • LAB/Clinical: 2 • REPEAT: 1

This course is designed to further develop the concepts foundational to the program outcomes of providing safe, cost-effective, client-centered care to beginning families and children using collaboration, communication, and clinical reasoning through the nursing process. Upon completion of this course, students should be able to provide safe nursing care incorporating the identified concepts with supervision.

NURS 292 O
Health & Illness II
COURSE DATA: CREDITS: 8 • LECTURE: 4 • LAB/Clinical: 8/8 • REPEAT: 0
PREREQUISITES: Completion of NURS 192 with "C" or better or consent of instructor.

Health and Illness II is a course which incorporates a progressive understanding of care and maintenance of patients in unstable chronic and stable acute population. Upon completion of this course, students will be able to demonstrate the knowledge, skills and attitudes necessary to provide safe nursing care incorporating the concepts identified in this course with supervision.

NURS 293 O
Psychiatric Nursing
COURSE DATA: CREDIT: 5 • LECTURE: 4• LAB/Clinical: 2/2 • REPEAT: 0
PREREQUISITES: Admission into the nursing program or consent of instructor.

This course is designed to focus on application of the nursing process within a multidisciplinary team approach as a means of providing health care to various age groups with psychiatric mental health disorders and chemical dependence. Student development in the following roles is emphasized: communicator in the therapeutic nurse-client relationship, advocate of client's rights and caregiver. Communication skills, mental health assessment, and various therapeutic interventions are utilized by students.

NURS 294 O
Health & Illness III
COURSE DATA: CREDITS: 8 • LECTURE: 4 • LAB/Clinical: 8/8 • REPEAT: 0
PREREQUISITES: Completion of NURS 292 with a "C" or better or consent of i instructor.

This course is designed to explore complex relationships and application of concepts employed in previous semesters. It will address care in complex patient situations, including patients with multiple co-morbidities, those with complex challenges affecting their health and well-being, and those in life-threatening situations. Upon completion, students will be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, individualized nursing care at the entry level.

NURS 296 V
Physical Assessment for Nurses
COURSE DATA: CREDITS: 2 • LECTURE: 1 • 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
Professionalism and Leadership in Nursing
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITES: Admission into the nursing program or consent of instructor.

This course is designed to introduce and develop the concepts of nursing professionalism and leadership. Delivery of course content is done hybrid through online discussions, assignments, and intermittent class participation throughout the semester.

Occupational Education (OCED)

OCED 117 O
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 118 O
Workforce Safety Training
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

Introduces the fundamentals to provide a practical safe working area for employees relative to the hazards arising from the use of electricity, safety-related maintenance requirements, and other administrative controls.

OCED 250 V
Workplace Preparation
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 experience and knowledge of the work environment in their chosen field of study. This knowledge cannot always be replicated in the classroom or lab. Additionally, the internship will assist students in determining their future employment goals and developing contacts that may be helpful in securing employment in their chosen field. 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, Healthcare, Hospitality, Manufacturing, and Office 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 O
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 O
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 O

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 assigned to students.

OFFT 161 O
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.

Proofreading 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: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a C or better.
**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 I

COURSE DATA: CREDITS: 1 • LECTURE: 1 • 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.

This course is an introduction to machine transcription and develops transcription speed by typing prepared, dictated material from mp3 files using a WAV pedal. Emphasizes a high degree of skill and speed in transcribing business documents.

OFFT 164 O
Machine Transcription II
COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in OFFT 163 or consent of instructor. May take concurrently with OFFT 163.
**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 continuation of the Machine Transcription I course emphasizing 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

Office Procedures is designed to give students an understanding of business from the standpoint of the administrative assistant and to study office procedures connected with correspondence, the telephone, filing principles, office systems, mail, reference books, and office relationships, such as 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 • LECTURE: 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 T
Golf
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 T
Indoor/Outdoor Activities
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 T
Introduction to Recreation
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 T
Tae-Kwon-Do
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 T
Beginning Swimming
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 T
Beginning Skiing
COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

Teaches fundamentals and the development of skills in downhill skiing.

PHYD 120 T
General Conditioning
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 T
Physical Fitness I
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 T
Theory of Football Coaching
COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Includes study of the fundamentals and techniques, rules, and strategies of football.

PHYD 125 T
Fitness/Jogging
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 T
Body Conditioning/Running
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 T
Games in Elementary Physical Education
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 T
Folk Dance
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 T
Intermediate Swimming
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 T
Intermediate Tae-Kwon-Do
COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 2
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 T
Intermediate Skiing
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 T
Backpacking
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 T
Sport Appreciation
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 T
Recreational Leadership
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 T
First Aid
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 T
Bowling
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 T
Social Dancing
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 T
Recreational Sports
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 T
Human Sexuality
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 T
Drugs and Society
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 T
Team Sports
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, bowling, 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 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. Typical offering schedule: fall

PHYS 140 T
Survey of Physics
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional math coursework needed or completion of required transitional math course(s) with a C or better

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: GECC P1 900L. Typical offering schedule: spring

PHYS 141 T
Introductory Physics I
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 166 or MATH 163

Includes the study of the basic principles of statics, kinematics, Newton's laws, energy, momentum, simple harmonic motion, fluids and thermodynamics. IAI Code: GECC P1 900L. Typical offering schedule: fall

PHYS 142 T
Introductory Physics II
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 166 or MATH 163 and PHYS 141

Includes the study of waves, electricity, magnetism, circuits, electromagnetic radiation, optics, and modern physics. Typical offering schedule: spring

PHYS 143 T
General Physics I
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: Grade "C" or better in MATH 168 or concurrent enrollment

Includes the study of Newtonian mechanics, conservation principles, rotational motion, simple harmonic motion, heat, and thermodynamics. This course is designed for students majoring in Engineering, Mathematics, Physics, and Chemistry. IAI Code: GECC P2 900L. Typical offering schedule: fall

PHYS 144 T
General Physics II
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: Grade "C" or better in PHYS 143 and grade of "C" or better in MATH 268 or concurrent enrollment

Includes the study of wave motion, electricity, and magnetism, DC and AC electric circuits, electromagnetic radiation, and optics. This course is designed for students majoring in Engineering, Mathematics, Physics, and Chemistry. Typical offering schedule: spring

PHYS 145 T
General Physics III
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade "C" or better in PHYS 144 and MATH 268

Concludes the general Physics sequence with topics of special relativity, quantum mechanics, atomic physics, nuclear physics, elementary particle physics, and cosmology. This course is designed for students majoring in Engineering, Mathematics, Physics, and Chemistry. Typical offering schedule: annual

PHYS 220 T
Mechanics: Statics and Dynamics
COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in PHYS 143 and grade of "C" or better in MATH 268 or concurrent enrollment or consent of instructor

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. Also focuses on understanding bodies in motion involving Newton's laws in addition to kinematics and kinetics for particles as well as rigid bodies, static moment of inertia, work, energy and space mechanics. IAI Code: Major EGR 944. Typical offering schedule: as needed

PHYS 221 T
Mechanics I (Statics)
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in PHYS 143 and grade of "C" or better in MATH 268 or concurrent enrollment or consent of instructor

A vector algebra approach to understanding the principles of statics and the problem-solving techniques of both particle and rigid body systems in three dimensions. Topics include rigid body equilibrium and equivalent systems of force, centroids, analysis if structures, and friction. Typical offering schedule: fall

PHYS 222 T
Mechanics II (Dynamics)
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in PHYS 143 and grade of "C" or better in MATH 268 or concurrent enrollment or consent of instructor

A course which begins with the study of particle motion and extends into rigid body motion. The kinematics of motion are explored and dynamic, kinematic, and impulse/momentum concepts are used to solve the equations of motion. Typical offering schedule: spring

PHYS 246 T
Introduction to Circuit Analysis
COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 2 • REPEAT: 0
PREREQUISITE: Grade of "C" in PHYS 144 and MATH 265

Covers the basic principles of network analysis, including Kirchhoff's laws, node and mesh equations, equivalent circuits, operational amplifiers, resistor-capacitor-inductor circuits, and sinusoidal steady state analysis. IAI Code: Major EGR 931. Typical offering schedule: fall

Political Science (POL)

POL 151 T
Introduction to Political Science
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; 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: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; 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: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; 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 Accuplacer Reading score of 78 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 interest groups, and to the public interest. The organization, functions, and goals of the two major parties and of major interest 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
PREREQUISITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; or consent of instructor.

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 adolescence. 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. Professional education majors may be responsible for classroom observation in local institutions. 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
P REREQUISITE: 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. Examines the psychoanalytic, trait, behavioral, cognitive, and humanistic perspectives on the development and measurement of personality.

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: 3 • LECTURE: 3 • 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 twelve (12) credit hours may be earned in this course.

RDG120 D
College Reading Strategies
COURSE DATA: CREDITS: 3 • 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.

Sociology (SOCI)

SOCI 171 T
Introduction to Sociology
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better ; SAT, ACT, or placement test indicating no transitional reading coursework needed or completion of required transitional reading course(s) with a C or better; or consent of instructor.

This course is a general study of human social behavior drawing upon empirical research in order to explain the process of socialization, the role of culture, and the function of social institutions. The course concludes with an in-depth analysis of a comprehensive case study.

SOCI 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.

SOCI 177 T
Introduction to Anthropology
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course surveys the basic areas of specialization with in anthropology: archeology, physical anthropology, linguistics, and cultural anthropology. These studies reveal the unique development of humans within the natural world. The varied ways humans have and to live provides an opportunity to re-think the possibilities for living a vibrant life. Students will also come to see the intricate connections between the elements that compromise a given society and culture. The course concludes with the thoughtful examination of at least one comprehensive examination of a unique group.

SOCI 234 T
Gender and Society
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course provides an overview of sociological perspectives on gender as a basis of social stratification, gender role acquisition, and individual and social consequences of changing social definitions of gender roles. The course examines gender in contemporary society as well as gender-based inequalities. The course focuses on gender and its intersections with race, class, and sexuality and the impact of various social institutions on gender and gendered inequality.

SOCI 271 T
Social Problems
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course allows the student to examine and critically think about how it is that groups of people come to define elements of their social environment as negative enough to require a collective response. Emphasis is on causes, consequences, and possible solutions to current social problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.IAI Code: S7 901

SOCI 272 T
Introduction to Social Welfare
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

The social welfare course concerns itself with both the study of social welfare as a social institution and also the practice of social work. The course critically examines the various areas of concern for social welfare activity (poverty, mental health, substance abuse, and children's services) and the economic and political environment in which it operates. The latter half of the course attempts to bridge the gap between the practical activity of a social worker and the organizations that host the activity.

SOCI 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 the general field of the social services. Students commit themselves to a minimum of thirty-two hours of documented field experience with one or more mutually agreed upon agencies along with regular consultation meetings with the supervising instructor.

SOCI 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

SOCI 276 T
Racism and Diversity in Contemporary Society
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course draws upon basic research findings giving insight into human behavior, the dynamics of group behavior, and the forces operating when groups come into contact with one another. These insights are applied to a wide array of historical accounts of various minority groups' experiences initially and long-term in America. Of central concern are matters of conflict over various resources in a highly competitive environment alongside an ideology that simultaneously prescribes plurality and assimilation. IAI Code: S7 903 D

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.

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 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 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.

SPCH 220 T
Interpersonal Communication
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUSITE: ENGL 121 Rhetoric and Composition I with a grade of "C" or better and SPCH191 Fundamentals of Speech with a grade of "C" or better.

An introduction to the basic theories and concepts relevant to face-to-face interaction. Emphasis is placed on the role of communication in the creation, maintenance, and termination of social, romantic, familial, and professional relationships. The course presents a broad survey of the research in interpersonal communication. IAI Code: MC 901 (pending IAI 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 295 T
Community Leadership Development
COURSE DATA: CREDITS: 1-3 • LECTURE: 1-3 • LAB: 0 • REPEAT: 2

Prepares students to assume increasingly responsible leadership roles in their communities. Students will study community issues and the characteristics of effective leadership. The course includes substantial discussions of community topics and the skills necessary to be a successful leader.

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

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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

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). 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

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).

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. 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 201 T
Play Analysis for Production
COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

An introductory exploration of the relationships between dramatic text and the play in performance. Representative plays are studied in their genre, historical and social contexts. An emphasis is placed on basic structural terminology and methodology.

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

This course develops the student's ability to weld various material in a variety of positions. Gas Metal ARC welding and Gas, Oxygen-Acetylene equipment will be used. Safety, proper set-up and operation of the equipment will be emphasized. Students will also be introduced to the basic welding joints, positions and terminology.

WELD 232 O
Intermediate Welding and Fabrication
COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: WELD 130 or WELD 135 or consent of instructor

This course will further develop those welding skills obtained in WELD 130. Fabrication as related to the welding field will be emphasized. Fabrication will start with Print Reading, Mathematical Interpretation and Layout. The fabrication process will continue with cutting, surface preparation and fixturing. The final process will be to weld and inspect.

WELD 233 O
Advanced Welding Processes
COURSE DATA: CREDITS: 3V • LECTURE: 2 • LAB: 2 • REPEAT: 0
PREREQUISITE: WELD 232 or consent of instructor

Develops advanced skills of the welder in the use of Gas Metal Arc Welding (MIG) and Tungsten Inert Gas (TIG). Welding of carbon steel, aluminum, and alloy steels will be practiced in all positions to meet commercial standards.

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M.F.A., Northern Illinois University

Kathy Bangasser
Director of Financial Aid
A.S., Highland Community College
B.S., Northern Illinois University

Wesley Bertram
Student Advisor
B.B.A., University of Wisconsin-Whitewater
M.S.Ed., University of Wisconsin-Whitewater

Jeremy Bradt
Director of Enrollment and Records
B.B., Western Illinois University
M.S., Western Illinois University

Amy Chamberlin
Cosmetology Instructor
Certificate, Highland Community College
State Cosmetology Certification

Steven Curran
Earth Science and Geography Instructor
B.S., University of Wisconsin-Whitewater
M.S., Pennsylvania State University

Jeffrey DeLay
Vocal Music Instructor
B.M., Moody Bible Institute
M.M., North Park University

Sandra Dunmore
Financial Aid Specialist II
A.S., Highland Community College
B.S., Northern Illinois University
B.S., Columbia College

Patricia Dunn
Director of Operations (Foundation)
A.S., Highland Community College
B.S., Columbia College

Brendan Dutmer
Associate Dean, Natural Science and Math
B.S., University of Missouri
Ph.D., Northern Illinois University

Andrew Dvorak
History/Political Science Instructor
A.A., Marshalltown Community College
B.S., Iowa State University
M.A., University of Iowa
Ed.S., University of Iowa
D.A., Illinois State University

Laura Early
Theatre Instructor
B.A., Lake Forest College
J.D., University of Louisville
M.F.A., University of Louisville

Justin Ebert
Agriculture Instructor
B.S., University of Wisconsin-Platteville
M.S., Northern Illinois University
M.S., University of Illinois-Urbana-Champaign

David Esch
Physics and Engineering Instructor
B.A., Goshen College
M.S., University of New Orleans

Stephanie Eymann
Nursing Instructor
A.S., Rock Valley College
B.S.N., Clarke University
D.N.P., Clarke University

Rose Ferguson
Associate Vice President of Human Resources
B.A., University of Northern Iowa

Pete Fink
Director of Information Technology Services
A.S., Highland Community College
B.S., North Central College

Sam Fiorenza, Jr.
English Instructor
B.A., University of Illinois-Urbana-Champaign
M.A., University of Illinois-Springfield

Steve Gellings
Electronics Instructor
A.A.S., Gateway Technical Institute
B.S., University of Wisconsin-Stout
M.Ed., University of Wisconsin-La Crosse

Elizabeth Gerber
Vice President of Student Development and Support Services
B.A., North Central College
M.S.Ed., Capella University

Karla Giuffre
Biology Instructor
B.S., University of Illinois-Urbana-Champaign
M.S., University of Illinois-Urbana-Champaign

Anthony Grahame
Biology Instructor
B.A., Southern Illinois University
M.S., Southern Illinois University

Terri Grimes
Executive Assistant
A.B.A., Highland Community College
B.S., Columbia College

Jennifer Grobe
Associate Dean, Nursing and Allied Health
B.S.N., Rockford University
M.S.N., Benedictine University
Ph.D., Capella University

Beth Groshans
Coordinator of Women's Athletics
B.A., Carthage College

Joseph Grove
Economics Instructor
A.S., Sauk Valley Community College
B.A., Augustana College
M.B.A., University of Iowa
M.Ed., Kaplan University

Julie Hartman-Linck
Sociology Instructor
B.S., Northern Illinois University
Ph.D., Michigan State University

Tim Hood
President
B.S., Southern Illinois University
M.S., Southern Illinois University
A.B.D., Southern Illinois University

Priscilla Ian
Fiscal/Data Analyst, Adult Education
B.A., University of Illinois-Chicago

Patrick Jackson
Coordinator, Upward Bound
B.S., University of Florida
M.Ed., Northcentral University

Thedford Jackson
Transfer Coordinator/Student Advisor
A.A., Indian Hills Community College
B.S., University of Tennessee
M.S., Walden University

Richard Jacobs
Business Instructor
B.S., Northern Illinois University
M.S., Northern Illinois University

Mark Jansen
Director of Adult Education Programs
B.S., Rockford University
M.Ed., National Louis University

Jill Janssen
Vice President of Administrative Services
B.A., Illinois Wesleyan University
M.B.A., Columbia College

Denise Johnson
Information Technology Instructor
B.S.Ed., Northern Illinois University
M.Ed., National Louis University

Melissa Johnson
Coordinator of Early Childhood Education
B.A., Oklahoma State University
M.S., Oklahoma State University

Madonna Keeney
Bookstore Manager
A.S., Highland Community College
B.S., Columbia College

Alicia Kepner
Coordinator, Nursing and Allied Health
A.A.S., Rockford Career College

Chris Kuberski
Executive Vice President
B.A., Olivet Nazarene University
M.A.T., Southern Illinois University

Jessica Larson
Nursing Instructor
A.S., Highland Community College
A.A.S., Highland Community College
B.S.N., Northern Illinois University
M.S.N., Walden University

Lisa La Sala
Director of Development (Foundation)
B.S., Illinois State University
M.S., Walden University

Christie Lewis
HRIS Administrator/Human Resources Generalist
B.A., University of Wisconsin-Whitewater

Kevin Li
Database Administrator/System Administrator
B.S., Cornell University

Mary Lloyd
Manager of Accounting
A.G.S., Highland Community College

Bill Lucio, Jr.
Speech Communication Instructor
A.A., Moraine Valley Community College
B.A., Roosevelt University
M.A., Kansas State University

Chelsea Martinez
Psychology/Education Instructor
B.S., University of California-Davis
M.S., University of Wisconsin-Madison
Ph.D., University of Wisconsin-Madison

Tracy Mays
English/German Instructor
B.A., Northern Illinois University
M.A., University of Illinois-Chicago
M.A., University of Illinois-Chicago

Cassie Mekeel
Basic Nursing Assistant Instructor
A.A.S., Highland Community College
B.S., Northern Illinois University

Cynthia Mielke
Director, Retired Senior Volunteer Program

Steve Mihina
Math Instructor
B.A., University of Montana
M.A., University of Montana

Joan Miller
Coordinator of Academic Technology Resources
A.S., Highland Community College
B.S., University of Wisconsin-Whitewater
M.S., Walden University

Suzanne Miller
Coordinator of Career Services
B.S., University of Phoenix
M.S.W., University of Illinois-Urbana-Champaign
M.A., Arizona State University

Juliet Moderow
Biology Instructor
B.S., Northern Illinois University
M.S., Western Illinois University

Jeremy Monigold
Information Technology Instructor
A.S., Highland Community College
B.S., Northern Illinois University
M.Ed., University of Illinois–Urbana-Champaign

Brian Moore
Coordinator of Learning Services
A.A., Highland Community College
B.A., Northern Illinois University
M.A., Northern Illinois University

Heather Moore
Student Advisor
A.A., Highland Community College
B.A., Northern Illinois University
M.A., University of Illinois-Chicago

Shelly Morgan
Basic Nursing Assistant Instructor
A.A.S., Highland Community College
B.S.N., Kaplan University
M.S.N., Kaplan University

Peter Norman
Director of Athletics and Physical Education
A.S., Highland Community College
B.S., Eastern Illinois University
M.S.Ed, Southern Illinois University

Alan Nowicki
Biology Instructor
B.S., University of Wisconsin-Madison
M.S., University of Wisconsin-Madison
M.S., University of Wisconsin-Madison
M.S.Ed., Southern Illinois University

Kay Ostberg
English Instructor
B.A., Barnard College, Columbia University
J.D., George Washington University
M.A., Northern Illinois University

James Palmer
Automotive Technology Instructor
A.A.S., Highland Community College

Kathrine Perkins
English Instructor
B.A., Westminster College
M.A., University at Buffalo

Shelly Perkins
Cafeteria Manager

Carolyn Petsche
Director of Learning and Transitional Education Services
A.S., Highland Community College
B.S., University of Wisconsin-Platteville
M.S.Ed., Northern Illinois University

Jim Phillips
Dean, Humanities, Social Sciences, and Fine Arts
A.A., Highland Community College
B.A., Western Illinois University
M.A., Western Illinois University

Monica Pierce
Agriculture Instructor
B.S., University of Illinois-Urbana-Champaign
M.S., University of Illinois-Urbana-Champaign

Patricia Potter
Administrative Applications Administrator
B.A., Western Illinois University

Paul Rabideau
Psychology Instructor
A.A., Kankakee Community College
B.A., University of Illinois-Urbana-Champaign
M.A., Governors State University

Jenna Rancingay
Math Instructor
A.S., Olney Central College
B.S., Southern Illinois University
M.S., Southern Illinois University

Jeff Reinke
Executive Director of Foundation
B.S., University of Wisconsin-Oshkosh

Jennifer Roser
Criminal Justice Instructor
B.S., Illinois State University
M.A., Western Illinois University

Anthony Sago
Director of TRiO Services
B.A., Upper Iowa University
M.A., Judson University

Aaron Sargent
Industrial Manufacturing Instructor

Sue Sauer
Manager of Math Achievement Center
B.S., University of Iowa
M.A.T., Rockford University

Samantha Schaible
Outreach, Dual Credit, and Pathways Coordinator
A.A., Highland Community College
B.A., Southern Illinois University
M.S., Kansas State University

Leslie Schmidt
Director of Marketing and Community Relations
A.A., Lincoln College
B.A., Northern Illinois University
M.S., University of Illinois-Urbana-Champaign

Vicki Schulz
Student Advisor
A.S., Highland Community College
B.S.W., Western Illinois University
M.S.Ed., Northern Illinois University

Chrislyn Senneff
Nursing Instructor
A.A., Highland Community College
A.A.S., Highland Community College
B.S.N., Benedictine University
M.S.N., St. Anthony College of Nursing

Kurt Simpson
Director of Facilities and Safety
A.A.S., Hamilton Technical College

Michael Skwara
User Services Librarian
B.A., Cornell College
M.L.S., University of Iowa

Kay Sperry
Nursing Instructor
A.S., Highland Community College
B.S.N., Northern Illinois University
M.S.N., University of Phoenix

Barb Statdfield
Coordinator of Disability Services
A.A.S., Rock Valley College
B.A., Judson University

Kristin Stinnett
Automotive Technology Instructor
A.A.S., Highland Community College
B.S. Southern Illinois University
M.S.Ed., Southern Illinois University

John Sullivan
Chemistry Instructor
B.S., University of Illinois-Urbana-Champaign
M.S., Northern Illinois University

Cristina Szterensus
Spanish/English Instructor
B.A., Instituto Superior del Profesorado
M.A., Northern Illinois University
M.A., Northern Illinois University
M.A., Northern Illinois University

Evan Talbert
Hospitality Management Instructor
B.A., University of Illinois-Urbana-Champaign

Michelle Thruman
Director of Institutional Research
A.A., Highland Community College
B.A., Rockford University
M.A., Northern Illinois University
Ph.D., Northern Illinois University

Matthew Toland
Director of International Preservation Studies Center
B.A., Western Illinois University
M.A., Western Illinois University

Donna Tufariello
English Instructor
B.A., State University of New York-Buffalo
M.A., State University of New York-Buffalo

Syed Uddin-Ahmed
World Civilization/Political Science Instructor
B.A., William Paterson University of New Jersey
M.A., St. John's University
M.A., William Paterson University of New Jersey
A.B.D., St. John's University

Todd Vacek
Auto Body Instructor
A.G.S., Highland Community College
B.A., Judson University

Amanda Venhuizen
Student Advisor
B.G.S., Indiana University, Purdue University at Columbus
M.S.Ed., Indiana State University

Sarah Warfield
Institutional Research Data Reporting Analyst
A.S., Highland Community College

Laura Watson
Reference Librarian
B.A., Wheaton College
M.L.S., University of Illinois-Urbana-Champaign

Carol Wilhelms
Accounting Instructor
A.B.A., Highland Community College
B.S., Columbia College

James Yeager
Speech Instructor
A.A., Rock Valley College
B.G.S., Northern Illinois University
M.A., Northern Illinois University

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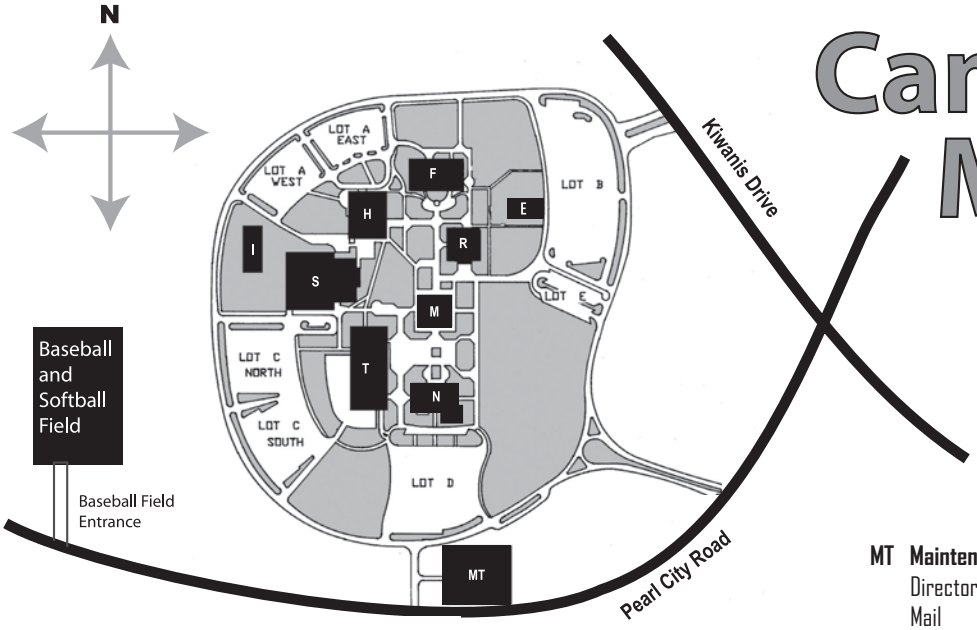
Campus Map



E Building E
Labs and Classrooms

F Ferguson Fine Arts Center
Band Room
Box Office
Chorus Room
Fine Arts Faculty
Fine Arts Theatre
Highland Gallery
Music Practice Rooms

H Student/Conference Center
First Floor
Cafeteria
Career Services
Columbia College
HCC Foundation
J. Rosemary Shockey HCC Bookstore
Student Activities
Student Advisors
Student Resources
Student Senate Office
Veterans Affairs

H Student/Conference Center
Second Floor
Admissions and Records
Business Office
Conference Center
Coordinator of Facilities Usage
Executive Vice President Office
President's Office
Purchasing Office
Vice President of Administrative Services Office

I Child Care Training Center

M Marvin-Burt Liberal Arts Center
First Floor
Audio/Visual Services
Community Relations
Counseling Services
Director of Institutional Research
Disability Services
Information Technology Services
Lecture Hall M-120
Project Succeed
Success Center
Testing Center
Vice President of Student Development and Support Services Office

Second Floor
Clarence Mitchell Library
Classrooms
Dean of Humanities, Social Sciences, and Fine Arts
Humanities and Social Sciences Faculty Offices
Library Services

MT Maintenance
Director of Facilities and Safety
Mail
Maintenance Shops
Shipping/Receiving

N Natural Science and Health Center
Ray and Betty Stamm Health Science Nursing Wing
Associate Dean, Nursing and Allied Health
Classrooms
Natural Science and Mathematics Faculty Offices
Nursing Faculty Offices
Science Labs/Greenhouse

R Community Services Center
160 Driving Academy
ABE/ASE/ESL Classrooms
ABE/ASE Offices
GED Classrooms
Math Achievement Center
Retired Senior and Volunteer Program
University of Illinois Extension Office

S Sports Center
HCC Athletic and PE Offices
Larry F. Kahl Gymnasium
Northwest Illinois Family YMCA

T Dorothy and R.C. Clock Technology Center
Automotive and Auto Body Labs
Classrooms
Cosmetology Salon
Vice President of Business, Technology, and Community Programs
Faculty Offices
Office Technology Lab

HIGHLAND COMMUNITY COLLEGE
2998 West Pearl City Road
Freeport, Illinois 61032-9341
highland.edu


NURSE
May your coffee be strong and your scrub game on point!
CAFFEINE
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PRN


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RICAA
CHAMPION
DISTRICT 4
Sauk Valley
Kishwaukee
HIGHLAND
24
HIGHLAND
20