



HIGHLAND COMMUNITY COLLEGE

ACADEMIC CATALOG AND STUDENT HANDBOOK

2023-2025

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 6 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
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Highland Community College
2998 West Pearl City Road
Freeport, Illinois 61032
highland.edu

IT'S ALL HERE

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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, 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.

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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 VII of the Civil Rights Act, 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, or to the Civil Rights Division, U.S. Department of Justice, P.O. Box 66738, Washington, DC 20035-6738.

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 U.S. Department of Education Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100.

ACADEMIC CALENDAR 2023 – 2026

FALL 2023

April 17, 2023 – August 18, 2023	Registration for Fall 2023
August 17	Faculty return to campus
August 21	Classes begin
August 21 – 25	Class changes permitted
August 25	Last day to drop for first 8-week classes, no record/refund
September 1	Last day to drop for 16-week classes, no record/refund
September 4	Holiday • Labor Day
October 6	Last day to withdraw “W” for first 8-week classes
October 9	Holiday • Columbus Day
October 13	Midterm
October 16	Second 8-week classes begin
October 20	Last day to drop for second 8-week classes, no record/refund
October 23, 2023 – January 12, 2024	Registration for Spring 2024
November 23 – 24	Holiday • Thanksgiving
November 27	Last day to withdraw “W” for 16-week and second 8-week classes
December 11 – 15	Final exams
December 15	End of Fall term
December 22 & 25	Holiday • Christmas Eve Observed & Christmas Day
December 22, 2023 – January 1, 2024	Campus closed

SPRING 2024

October 23, 2023 – January 12, 2024	Registration for Spring 2024
January 1	Holiday • New Year’s Day
January 11	Faculty return to campus
January 15	Holiday • Martin Luther King Jr . Day
January 16	Classes begin
January 16 – 22	Class changes permitted
January 22	Last day to drop for first 8-week classes, no record/refund
January 29	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 21 – June 6	Registration for Summer 2024
March 1	Last day to withdraw “W” for first 8-week classes
March 8	Midterm
March 11	Second 8-week classes begin
March 15	Last day to drop for second 8-week classes, no record/refund
March 18 – 22	Academic Holidays • Spring Break
April 15 – August 16	Registration for Fall 2024
April 25	Last day to withdraw “W” for 16-week and second 8-week classes
May 9, 10, 13, 14, 15	Final exams
May 15	End of Spring term
May 18	Commencement
May 18	Final day instructors

PRE-SUMMER SESSION 2024

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

SUMMER 2024

February 21, 2024 – June 6, 2024	Registration for Summer 2024
June 10	Classes begin
June 10 – 13	Class changes permitted
June 17	Last day to drop for 8-week classes, no record/refund
June 19	Holiday • Juneteenth
July 4	Holiday • Fourth of July
July 4	Midterm
July 25	Last day to withdraw “W”
August 1	End of Summer session

FALL 2024

April 15, 2024 – August 16, 2024	Registration for Fall 2024
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, 2024 – January 10, 2025	Registration for Spring 2025
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 24 – 25	Holiday • Christmas Eve & Christmas Day
December 23, 2024 – January 1, 2025	Campus closed

SPRING 2025

October 21, 2024 – January 10, 2025	Registration for Spring 2025
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 5, 2025	Registration for Summer 2025
February 28	Last day to withdraw "W" for first 8-week classes
March 7	Midterm
March 10	Second 8-week classes begin
March 14	Last day to drop for second 8-week classes, no record/refund
March 17 – 21	Academic Holidays • Spring Break
April 14 – August 15, 2025	Registration for Fall 2025
April 24	Last day to withdraw "W" for 16-week and second 8-week classes
May 8, 9, 12, 13, 14	Final exams
May 14	End of Spring term
May 17	Commencement
May 17	Final day instructors

PRE-SUMMER SESSION 2025

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

SUMMER 2025

February 19, 2025 – June 5, 2025	Registration for Summer 2025
June 9	Classes begin
June 9 – 12	Class changes permitted
June 16	Last day to drop for 8-week classes, no record/refund
June 19	Holiday • Juneteenth
July 3	Midterm
July 3	Holiday • Fourth of July Observed
July 24	Last day to withdraw "W"
July 31	End of Summer session

FALL 2025

April 14, 2025 – August 15, 2025	Registration for Fall 2025
August 14	Faculty return to campus
August 18	Classes begin
August 18 – 22	Class changes permitted
August 22	Last day to drop for first 8-week classes, no record/refund
August 29	Last day to drop for 16-week classes, no record/refund
September 1	Holiday • Labor Day
October 3	Last day to withdraw “W” for first 8-week classes
October 10	Midterm
October 13	Holiday • Columbus Day
October 14	Second 8-week classes begin
October 20	Last day to drop for second 8-week classes, no record/refund
October 20, 2025 – January 9, 2026	Registration for Spring 2026
November 20	Last day to withdraw “W” for 16-week and second 8-week classes
November 27 –28	Holiday • Thanksgiving
December 8 – 12	Final exams
December 12	End of Fall term
December 24 – 25	Holiday • Christmas Eve & Christmas Day
December 24, 2025 – January 2, 2026	Campus closed

SPRING 2026

October 20, 2025 – January 9, 2026	Registration for Spring 2026
January 1	Holiday • New Year’s Day
January 8	Faculty return to campus
January 12	Classes begin
January 12-16	Class changes permitted
January 16	Last day to drop for first 8-week classes, no record/refund
January 19	Holiday • Martin Luther King Jr . Day
January 26	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 18 – June 4, 2026	Registration for Summer 2026
February 27	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 Holidays • Spring Break
April 13 – August 14, 2026	Registration for Fall 2026
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 2026

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

SUMMER 2026

February 18, 2026 – June 4, 2026	Registration for Summer 2026
June 8	Classes begin
June 8 – 11	Class changes permitted
June 15	Last day to drop for 8-week classes, no record/refund
June 18	Holiday • Juneteenth Observed
July 2	Midterm
July 2	Holiday • Fourth of July Observed
July 23	Last day to withdraw “W”
July 30	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:

1. Providing educational preparation to students for transfer to a baccalaureate or professional, degree-granting institution.
2. Providing instruction to enable students to complete specific vocational degrees and certificates and general education designed to meet individual educational goals.
3. Providing occupational training, retraining, and/or upgrading of skills to meet individual, local, and state needs.
4. Providing developmental education to strengthen students' academic skills.
5. Providing a range of student support services that recognizes and supports the educational goals and needs of a diverse student population.
6. Supporting economic development through partnerships with business, industry, chambers of commerce, units of local government, and other educational institutions.
7. Providing community education designed to meet local cultural needs and encourage lifelong learning and cultural understanding.
8. 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.

Diversity

At Highland Community College, we are grounded in the purpose of mutual respect, ethics, integrity, honesty, and shared responsibility. Our Mission is built around meeting the needs of our greater northwest Illinois community through quality educational and cultural programs. We provide a range of student support services that recognize and meet the educational goals of a diverse student population. Our faculty and staff are held accountable on our core values of Integrity, Compassion, and Respect.

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 for accreditation. 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.

*Website: 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:

- Accreditation Commission for Education in Nursing
- American Association of Community Colleges
- Arrowhead Athletic Conference
- Association for Institutional Research
- Association of Community College Trustees
- Association on Higher Education and Disability
- Audiovisual and Integrated Experience Association
- College and University Personnel Association for Human Resources
- Commission on Accreditation of Allied Health Education Programs
- 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 Disability Services Professionals
- Illinois Community College Faculty Association
- Illinois Community College Student Activities Association
- Illinois Community College Trustees Association
- Illinois Community Colleges Online
- Illinois Council for Continuing Education and Training
- Illinois Council of Community College Administrators
- Illinois Council of Community College Presidents
- Illinois Council of Community Education and Training
- Illinois Online Network
- Illinois Professional Agricultural Student Organization
- Illinois/Iowa Regional Chapter of the Association on Higher Education and Disability
- Learning Resources Network
- Midwest Association of Student Financial Aid Administrators
- National Academic Advising Association
- National Association of Basketball Coaches
- National Association of College Stores
- National Association of Colleges and Employers
- National Association of Student Financial Aid Administrators
- National Career Development Association
- 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
- National Professional Agricultural Student Organization
- National Student Employment Association
- Network of Illinois Learning Resources in Community Colleges
- Organization for Associate Degree Nursing
- PrairieCat
- Rural Community College Alliance
- Society for Human Resource Management

HIGHLAND COMMUNITY COLLEGE FOUNDATION

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

Gifts to the HCC Foundation have benefited the College and its students for more than fifty years. Donor support helps in many ways such as:

- Scholarships for hundreds of students each year
- Faculty and staff professional development
- Equipment and supplies for classrooms
- New buildings and educational facilities supported by comprehensive fundraising campaigns and private donations
- Support of student academic activities and co-curricular programs
- Assistance with campus and arboretum maintenance

If you are interested in making a charitable, tax-deductible gift to the HCC Foundation, visit our website at www.highland.edu/give. 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:

Dan Dick, Executive Director
HCC Foundation
2998 West Pearl City Road
Freeport, Illinois 61032
815-599-3574 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 the majority having an April 1 priority deadline. Thank you for supporting Highland Community College through the HCC Foundation!

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 24. 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, written communication, oral communication, quantitative reasoning, information literacy, critical thinking, and diversity. Transitional courses and academic support programs are in place to help students reach the levels necessary to succeed in the coursework of their choice.

*Website: hlcommission.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 meeting prerequisites for certain courses, helping 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 sat.collegeboard.org, advanc-ed.org, nces.ed.gov/globallocator, ope.ed.gov/accreditation, and 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 graduation date, to the Office of Enrollment Services. Home school students may take college level courses to supplement their home schooling as long as ACT/SAT scores, multiple measures, 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 Enrollment Services a properly completed Authorization to Register for Classes Form, available through high school guidance offices or Highland’s Office of Enrollment Services.

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 Enrollment Services 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

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.

Recent high school graduates (within eighteen months) may submit an official high school transcript including four years of math and English with a cumulative GPA of 3.0 or higher to meet prerequisite requirements rather than completing the placement test.

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 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 unless exempted by SAT/ACT scores or high school transcript.
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. Students seeking a degree should register for classes through a student advisor. Students seeking a certificate or courses may also see an advisor or may register by mail, or in person at the Office of Enrollment Services. 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 Vice President of Academic Services Executive Assistant's office.
2. Submit a properly completed Statement of Student Financial Responsibility along with certified letter showing proof of total financial support while attending Highland Community College.
3. Submit a current, official, TOEFL Examinee's Score Record showing a "total score" of 500 or higher paper-based, or 173 computer-based, or 61 iBT-based (internet-based score).
4. Submit official secondary-school transcripts and college transcripts (if applicable) in English. Assessment testing may be required.
5. Applications must be submitted a minimum of 30 days prior to the start of the semester.
6. All International students are responsible for all school tuition, fees, housing, and living costs.
7. All International students must present a valid passport before admission is considered final.
8. All International students must carry a minimum of 12 credit hours each semester exclusive of summer.

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

Senior Students

Students 61 to 64 years of age who live in the Highland District will receive a reduced senior tuition rate for tuition-bearing classes. Out-of-district students 61 to 64 years of age will be charged the out-of-district tuition rate. 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 Enrollment Services 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 must register through a student advisor if they are going to be degree or certificate seeking. Students may register through their ROAR account or through a student advisor, by mail, or in person at the Office of Enrollment Services. 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, required books and materials, 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 Enrollment Services.

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 Enrollment Services. 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 Enrollment Services 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 Enrollment Services 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 Enrollment Services for dates of shorter length classes) of a regular semester using the forms available at the Office of Enrollment Services. No official record of enrollment in the class will be maintained.

All tuition paid will be refunded during the "No Record" drop period. After this period, no refunds are granted. Students are responsible for ensuring that all paperwork is completed if they are dropping or changing classes.

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

Refund Amount 100%: 10-week classes – through the first 10 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 session 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 Enrollment Services), 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 Enrollment Services 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 Enrollment Services. 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 and a mental health services 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 status, login to Online Bill Pay. For information on completing your FAFSA, visit www.fafsa.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 Enrollment Services 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 payments 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. 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®, VR&E – Veteran Readiness and Employment*

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)
- H.O.P.E. – Helping Overcome Personal Emergency Fund application is available online and eligibility requirements are at highland.edu/hope-program/
- HCCFS – Highland Community College Foundation Scholarships:
 - Competitive and financial need-based scholarships
 - Contact the Foundation office or high school counselor
 - HCC scholarship search engine and 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 Website 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 and State funds (PELL, SEOG and MAP) 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 through the VA (online or in-person) or the Financial Aid Office. 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.

In addition to Federal GI-Bill® programs students may be eligible for the following:

- IVG – Illinois Veteran's Grant
- ING – Illinois National Guard
- MIA POW
- VR&E – Veteran Readiness and Employment

Contact the Financial Aid office for information.

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, OR
 - B. The date the last papers were submitted, OR
 - 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 percent 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, free tutoring, mentor program, supplemental instruction, guidance, support through implementation of the Americans with Disabilities Act, and the testing center. The Success Center is located on the first floor of the Marvin-Burt Liberal Arts Center, Building M. Call 815-599-3487 for further information.

First-Year Experience Seminar is available to all students and 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.

Student Success Coaches focus on student development, advancement of institutional student success, retention initiatives, life coaching, resource identification and referrals, and provide individualized and group support with students. They focus on collaboration with students, faculty, staff, and community partners.

Early Alert is a communication tool Highland faculty and staff use when students are struggling in a class. Instructors may submit an Early Alert for various reasons, including incomplete homework and tests, regular tardiness, and excessive or unexplained absences. When an Early Alert is submitted, multiple outreach attempts will be provided to students to offer additional support they need as soon as possible to help turn things around.

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.

Tutoring Services are offered free to Highland students. The peer-tutoring program offers individual content tutoring by students who have been recommended by Highland instructors. The tutoring schedules can be found at <https://highland.edu/successcenter/>. If the class is not listed on the tutoring schedule that a student needs help in or if the scheduled days and times listed do not work with a student's schedule, he/she needs to visit the above Success Center webpage and click the "Need A Tutor" button, complete the form, and submit it. Staff members can provide students with diagnostic information about skill levels and may also assist individual students with study skills.

Supplemental Instruction (SI) offers subject matter experts in specific courses working closely with faculty members to help students understand active learning, form good study habits, and help improve test scores and pass rates.

The Mentor Program is free to Highland students. In the program, peer mentors will work with students on study strategies, organization, time management, and other skills to help them succeed. Mentors will help keep students motivated, set goals, and let them know about resources, opportunities, and events on campus. To request a Mentor, go to the Success Center webpage at <https://highland.edu/successcenter/>, click the "Need A Mentor" button, complete the form, and submit it. Then, a staff person from the Success Center will follow-up with the student to pair him/her with a mentor.

The Testing Center is committed to maintaining the highest compliance with nationally recognized testing standards and practices, safeguarding the confidentiality of student records, and creating an optimal testing environment. We remain appointment-based and to schedule an appointment, go to highland.mywconline.com, register for a free account with the first use of the site, call 815-599-3680, e-mail testingcenter@highland.edu, or drop by Building M's Testing Center. It is up to each student who schedules a test to inform their instructor and ensure he/she is approved to test in the Testing Center as opposed to in their regular classroom or somewhere else. We provide virtual testing options daily. Placement testing takes place in building H where students can call 815-599-3678 or drop in to complete a placement test.

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
- Consultation, referral, and disability awareness information
- Accessibility information, maps, and basic mobility orientation
- Accommodations for classes, including but not limited to:
 - Test accommodations (extended time, quiet testing location, reader, scribe)
 - Academic accommodations (audio 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 screen magnification)

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.

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 collections are wide-ranging and represent multiple viewpoints, 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 or virtual meeting 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, virtually, 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 the fall. Assistance and resources include:

- Career counseling and assessments
- Employment counseling
- Career Resources
- Job leads and postings
- Job application assistance – resumes, cover letters, and interviewing
- First-Year Experience Mentor Program
- Job Location Development and Internship Program

YOUSCIENCE

YouScience is a unique assessment by assessing one's aptitudes (meaning innate qualities) instead of interests. It provides detailed results on careers and education recommendations. While this heavily focuses on aptitudes; it does a short interest survey. The assessment is flexible in that it can stop at any time and start-up where it was left off. Students, alumni, and community members are welcome to take this assessment, which can be completed remotely. Individuals will need to contact Career Services to get started.

ELEVATE – MYERS BRIGGS TYPE INDICATOR

Highland also utilizes Elevate, which is based on the Myers-Briggs Type Indicator Assessment. The most commonly used is The Strong Interest Inventory, an assessment that focuses solely on interests and interpersonal styles. It helps identify personal style preferences such as work style, learning environment, team orientation, leadership style, and risk-taking.

Other assessments within the elevate program can be used, depending on the individual's goals or career path. This assessment can also be done remotely and needs to be set up through Career Services.

Career Services also collaborates with local employers and area agencies. Career Services utilizes Handshake for job postings and seeking the needs of our community. With Handshake, students, alums, and community members can create a free account 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, videos, and articles
- Handshake can also be used through a mobile app after the account is set up

Career Services is located on the first floor of the Student Conference Center, room H-109. 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 and virtual appointments are also available. Fees are charged for some services. For more information on services or appointments, call 815-599-3536 or 815-599-3573 or email careerservices@highland.edu.

SPECIAL SERVICES

PROJECT SUCCEED STUDENT SUPPORT SERVICES

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. Student Support Services 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.

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.

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 & Writing Assistance – one-on-one and group instruction is provided by peer and professional tutors who have training and expertise in math, science, and other subjects. Evaluation of the student's writing to help produce quality academic essays is offered.

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. Staff members meet with students multiple times throughout the semester.

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 & Grant Aid – students can apply for a TRIO scholarship specifically for SSS students. TRIO also offers grant aid for qualifying students. Grants and scholarships are FREE MONEY.

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 & Social Events – Attend cultural events and workshops on study skills, time management, personal development and other topics of interest.

Transitional Math Classes – are available for free to Project Succeed students. We offer 058/059 and 066/067 in the fall and spring semesters. We offer 058/059, 066/067, and 090/091 during the summer session.

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.

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 & 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 & 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.

Technology Resources – Laptop, WiFi hotspot, and calculator loan program. Computers available on campus as well as printers and copiers.

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

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, eBooks or courseware (when available). Many textbooks are available for either in-house rentals or consignment rentals. You can choose the format that best fits your learning style unless the instructor requires a certain format. You will also find your supplementary instructional supplies as required by the instructor of each course. Students are required to supply their own materials.

Here at the J. Rosemary Shockey HCC Bookstore you may purchase passes for the Pretzel City Transit, Carroll County, and Jo Daviess County transit. 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, laptops, additional hardware products, technology products, greeting cards, helium balloons, and writing supplies. Profits are put back into Student Services at Highland Community College.

When you come to the bookstore you will need 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). You can bring a copy of your schedule with you or you may print a copy of 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 and with your financial aid beginning two weeks before the start of classes.

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 or call us at 815-599-3729. 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 daily breakfast and lunch specials. Vending machines are also available. The Cafeteria is located on the first floor of the Student/Conference Center (Building H).

Child Care Services and Campus Discounted Child Care Services

Child care services are offered on campus by the YMCA. Qualified students eligible for the Pell grant may receive discounted childcare services at the YMCA Early Learning Center through the federal CCAMPIS grant program. Contact the Executive Assistant to the Vice President for Student Services to inquire about eligibility and the sliding fee scale at 815-599-3582.

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.

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. The College advises and encourages parents and students to visit housing facilities before making final arrangements concerning housing in the community.

Marketing and Community Relations

The Office of Marketing and Community Relations provides campus, the media and the community reports on Highland Community College activities. The College publishes Higher Education Act (HEA) information to provide current students, prospective students and the general public an overview of Highland and its procedures and practices. These updates include academic programs, athletics participation rates, crime statistics, privacy information, financial aid, completion rates and other important college data. To learn more, call 815-599-3421.

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 first 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 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, drivers are expected to follow all standard traffic and parking regulations and laws.

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 1/4 mile banked jogging track, two 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

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 a text to the primary number given to the Enrollment Services Office.

Students are registered in the College's text messaging system unless they opt-out of this communication. Anyone can register to receive text messages from the College by subscribing at <https://highland.edu/student-information/text-alerts/>.

Highland Community College's emergency guide is available at highland.edu under the quicklinks menu.

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
WXXQ	98.5 FM	Rockford
WQLF	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 an emergency situation, you will receive important messages at your Highland email address. All students and staff are assigned a highland.edu email account. Text messaging is also used to inform students of emergency closures or related information.

Additionally, announcements are 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 via text message, and College social media outlets.

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 and represent the student body in shared governance. 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, men's baseball, men's and women's cross-country, and e-sports.

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 815-599-3664.

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.
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:

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.
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 Vice President/Chief Academic Officer, Academic Services 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 Vice President/Chief Academic Officer, Academic Services 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 Vice President/Chief Academic Officer, Academic Services 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 Vice President/Chief Academic Officer, Academic Services 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 Vice President/Chief Academic Officer, Academic Services'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 Vice President/Chief Academic Officer, Academic Services'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 Vice President/Chief Academic Officer, Academic Services within five (5) College business days after receipt of the Dean's or Supervisor's response. The Vice President/Chief Academic Officer, Academic Services shall review the complaint fully and attempt to mediate within five (5) College business days. If unsuccessful, the Vice President/Chief Academic Officer, Academic Services 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 Vice President/Chief Academic Officer, Academic Services'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 Vice President/Chief Academic Officer, Academic Services. 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), Director of Human Resources (Affirmative Action Officer and Investigator), Coordinator of Career Services (Investigator), or the HRIS Administrator/HR Generalist (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.

Highland has also identified four Student Services learning outcomes.

- Personal Competency
- Identity, Diversity, and Inclusion
- Leadership Development
- Community Engagement

INFORMATION TECHNOLOGY SERVICES ACCEPTABLE USE GUIDELINES

The Information Technology Services Acceptable Use Guidelines below were updated in 2020 and are likely to be updated regularly based on changes in technology and user behavior. The latest version of these guidelines can be found on the College’s website at highland.edu. The version found on the College Website 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, 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 815-599-3480.

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, Instagram, Snapchat, Pinterest and a whole host of messaging apps, 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, Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), code of conduct, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other constituents apply online as in face-to-face situations.

Employees and students are personally accountable for anything they post to any social media sites and/or apps.

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 technology devices 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, and application) secure. Report suspected unauthorized access 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 Highland Community College digital presence that reflects the highest standards of quality and responsibility. As the owner of digital content, you are responsible to ensure that the images, words, links, and references from your web page are consistent with this and other College policies, copyright laws, and applicable local, state, federal laws. (Including, but not limited to: Americans with Disabilities Act and Web Content Accessibility Guidelines 2.0). Published digital content is 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 Highland Community College Digital Media & Servers

29. Posting digital content that provides information on and encourages illegal activity, or is harassing and defaming to others.
30. Linking your digital presence to sites whose content violates College policies, local, state, and/or federal laws and regulations.
31. Running a digital presence that supports 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 HIPAA. 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 devices.

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 are 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 Highland Community College social media accounts including, but not limited to academic departments, student clubs and organizations, and public events, must have a HCC faculty or staff member as an administrator at all times. The CR office will have administrator privileges.
10. Should an HCC employee account administrator leave the College for any reason or no longer wish to be an account administrator, the CR office should be notified before removing him/herself from that role. 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.
12. Paid advertising, including but not limited to boosting, sponsoring, or promoting a post through social media must be coordinated through the Community Relations office.
13. Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.
14. Do not post content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
15. Be mindful of posting personal opinions on official College social media accounts. Do not use the HCC name to promote any product, cause, or political candidate.
16. 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.
17. 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.
18. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos from an outside source, always include citations. Provide a link to the original material if applicable.
19. Do not use information and/or conduct activities that may violate local, state, or federal laws, and regulations.
20. Crisis communications will be directed from the Public Information Officer and must be shared in a timely manner on all Highland Community College social media accounts including, but not limited to, academic departments, student clubs and organizations, and public events.

Content

13. Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.
14. Do not post content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

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. Unauthorized visitors during hours of closure 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 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 notification of concerns or issues. To access the service, select the Incident Reporting Form found on the College website's Quick Links 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 website in the Resources and Rights for Victims of Sexual Misconduct at 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, Karen Brown
Student/Conference Center, H-232
815-599-3402
Karen.Brown@highland.edu

Title IX Deputy Investigator, Beth Groshans
Student/Conference Center, H-110
815-599-3483
Beth.Groshans@highland.edu

Title IX Deputy Investigator, Christie Lewis
Student/Conference Center, H-243
815-599-3609
Christie.Lewis@highland.edu

Title IX Deputy Investigator, Anthony Musso
Student/Conference Center, H-109
815-599-3597
Anthony.Musso@highland.edu

Students may file a confidential report through the online incident reporting system at highland.edu/student-information/complaint-process

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: Orange, Dark Blue, Brown and White

School Mascot: "Roary" the Cougar

Community Theater: Summerset Theatre



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 and supplemental math final grades
P	Pass – same verbiage as S grade
U	Unsatisfactory – same verbiage as S grades
I	Incomplete
W	Withdraw
AU	Audit
PR	Proficiency Credit
NCC	No-Credit Covid (used Spring 2020)

Course Repeats

Once a student receives a letter grade of A, B or 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 10 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 below
- 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. In addition, the student's cumulative GPA is below 2.0. Students placed on academic suspension will not be allowed to register for the next semester unless they work on the academic suspension plan that is communicated to them. The fastest way to be back in good standing is to retake classes that did not go so well in previous semesters and to earn Bs and As in future classes taken.

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 accredited by the Higher Learning Commission (HLC), which 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 with IAI GECC requirements) 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 percent 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 the Testing Center at 815-599-3680 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 Advanced 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 of Nursing and Allied Health for testing and test specifics.

IB Diploma Programme (DP)

The International Baccalaureate Diploma Programme subject tests may be used to fulfill HCC course requirements in a variety of areas. Download the online guide to assessment to learn more about your IB diploma and college admission at <https://highland.edu/wp-content/uploads/2020/06/IB-Test-Scores.pdf>.

It is the student's responsibility to request examination scores to be sent to the Director of Enrollment and Records. Credit will be designated with a "PR" test credit on the student's transcript. No credit by examination will be recorded on a student's transcript until the student has earned at least six (6) semester hours in regular classes at Highland Community College.

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 (Passing completion % of each test may vary from department to department depending on industry/certification standards), 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, 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 30 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 dual credit transfer courses, contact the Transfer Coordinator at 815-599-3664, and for more information about dual credit career and technical courses, 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 or PHYS 120.
5. Satisfy the diversity course requirement for all degrees and select certificates.
- 5a. Diversity course requirement for select AAS Degrees
6. 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 complete LIBS 199 or PHYS 120 (and satisfy diversity course requirement for select certificates).
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 Higher Learning Commission (HLC) and approved by the Illinois Board of Higher Education.

Columbia College teaches classes in eight-week sessions, six times a year. Online and virtual 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 and master's degrees are offered from departments including:

- Business Administration
- Computer & Mathematical Sciences
- Education
- Humanities
- Language & Communication Studies
- Nursing
- Physical & Biological Sciences
- Social & Behavioral Sciences
- Visual Arts & Music

For more information on Columbia College and its programs, call 815-599-3585, email freeport@ccis.edu, or go to 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 webpage, 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. Classroom instruction is in person and virtual. Individual and/or small-group 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 developed a community education program called Lifelong Learning. Lifelong Learning classes are non-credit and held throughout the Highland district, both in-person and online. Popular topics include history and culture, creative arts, hobbies, technology and computing, personal and professional development, fitness, and health and wellness. All classes are reasonably priced and the instructors are well qualified.

Current class information may be found at highland.edu/lifelong. For more information, call 815-599-3403, or email lifelonglearning@highland.edu.

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

Contract training is the perfect solution for companies and organizations. It 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, non-credit 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 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:

Professional Development

- Supervisory, Customer Service, Communication
- Train the Trainer

Computer

- Excel, Word, Publisher, PowerPoint

Technical

- Soldering, Welding, Print Reading
- GD&T, CNC, Auto CAD
- ISO, Lean Manufacturing, 5S, Auditor
- Quality
- Safety: Ergonomics, OSHA, Lock-Out/Tag-Out, Forklift Operation

Note: This is an abbreviated list of available classes. If you don't see what you need, please contact the Business Institute. We can help.

Other Services

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

Our non-credit online training includes fundamental courses that will allow you to gain new personal and professional skills. Our advanced training courses will prepare you for a new career or an industry recognized certification. For more information about non-credit online training, go to www.highland.edu/businessinstitute/online-training/

For more information about what the Business Institute can do for you, phone 815-599-3481, 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 other 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 Vice President/Chief Academic Officer, Academic Services. 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 Vice President/Chief Academic Officer, Academic Services. The application to attend an Illinois out-of-district public community college can be found on the Admissions section under "Apply Online" at 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 179.

To find out specific transfer information and equivalency guides related to many Illinois and area public and private institutions, visit the College website. Contact Highland's Transfer Coordinator at 815-599-3664 for more information.

NOTE: Updated, state-approved lists of General Education and Major area courses are available online at: 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 coursework 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 Behavioral 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, Associate of Science, and Associate of Engineering 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 new requirements. Please see pages 56-63 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 previous AS and AES graduation requirements.
10. Students pursuing any Associates degree at Highland must have one course that meets the state of Illinois requirement (Public Act 87-851) that incorporates human diversity for the purpose of improving human relations throughout an educated citizenry. These courses are identified in the course descriptions section of the catalog as having an IAI Code with either a D or N. Students should check with a student advisor for an updated list of courses that meet this requirement.

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 Semester 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
ENGL	232	Ethnic Lit in US	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
MCOM	210	Film History I	3
MCOM	215	Film History II	3
MUS	267	Introduction to Music	3
MUS	268	Introduction to Music of the USA	3
THEA	104	Cultural Diversity in Performance	3
THEA	196	Introduction to Theatre	3

Mathematics 3 Semester Hours

MATH	132	Applied Practical Math	4
MATH	134	Statistics	4
MATH	141	Mathematics for Elementary Teachers II	3
MATH	171	Finite Mathematics	4
MATH	172	Calculus for Business & Social Science	4
MATH	250	Analytic Geometry & Calculus I	5
MATH	255	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	115	Human-Environmental Issues	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	125	World History I	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 179 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
ENGL	232	Ethnic Lit in U.S.	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
MCOM	210	Film History I	3
MCOM	215	Film History II	3
MUS	267	Introduction to Music	3
MUS	268	Introduction to Music of the USA	3
THEA	104	Cultural Diversity in Performance	3
THEA	196	Introduction to Theatre	3

Mathematics

7 Semester Hours

MATH	132	Applied Practical Math	4
MATH	134	Statistics	4
MATH	141	Mathematics for Elementary Teachers II	3
MATH	171	Finite Mathematics	4
MATH	172	Calculus for Business & Social Science	4
MATH	250	Analytic Geometry & Calculus I	5
MATH	255	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	115	Human-Environmental Issues	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 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	125	World History I	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 179 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 & Communications 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.
- ECON 112 – Principles of Economics II (Micro) 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
ENGL	232	Ethnic Lit in U.S.	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
MCOM	210	Film History I	3
MCOM	215	Film History II	3
MUS	267	Introduction to Music	3
MUS	268	Introduction to Music of the USA	3
THEA	104	Cultural Diversity in Performance	3
THEA	196	Introduction to Theatre	3

Social and Behavioral Sciences

ECON	111	Principles of Economics I (Macro)	3
ECON	112	Principles of Economics II (Micro)	3
GEOG	132	Regional Geography of the World	3
GEOG	233	Economic Geography	3
HIST	125	World History I	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	
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Science, Technology, Engineering & Mathematics Prerequisites and Specialty Courses

44 Semester Hours

Prerequisite Courses **33 Semester Hours**

Required Mathematics

MATH	250	Analytic Geometry & Calculus I	5
MATH	255	Analytic Geometry & Calculus II	5
MATH	265	Differential Equations	3
MATH	269	Analytic Geometry & Calculus III	4

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 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

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 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	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	3
-or-			
BUSN	141	Business Communications	3
-or-			
COMM	101	Technical Communications	3
-and-			
SPCH	191	Fundamentals of Speech	3

Quantitative Reasoning 3-4 Semester Hours

BUSN	125	Mathematics of Business	3
-or-			
BUSN	221	Business Statistics	3
-or-			
MATH 100 or above			

Physical, Life, and Agricultural Science 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*
*AGRI 186, 284, and 286 do not meet IAI physical and life science requirements.

Social and Behavioral Environment 6 Semester Hours

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

Student Success and Exploration 2 Semester Hours

LIBS 199 or PHYS 120

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	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
ENGL	231	Introduction to Children's Lit	3
ENGL	232	Ethnic Lit in U.S.	3
GERM	151	Elementary German I	4
GERM	152	Elementary German II	4
GERM	201	Intermediate German I	4
GERM	202	Intermediate German II	4
HUMA	104	Introduction to Humanities	3
HUMA	110	Introduction to Critical Thinking	3
MCOM	150	Introduction to Film	3
MCOM	205	Film History and Appreciation	3
MCOM	210	Film History I	3
MCOM	215	Film History II	3
MUS	267	Introduction to Music	3
MUS	268	Introduction to Music of the USA	3
PHIL	180	Survey of World Religions	3
PHIL	281	Introduction to Philosophy	3
PHIL	282	Ethics	3
SPAN	155	Elementary Spanish I	4
SPAN	156	Elementary Spanish II	4
SPAN	201	Intermediate Spanish I	4
SPAN	202	Intermediate Spanish II	4
SPCH	220	Interpersonal Communication	3
SPCH	292	Contemporary Argumentation	3
SPCH	293	Small Group Communication	3
SPCH	296	Intercultural Communication	3
THEA	104	Cultural Diversity in Performance	3
THEA	196	Introduction to Theatre	3

Major/Minor Electives 37-38 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.

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IT'S ALL HERE

Certificates and Majors

Associate of Arts

- Agriculture
 - Agribusiness
 - Agricultural Education
- Art
- Business Administration
- Criminal Justice
- English
- Graphic Design
- History
- Human/Social Services
- Liberal Arts
- Mass Communication
 - Public Relations/Marketing
 - Multimedia Journalism
 - Multimedia Production
- Music
- Political Science
- Paraprofessional Education
- Physical Education
- Psychology
- Sociology
- Speech
- Theatre

Associate of Science

- Agriculture
 - Animal Science
 - Crop & Soil Science
 - Food Science
 - Horticulture
- Biology
- Chemistry
- Computer Science
- Engineering Technology
- Environmental Science
- Geology
- Health Science
- Liberal Arts

- Mathematics
- Mathematics Education
- Physics
- Pre-Chiropractic
- Pre-Dentistry
- Pre-Medical Technology
- Pre-Medicine
- Pre-Pharmacy
- Pre-Veterinary Medicine
- Science Education

Associate of Engineering Science

Associate of General Studies

Associate of Applied Science

- Accounting
- Agricultural Management
 - Agribusiness
 - Animal Science
 - Crop & Soil Science
 - Precision Agriculture Technician
- Automotive Mechanics
- Criminal Justice
- Early Childhood Education
- Early Childhood Education Online
- Entrepreneurship/
 - Small Business Management
- Equine Science
- Graphic Design
- Industrial Manufacturing
- Industrial Training
- Information Systems
 - Programming
 - Office Administration
 - Computer Technician
 - Business
- Information Technology - Healthcare
 - Medical Coding
 - Medical Transcription
- Marketing
- Medical Assistant
- Nursing/ADN

Certificates

- Accounting
- Accounting Clerk
- Agriculture
 - Agricultural Production
 - Agricultural Technician
 - Cannabis Studies
 - Commercial Applicator
 - Horticulture
 - Precision Agriculture
- Automotive Service Level I
- Automotive Service Level II
- Basic Nursing Assistant (BNA)
- Clerical Business
- CNC Machinist
- Clerk Typist
- Computer Technician
- Cosmetology
- Criminal Justice
- Customer Service
- Desktop Publishing
- Early Childhood Education
 - Level 2 ECE Credential
 - Level 3 ECE Credential
 - Early Care and Education
 - Infant/Toddler
 - Infant/Toddler Level 2 Credential
 - Infant/Toddler Level 3 Credential
- Entrepreneurship/
 - Small Business Management
- Equine Science - General
 - Equine Massage Therapist
 - Equine Riding Instructor
 - Equine Stable Manager
- Graphic Design
- Industrial Manufacturing Technology
 - Basic Welding
 - Computer-Aided Design/Mech.
 - Honeywell CNC
 - Industrial Electronics & Controls
 - Industrial Maintenance
 - Machine Processes
 - Welding & Fabrication
- Information Word Processing
- Marketing
- Medical Assistant
- Medical Coding
- Medical Transcriptionist
- Nail Technician
- Patient Care Technician
- Professional Tax Preparer
- Quickbooks Professional

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.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jennifer Alderman, Accounting Faculty
- Wes Bertram, Student Advisor

Required Business Courses

52 Credit Hours

^	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	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)	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
	ECON	112	Principles of Economics II	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	140	Beginning Excel	1
*	INFT	141	Intermediate Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	145	Beginning Access	1
*	INFT	180	Introduction to Information Systems	3

Related Required Courses

12 Credit Hours

*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
	PHIL	282	Ethics	3
*	PSY	161	Introduction to Psychology	
		-or-		3
*	SOCI	171	Introduction to Sociology	
	SPCH	191	Fundamentals of Speech Communication	
		-or-		3
			General Education Elective	

Total Credit Hours = 64

* Course has a prerequisite. See course description.

^ 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, SOCI, SPAN, SPCH, THEA

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).



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
- Jennifer Alderman, Accounting Faculty
- Wes Bertram, Student Advisor

Required Business Courses

21 Credit Hours

^	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 Credit Hours

*	BUSN	125	Mathematics of Business (or BUSN 221)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

Total Credit Hours =

27

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.

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
- Jennifer Alderman, Accounting Faculty
- Wes Bertram, Student Advisor

First Semester 12 Credit Hours

^	ACCT	115	Computer Applications in Accounting	2
	ACCT	211	Individual Income Tax Accounting	3
*	INFT	140	Beginning Excel	1
*	BUSN	125	Mathematics of Business	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

Second Semester 12 Credit Hours

^	ACCT	105	Elements of Accounting	3
	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 Credit Hours = 24

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.



Accounting: QuickBooks Professional (215)

CERTIFICATE PROGRAM

ABOUT OUR PROGRAM

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

NATURE OF WORK AND EMPLOYMENT

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

SPECIAL CONSIDERATIONS

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

PROGRAM CONTACTS

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jennifer Alderman, Accounting Faculty
- Wes Bertram, Student Advisor

Required Accounting/ Information Technology Courses 20 Credit 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 Credit Hours = 20

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.

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
- Jennifer Alderman, Accounting Faculty
- Wes Bertram, Student Advisor

Required Business Courses

18 Credit 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)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	140	Beginning Excel	1

Total Credit Hours =

18

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.



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.
- Apply concepts of breeding, nutrition, physiology, herd-health, economics and management in 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 Agricultural 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, workplace 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/Transfer Coordinator

First Semester

15 Credit Hours

LIBS	199	First-Year Experience - Ag Emphasis	2
AGRI	284	Soil Science	4
AGRI	186	Introduction to Animal Science	
	-or-		4
AGOC	116	Principles of Animal Science	
AGRI	192	Computer Applications in Agriculture	3
		AG Elective	2

Second Semester

16 Credit Hours

AGRI	182	Introductory Agricultural Mechanization	4
AGRI	286	Crop Science	
	-or-		4
AGOC	114	Principles of Plant Science	
* MATH	111	Technical Math	3
		AG Electives	5

Summer

4 Credit Hours

* OCED	290	Workplace Experience	4
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Total Credit Hours =

35

* Course has a prerequisite. See course description.

Cannabis Studies (650)

CERTIFICATE PROGRAM

ABOUT OUR PROGRAM

The Cannabis Studies Certificate program provides students the opportunity to explore various careers within cannabis production, processing, and distribution while gaining skills necessary to begin working in the cannabis industry upon completion of the certificate.

PROGRAM OUTCOMES

- Explore careers in the cannabis and horticulture industry.
- Identify, classify, and describe oils, plants, and crops.
- Differentiate among industry terms including cannabis, marijuana, hemp, CBD, and more.
- Determine plant growth and reproduction requirements of the cannabis plant.
- Identify disorders in plants and consider integrated pest management strategies for treatment.
- Describe processing procedures for various products and uses of cannabis.
- Study state and federal laws related to cannabis.
- Secure an Illinois Pesticide Operator License.

NATURE OF WORK AND EMPLOYMENT

Career opportunities within the cannabis industry include a variety of positions in the production, processing, extraction, and sales divisions of the industry. Potential careers include the following:

Cultivation Technician	Processing Technician
Quality Control Manager	Concentrates Processor
Budtender	Dispensary 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, workplace 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/Transfer Coordinator

First Semester

15 Credit Hours

LIBS	199	First Year Experience – Ag Emphasis	2
AGRI	188	Introductory Horticultural Science	
	-or-		3
AGOC	118	Basic Horticultural Science	
AGRI	284	Soil Science	4
AGOC	134	Introduction to Cannabis	3
		Elective	3

Second Semester

15 Credit Hours

AGRI	286	Crop Science	
	-or-		4
AGOC	114	Principles of Plant Science	
AGOC	135	Cannabis Production and Processing	3
AGOC	130	Vegetable Crop Production	3
AGOC	109	Pesticide License Training	2
OCD	290	Workplace Experience	3

Total Credit Hours =

30

* Course has a prerequisite. See course description.

Commercial Applicator (652)

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 Pesticide Applicator 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 agricultural 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, workplace 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/Transfer Coordinator

First Semester

15 Credit Hours

LIBS	199	First Year Experience – Ag Emphasis	2
AGRI	284	Soil Science	4
AGOC	287	Precision Farming Technology	3
AGOC	140	Agriculture Equipment Maintenance	3
* MATH	111	Technical Math	3

Second Semester

13 Credit Hours

AGRI	286	Crop Science	
	-or-		4
AGOC	114	Principles of Plant Science	
AGRI	110	Commercial Driver's License Permit Training	2
AGOC	109	Pesticide License Training	2
AGOC	127	Forage Production	
	-or-		2
AGOC	227	Corn and Soybean Production	
* AGOC	285	Soil Fertility and Fertilizers	3

Summer

7 Credit Hours

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

Total Credit Hours =

35

* Course has a prerequisite. See course description.

Horticulture (654)

CERTIFICATE PROGRAM

ABOUT OUR PROGRAM

The 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 careers in horticulture.
- Identify, classify, and describe soils, plants, and crops.
- Determine the growth and reproduction requirements for plants.
- Identify disorders in plants and consider integrated pest management strategies for treatment.
- Secure an Illinois Pesticide Operator License.

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	Pesticide Applicator
Florist	Vegetable Producer
Lawn Care Specialist	Fruit Tree Grower
Equipment Salesperson	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/Transfer Coordinator

First Semester

15 Credit Hours

LIBS	199	First Year Experience – Ag Emphasis	2
AGRI	188	Introduction to Horticultural Science	
	-or-		3
AGOC	118	Basic Horticultural Science	
AGRI	284	Soil Science	4
AGOC	132	Landscape Design	3
		Elective	3

Second Semester

15 Credit Hours

AGRI	286	Crop Science	
	-or-		4
AGOC	114	Principles of Plant Science	
AGOC	109	Pesticide License Training	2
AGOC	130	Vegetable Crop Production	3
* OCED	290	Workplace Experience	3
		Elective	3

Total Credit Hours =

30

* Course has a prerequisite. See course description.



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 to 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 agribusiness 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, workplace 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/Transfer Coordinator

First Semester 15 Credit 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 16 Credit Hours

AGRI	190	Introduction to Agricultural Education	3
AGOC	222	Marketing Agricultural Products	3
* BUSN	141	Business Communications or Comm. Requirement	3
AGRI	286	Crop Science	4
	-or-		4
AGOC	114	Principles of Plant Science	3
		Elective	3

Summer 4 Credit Hours

* OCED	290	Workplace Experience	4
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Third Semester 16 Credit Hours

AGRI	186	Introduction to Animal Science	4
	-or-		4
AGOC	116	Principles of Animal Science	3
AGOC	221	Agricultural Policies and Programs	3
BUSN	225	Personal Finance or Social Science Elective	3
		Elective	6

Fourth Semester 14 Credit Hours

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

Total Credit Hours = 65

* Course has a prerequisite. See course description.

Electives may be selected from courses with prefixes AGOC, AGRI, ACCT, BUSN, and INFT.

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).

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

- Apply 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, workplace 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/Transfer Coordinator



First Semester

15 Credit Hours

LIBS	199	First Year Experience – Ag Emphasis	2	
AGRI	186	Introduction to Animal Science		
	-or-		4	
AGOC	116	Principles of Animal Science		
AGRI	192	Computer Applications in Agriculture	3	
*	BUSN	125	Mathematics of Business or Math Elective	3
		Elective	3	

Second Semester

16 Credit Hours

AGRI	286	Crop Science		
	-or-		4	
AGOC	114	Principles of Plant Science		
AGOC	226	Animal Nutrition	4	
AGOC	127	Forage Production		
	-or-		2	
AGOC	227	Corn and Soybean Production		
*	BUSN	141	Business Communications or Communication Elective	3
		Elective	3	

Summer

4 Credit Hours

*	OCED	290	Workplace Experience	4
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Third Semester

15 Credit Hours

AGOC	142	Livestock Facilities and Waste Management	3
AGOC	230	Animal Health	3
AGOC	221	Agricultural Policies and Programs	3
AGOC	232	Animal Reproduction	3
BUSN	225	Personal Finance or Social Science Elective	3

Fourth Semester

15 Credit Hours

AGOC	299	Agriculture Capstone Experience	1	
AGOC	143	Evaluation of Livestock Animals		
	-or-		2	
AGOC	144	Evaluation of Dairy Animals		
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 Elective	3
		Elective	3	

Total Credit Hours =

65

* Course has a prerequisite. See course description.

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

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).

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, workplace 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/Transfer Coordinator

First Semester 14 Credit Hours

LIBS	199	First Year Experience – Ag Emphasis	2
AGRI	284	Soil Science	4
AGRI	192	Computer Applications in Agriculture	3
*	BUSN	125 Mathematics of Business or Math Elective	3
AGOC	127	Forage Production	2

Second Semester 15 Credit Hours

AGRI	286	Crop Science	
	-or-		4
AGOC	114	Principles of Plant Science	
AGOC	222	Marketing Agricultural Products	3
AGOC	227	Corn and Soybean Production	2
*	BUSN	141 Business Communications or Communication Elective	3
		Elective	3

Summer 7 Credit Hours

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

Third Semester 15 Credit Hours

*	AGOC	285 Soil Fertility and Fertilizers	3
AGOC	221	Agricultural Policies and Programs	3
AGOC	287	Precision Farming Technology	3
BUSN	225	Personal Finance or Social Science Elective	3
		Elective	3

Fourth Semester 14 Credit Hours

AGOC	299	Agriculture Capstone Experience	1
*	AGOC	240 Farm Business Management	3
AGOC	289	Applications of Precision Technology	3
*	BUSN	121 Introduction to Business or Humanities Elective	3
		Elective	4

Total Credit Hours = 65

* Course has a prerequisite. See course description.

Electives may be selected from courses with prefixes AGOC, AGRI, BIOL, CHEM, GEOL, INFT, NSCI, and WELD.

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).



Agricultural Management (630)

Precision Agronomy 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

Career pathways in the Precision Agronomy 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, workplace 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/Transfer Coordinator

First Semester

15 Credit Hours

LIBS	199	First Year Experience – Ag Emphasis	2
AGRI	192	Computer Applications in Agriculture	3
AGRI	284	Soil Science	4
AGOC	287	Precision Farming Technology	3
* MATH	111	Technical Math or Math Elective	3

Second Semester

15 Credit Hours

AGRI	182	Introductory Agricultural Mechanization	4
AGOC	109	Pesticide License Training	2
AGOC	110	Commercial Driver's License Permit Training	2
AGOC	289	Applications of Precision Technology	3
AGRI	286	Crop Science	4
	-or-		4
AGOC	114	Principles of Plant Science	

Summer

7 Credit Hours

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

Third Semester

13 Credit Hours

AGOC	140	Agriculture Equipment Maintenance	3
* AGOC	285	Soil Fertility and Fertilizers	3
BUSN	225	Personal Finance or Social Science Elective	3
		Elective	4

Fourth Semester

15 Credit Hours

AGOC	222	Marketing Agricultural Products	2
AGOC	227	Corn and Soybean Production	3
AGOC	299	Agriculture Capstone Experience	1
* BUSN	121	Introduction to Business or Humanities Requirement	3
* BUSN	141	Business Communications or Communication Elective	3
		Elective	3

Total Credit Hours =

65

* Course has a prerequisite. See course description.

Electives may be selected from courses with prefixes AGOC, AGRI, ELET, INFT, MTEC, and WELD.

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).



Agriculture (531)

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	Financial Analyst
Commodity Merchandiser	Loan Officer
Retail Branch Manager	Sales Representative
Supply Chain Manager	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/Transfer Coordinator

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	Credit 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	Introduction to Horticultural Science	3
AGRI	286	Crop Science	4

* Course has a prerequisite. See course description.

Agriculture (532)

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	College Recruiter
Extension Faculty	Career Counselor
Agriculture Journalist	Ag in the Classroom Coordinator
College Professor	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/Transfer Coordinator

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	Credit 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	Introduction to 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 description.

Agriculture (460)

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	Livestock Grader
Herd Manager	Artificial Inseminator
Meat Inspector	Feed Mill Operator
Animal Geneticist	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/Transfer Coordinator

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 Credit 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

Physical & Life Science Recommendations

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

Mathematics Recommendations

MATH	134	Statistics	4
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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 description.

Agriculture (461)

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	Plant Pathologist
Entomologist	Soil Scientist
Plant Breeder	Weed Scientist
Plant Geneticist	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/Transfer Coordinator

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 Credit 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

Physical & Life Science Recommendations

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

Mathematics Recommendations

MATH	134	Statistics	4
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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 description.

Agriculture (463)

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/Transfer Coordinator

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 Credit 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
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Physical & 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	250	Analytic Geometry and Calculus I	5
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* Course has a prerequisite. See course description.

Agriculture (462)

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	Horticulture Instructor
Fruit Tree Producer	Landscape Designer
Golf Course Superintendent	Viticulturist
Greenhouse Manager	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/Transfer Coordinator

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 Credit 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

Physical & Life Science Recommendations

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

Mathematics Recommendations

MATH	134	Statistics	4
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Agriculture Electives

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

* Course has a prerequisite. See course description.

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/Transfer Coordinator
- 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 description.

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/Transfer Coordinator
- 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 description.

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
 - Anti-lock 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 needed to help the student become an ASE (Automotive Service Excellence) Certified Automobile Service Technician. 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
- Jim Palmer, Automotive Technology Faculty
- Kristin Stinnett, Automotive Technology Faculty
- Vicki Schulz, Student Advisor/Transfer Coordinator

First Semester 17 Credit Hours

*	AUTM	120	Fundamentals of Engines	2
*	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 15 Credit Hours

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

Third Semester 18 Credit Hours

*	AUTM	231	Fundamentals of Electronics	3
*	AUTM	233	Fuel Systems	3
*	AUTM	235	Electronic Engine Controls	3
*	AUTM	242	Automotive Body Electronics	3
*	BUSN	225	Personal Finance	3
			General Education course with a diversity designation (see advisor)	3

Fourth Semester 16 Credit Hours

*	AUTM	237	Engine Performance	3
*	AUTM	238	Advanced Automotive Data Analysis	3
*	AUTM	240	Automatic Transmissions	4
*	AUTM	248	Automotive Heating and Air Conditioning	3
*	BUSN	124	Introduction to Small Business	
	-or-			3
*	BUSN	121	Introduction to Business	

Total Credit Hours = 66

* Course has a prerequisite. See course description.

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
- Vicki Schulz, Student Advisor/Transfer Coordinator

First Semester

14 Credit Hours

*	AUTM	120	Fundamentals of Engines	2
*	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

12 Credit Hours

*	AUTM	111	Suspension and Alignment	5
*	AUTM	113	Brakes	4
*	AUTM	115	Standard Transmission and Final Drives	3

Total Credit Hours =

26

* Course has a prerequisite. See course description.



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 needed to help the student become an ASE (Automotive Service Excellence) Certified Automobile Service Technician.

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
- Vicki Schulz, Student Advisor/Transfer Coordinator

First Semester

15 Credit Hours

*	AUTM	231	Fundamentals of Electronics	3
*	AUTM	233	Fuel Systems	3
*	AUTM	235	Electronic Engine Controls	3
*	AUTM	242	Automotive Body Electronics	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

Second Semester

16 Credit Hours

*	AUTM	237	Engine Performance	3
*	AUTM	238	Advanced Automotive Data Analysis	3
*	AUTM	240	Automatic Transmissions	4
*	AUTM	248	Automotive Heating and Air Conditioning	3
*	MATH	111	Technical Math	
		-or-		3
*	BUSN	125	Mathematics of Business	

Total Credit Hours =

31

* Course has a prerequisite. See course description.



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, plants, cells, environment, 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, Dean, Natural Science and Mathematics
- Karla Giuffre, Biology Faculty
- Tony Grahame, Biology Faculty
- Juliet Moderow, Biology Faculty
- Alan Nowicki, Biology Faculty
- Beth Groshans, Student Advisor

Recommended Courses

Biology is a major that involves many specialties and students should adapt these recommendations to their goals with the assistance of faculty and advisors. 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	119	Field Ornithology (elective)	2

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	134	Statistics	4
*	MATH	250	Analytic Geometry and Calculus I	5
*	MATH	255	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 description.

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.

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
- Evan Talbert, Business Faculty
- Wes Bertram, 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
†*	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	134	Statistics	
			-or-	4/3
*	BUSN	221	Business Statistics	
	PHIL	282	Ethics	3
*	PSY	161	Introduction to Psychology	3

* Course has a prerequisite. See course description.

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



Business Administration - Management (205)

ASSOCIATE OF APPLIED SCIENCE

ABOUT OUR PROGRAM

This program provides foundational and technical skill courses for the student interested in a wide variety of business-related fields. Students will gain an understanding of management techniques, labor and cost controls, legal and social forces, and marketing.

PROGRAM OUTCOMES

Students who complete this program of study will:

- Demonstrate a working understanding of foundational business knowledge, including leadership, human resources/supervision, accounting/bookkeeping, operations/production, marketing, technology, and business law.
- Apply general and specific business skills in a wide range of fields and industries, both in and out of the traditional office setting.
- Work as an effective team member and leader to develop business strategy and reach specific goals.
- Communicate effectively using written, oral and digital communication channels for all business settings.
- Apply critical thinking and problem-solving skills through the analysis and evaluation of data and the application of business theories and concepts.
- Recommend strategies that promote ethical behavior and social responsibilities, including sustainability, diversity, and corporate citizenship.
- Demonstrate knowledge of the digital technology tools used to support business operations.
- Explain the socio-cultural, political-legal, and economic dimensions of today's global business world, and its effects locally and nationally.

NATURE OF WORK AND EMPLOYMENT

The business/services related area is predicted to be one of the areas of employment in high demand well into the future. As companies try to do more with fewer personnel, the student who is well versed in a variety of business areas will be well suited for the rapidly changing job market.

Business Administration graduates find employment in an assortment of business settings, and in a wide range of industries. They will typically serve in entry-level positions, or advance in their current position, and may be assigned to a wide variety of departments or program areas. The general nature of the core program will allow the student to feel comfortable in a multitude of job assignments.

SPECIAL CONSIDERATIONS

Most of the courses within this program are intended to and do transfer, but the degree does not contain all of the general education and core courses needed for transfer to a four-year college or university. Students who are interested in transferring to a four-year baccalaureate university should refer to the Business Administration Associate of Arts (204). Students should contact an academic advisor for specific information.

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
- Evan Talbert, Business Faculty
- Wes Bertram, Student Advisor

Required Courses

^	ACCT	105	Elements of Accounting	3
*	ACCT	213	Financial Accounting	4
*	BUSN	121	Introduction to Business	3
*	BUSN	124	Introduction to Small Business	3
*	BUSN	125	Mathematics of Business	3
*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	BUSN	223	Business Law I	3
*	BUSN	224	Business Law II (or BUSN 229)	3
	BUSN	225	Personal Finance	3
	BUSN	244	Principles of Advertising	3
*	BUSN	246	Principles of Marketing	3
*	BUSN	249	Principles of Management	3
	ECON	111	Principles of Economics (Macro)	
		-or-		3
	ECON	112	Principles of Economics (Micro)	
	PSY	161	Introduction to Psychology (diversity requirement)	3
*	INFT	180	Introduction to Information Systems	3
			General Ed. Elective (recommended: PSY 160 or PSY 264)	2
	BUSN	241	Principles of Personnel Management	3
	BUSN	242	Fundamentals of Supervision	3
*	ACCT	214	Managerial Accounting	4
			INFT or OFFT Elective	2

Total Credit Hours = 60

*Course has a prerequisite. See course description.
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.

Business Administration - Entrepreneurship/Small Business Management (205E)

ASSOCIATE OF APPLIED SCIENCE

ABOUT OUR PROGRAM

This program provides foundational and technical skill courses for the student interested in a wide variety of business-related fields, focusing specifically on skills needed to develop, grow and manage small businesses. Courses cover essential skills, including sales and marketing techniques, labor and inventory controls, basic laws pertaining to both employees and customers, and personal management styles.

PROGRAM OUTCOMES

Students who complete this program of study will:

- Demonstrate a working understanding of foundational business knowledge, including leadership, human resources/supervision, accounting/bookkeeping, operations/production, marketing, technology, and business law.
- Design and execute a comprehensive business plan to start a small business.
- Develop a small business marketing plan by using appropriate marketing strategies.
- Compile and maintain accurate financial information for recordkeeping and in making informed business decisions.
- Communicate effectively using written, oral and digital communication channels for all business settings.
- Apply critical thinking and problem-solving skills through the analysis and evaluation of data and the application of business theories and concepts.
- Recommend strategies that promote ethical behavior and social responsibilities, including sustainability, diversity, and corporate citizenship.
- Demonstrate knowledge of the digital technology tools used to support business operations.

NATURE OF WORK AND EMPLOYMENT

The business/services related area is predicted to be one of the areas of employment in high demand well into the future. As companies try to do more with fewer personnel, the student who is well versed in a variety of business areas will be well suited for the rapidly changing job market.

Business Administration – Entrepreneurship/Small Business Management graduates find employment in an assortment of business settings, and in a wide range of industries. They will typically serve in entry-level positions, or advance in their current position, and may be assigned to a wide variety of departments or program areas. Students will learn the essential skills needed to identify business opportunities, and to establish and operate both new ventures and existing small businesses. In doing so, students will learn the skills and knowledge necessary to be a more valuable and motivated employee, manager, and owner.

SPECIAL CONSIDERATIONS

Most of the courses within this program are intended to and do transfer, but the degree does not contain all of the general education and core courses needed for transfer to a four-year college or university. Students who are interested in transferring to a four-year baccalaureate university should refer to the Business Administration Associate of Arts (204). Students should contact an academic advisor for specific information.

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
- Evan Talbert, Business Faculty
- Wes Bertram, Student Advisor

Required Courses

^	ACCT	105	Elements of Accounting	3
*	ACCT	213	Financial Accounting	4
*	BUSN	121	Introduction to Business	3
*	BUSN	124	Introduction to Small Business	3
*	BUSN	125	Mathematics of Business	3
*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	BUSN	223	Business Law I	3
*	BUSN	224	Business Law II (or BUSN 229)	3
	BUSN	225	Personal Finance	3
	BUSN	244	Principles of Advertising	3
*	BUSN	246	Principles of Marketing	3
*	BUSN	249	Principles of Management	3
	ECON	111	Principles of Economics (Macro)	
			-or-	3
	ECON	112	Principles of Economics (Micro)	
	PSY	161	Introduction to Psychology (diversity requirement)	3
*	INFT	180	Introduction to Information Systems	3
			General Ed. Elective (recommended: PSY 160 or PSY 264)	5
	BUSN	131	Money and Inventory Control	1
	BUSN	242	Fundamentals of Supervision	3
			INFT or OFFT Elective	2
			ACCT Elective	3

Total Credit Hours = 60

*Course has a prerequisite. See course description.
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.

Business Administration - Marketing (205M)

ASSOCIATE OF APPLIED SCIENCE

ABOUT OUR PROGRAM

This program provides technical skill courses for the student interested in a wide variety of business-related fields, as well as a foundation in general marketing practices and principles. Courses cover traditional marketing, as well as digital and social media marketing. Students will also gain an understanding of how marketing is interconnected with other areas of the business, in addition to general business skills, computer information systems, and principles of management.

PROGRAM OUTCOMES

Students who complete this program of study will:

- Demonstrate a working understanding of foundational business knowledge, including leadership, human resources/supervision, accounting/bookkeeping, operations/production, marketing, technology, and business law.
- Apply general and specific business skills in a wide range of fields and industries, both in and out of the traditional office setting.
- Explain concepts related to the marketing mix of product, price, place, promotion and the contribution of each to an organization, and how they are interconnected to each other, and the various areas within the organization.
- Communicate effectively using written, oral and digital communication channels for all business settings.
- Demonstrate knowledge of the marketing planning process and experience with data analysis for decision making purposes.
- Recommend strategies that promote ethical behavior and social responsibilities, including sustainability, diversity, and corporate citizenship.
- Demonstrate knowledge of the digital technology tools used to support business operations.
- Recognize the external forces which impact an organization's ability to execute a marketing plan.

NATURE OF WORK AND EMPLOYMENT

Business Administration - Marketing graduates find employment in an assortment of business settings and in a wide range of industries. They will typically serve in entry-level positions, or advance in their current position, and may be assigned to a wide variety of departments or program areas. Students will have obtained essential marketing-specific skills, including the "4 Ps" of marketing, consumer behavior, sales, and advertising, and will be prepared to work in a variety of entry-level marketing-related positions in a variety of businesses, as well as operations and management positions requiring a marketing perspective.

SPECIAL CONSIDERATIONS

Most of the courses within this program are intended to and do transfer, but the degree does not contain all of the general education and core courses needed for transfer to a four-year college or university. Students who are interested in transferring to a four-year baccalaureate university should refer to the Business Administration Associate of Arts (204). Students should contact an academic advisor for specific information.

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
- Evan Talbert, Business Faculty
- Wes Bertram, Student Advisor

Required Courses

^	ACCT	105	Elements of Accounting	3
*	ACCT	213	Financial Accounting	4
*	BUSN	121	Introduction to Business	3
*	BUSN	124	Introduction to Small Business	3
*	BUSN	125	Mathematics of Business	3
*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	BUSN	223	Business Law I	3
*	BUSN	224	Business Law II (or BUSN 229)	3
	BUSN	225	Personal Finance	3
	BUSN	244	Principles of Advertising	3
*	BUSN	246	Principles of Marketing	3
*	BUSN	249	Principles of Management	3
	ECON	111	Principles of Economics (Macro)	
		-or-		3
	ECON	112	Principles of Economics (Micro)	
	PSY	161	Introduction to Psychology (diversity requirement)	3
*	INFT	180	Introduction to Information Systems	3
			General Ed. Elective (recommended: PSY 160 or PSY 264)	2
	BUSN	143	Fundamentals of Retailing	3
	BUSN	243	Sales and Personal Communication	2
	MCOM	110	Introduction to Mass Communication (or MCOM 220)	3
			INFT or OFFT Elective	4

Total Credit Hours = 60

*Course has a prerequisite. See course description.

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.

Entrepreneurship/Small Business Management (252)

CERTIFICATE PROGRAM

ABOUT OUR PROGRAM

The Entrepreneurship/Small Business Management Certificate provides a well-rounded foundation in general management practices and principles. Courses cover those skills essential for starting, owning, and operating a small business, including sales and marketing techniques, labor and inventory controls, basic laws pertaining to both employees and customers, and personal management styles. Skill development will come in many forms such as traditional classroom, alternative delivery methods, and campus/community experiences.

This short-term certificate is designed for students looking to work and manage small businesses, as well as those starting and operating their own operation.

PROGRAM OUTCOMES

Students who complete this program of study will:

- Apply leadership and management skills, including labor management, inventory controls, sales and marketing principles, and legal compliance.
- Design and execute a comprehensive business plan to start a small business.
- Develop a small business marketing plan by using appropriate marketing strategies.
- Compile and maintain accurate financial information for recordkeeping and in making informed business decisions.
- Communicate effectively using written, oral and digital communication channels for all business settings.
- Demonstrate knowledge of the digital technology tools used to support business operations.

NATURE OF WORK AND EMPLOYMENT

Completers of the Entrepreneurship/Small Business Management Certificate will learn the essential skills needed to identify business opportunities and to establish and operate both new ventures and existing small businesses. In doing so, students will learn the skills and knowledge necessary to be a more valuable and motivated employee, manager, and owner.

The Entrepreneurship/Small Business Management Certificate is designed to be completed on its own or as a stackable certificate on the way to a 2-year AAS degree.

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
- Evan Talbert, Business Faculty
- Wes Bertram, Student Advisor

Required Courses

*	BUSN	124	Introduction to Small Business	3
*	BUSN	125	Mathematics of Business	3
	BUSN	131	Money and Inventory Control	1
*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	BUSN	223	Business Law I	3
*	BUSN	246	Principles of Marketing	3
*	BUSN	249	Principles of Management	3
			INFT or OFFT Electives	3
			ACCT Electives	3

Total Credit Hours =

25

* Course has a prerequisite. See course description.

Marketing (253)

CERTIFICATE PROGRAM

ABOUT OUR PROGRAM

The Marketing Certificate provides a foundation in general marketing practices and principles. Courses cover traditional marketing, as well as digital and social media marketing. Students will also gain an understanding of how marketing is interconnected with other areas of the business, in addition to general business skills, computer information systems, and principles of management. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

This short-term certificate is designed for students looking to enter their first marketing-related position, as well as those already in the workforce who would benefit from additional skills in marketing.

PROGRAM OUTCOMES

Students who complete this program of study will:

- Explain concepts related to the marketing mix of product, price, place, promotion, and the contribution of each to an organization, and how they are interconnected to each other and the various areas within the organization.
- Demonstrate knowledge of the marketing planning process and experience with data analysis for decision making purposes.
- Recognize the external forces which impact an organization's ability to execute a marketing plan.
- Apply marketing theory in solving practical marketing problems.
- Develop and execute practical marketing activities.
- Communicate effectively using written, oral, and digital communication channels for all business settings.
- Demonstrate knowledge of the digital technology tools used to support and execute marketing activities.

NATURE OF WORK AND EMPLOYMENT

Completers of the Marketing Certificate will have obtained essential marketing-specific skills, including the "4 Ps" of marketing, consumer behavior, sales, and advertising. Students will be prepared to work in a variety of entry-level marketing-related positions in a variety of businesses, as well as operations and management positions requiring a marketing perspective.

The Marketing Certificate is designed to be completed on its own or as a stackable certificate on the way to a 2-year AAS degree.

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
- Evan Talbert, Business Faculty
- Wes Bertram, Student Advisor

Required Courses

*	BUSN	121	Introduction to Small Business (or BUSN 124)	3
*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
	BUSN	143	Fundamentals of Retailing	3
	BUSN	243	Sales and Personal Communication	2
	BUSN	244	Principles of Advertising	3
*	BUSN	246	Principles of Marketing	3
*	INFT	180	Introduction to Information Systems	3
			INFT or OFFT Electives	2

Total Credit Hours =

22

* Course has a prerequisite. See course description.

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, Dean, Natural Science and Mathematics
- John Sullivan, Chemistry Faculty
- Beth Groshans, 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	250	Analytic Geometry and Calculus I	5
*	MATH	255	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 description.

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
- Beth Groshans, 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	250	Analytic Geometry & Calculus I	5
*	MATH	255	Analytic Geometry & Calculus II	5

* Course has a prerequisite. See course description.

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
- Beth Groshans, Student Advisor

Required Courses

*	BUSN	125	Mathematics of Business	
		-or-		3
*	MATH	111	Technical Math (or three credits of transfer level MATH coursework)	
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
*	INFT	180	Introduction to Information Systems	3
*	INFT	282	A+ Certification	3
*	INFT	284	Network + Certification	3
*	INFT	286	Security + Certification	3
	INFT		Electives	3
*	OCED	290	Workplace Experience	4

Total Credit Hours = 25

* Course has a prerequisite. See course description.

Cosmetology (606)

CERTIFICATE PROGRAM

ABOUT OUR PROGRAM

Highland offers training that meets or exceeds the State Department of Financial and Professional Regulation requirement of 1500 clock hours 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.

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
- Vicki Schulz, Student Advisor/Transfer Coordinator

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 121	Introduction to Business	
	-or-	3
* BUSN 124	Introduction to Small Business	
BUSN 225	Personal Finance	3
SPTP	Cosmetology	3

Total Credit Hours = 45

* Course has a prerequisite. See course description.

Criminal Justice (517)

ASSOCIATE OF ARTS

ABOUT OUR PROGRAM

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
- Wes Bertram, 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	3
CJS	204	Ethics in Criminal Justice	3

Recommended Electives (Law Enforcement)

CJS	205	Criminal Investigation	3
CJS	206	Policing in America	3
CJS	208	Intro to Terrorism	3
CJS	212	Communication in Criminal Justice	3

Recommended Electives (Corrections)

CJS	220	Probation and Parole	3
CJS	212	Communication in Criminal Justice	3

Recommended Electives (Law)

CJS	203	Criminal Law	3
CJS	210	Criminal Procedure	3

Recommended Electives (Cyber Security)

CJS	103	Introduction to Cyber Security	3
CJS	214	Cybercrime and Digital Forensics	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
SOCI	271	Social Problems	3
PHYD	121	Physical Fitness I	1

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
- Wes Bertram, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

First Semester

15 Credit 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

15 Credit Hours

MATH	111	Technical Math	3
SOCI	171	Introduction to Sociology	3
CJS	102	Introduction to Corrections	3
PSY	161	Introduction to Psychology	3
		Criminal Justice Electives	3

Third Semester

15 Credit Hours

SPAN	155	Elementary Spanish I	
	-or-		4
GERM	151	Elementary German I	
CJS	202	Juvenile Delinquency	3
SOCI	276	Racism & Diversity in Contemporary Society	3
		Criminal Justice Electives	5

Fourth Semester

16 Credit Hours

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

Total Credit Hours =

61

Recommended Electives (Law Enforcement)

CJS	205	Criminal Investigation	3
CJS	206	Policing in America	3
CJS	208	Intro to Terrorism	3
CJS	212	Communication in Criminal Justice	3

Recommended Electives (Corrections)

CJS	220	Probation and Parole	3
CJS	212	Communication in Criminal Justice	3

Recommended Electives (Law)

CJS	203	Criminal Law	3
CJS	210	Criminal Procedure	3

Recommended Electives (Cyber Security)

CJS	103	Introduction to Cyber Security	3
CJS	214	Cybercrime and Digital Forensics	3

Other Recommended Electives

SOCI	271	Social Problems	3
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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
- Wes Bertram, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

First Semester 12 Credit 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 Credit Hours

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

Total Credit Hours = 24

Recommended Elective

CJS	204	Ethics in Criminal Justice	
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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.



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 prepares students for Illinois State Board of Education educator licensure and prepares students for transferring. Due to state legislation signed in July 2021, 4-year institutions that are part of the ECACE Consortium are mandated to accept the AAS-ECE as a transfer package. Please check with your advisor regarding specific 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. 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:

- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor/Transfer Coordinator

Required ECE Courses 38 Credit Hours

FALL COURSES

ECE	121	Intro to Early Childhood Education	3	
*	ECE	124	Language and Literacy Development in Early Childhood	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	202	Curriculum in EC Settings	3
*	ECE	204	Exceptional Child in EC Programs	3
*	ECE	202	Curriculum in EC Settings	3
*	ECE	207	Math & Science for the Young Child	3
*	ECE	212	Early Childhood Assessment Seminar	3

Required Rel. Courses 15 Credit Hours

*	BUSN	125	Mathematics of Business	3
		-or-		3
		MATH 132 or higher		
*	ENGL	121	Rhetoric and Composition I	3
*	ENGL	122	Rhetoric and Composition II	3
*	INFT	180	Introduction to Information Systems	3
	SPCH	191	Fundamentals of Speech	3

ECE Required Electives (Choose 9 credits)

*	ECE	129	Foundations of Early Childhood	3
*	ECE	208	Supervision & Admin of Child Care Prog	3
*	ECE	209	ECE Internship	3
*	ECE	211	ECE Staff Management Practicum	3
*	ECE	213	Inclusive Environments for Infants & Toddlers	3
*	ECE	214	Family Child Care Environment	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 Credit Hours = 62

* Course has a prerequisite. See course description.

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



Early Childhood Education (703)

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. 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. 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:

- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor/Transfer Coordinator

REQUIRED ECE COURSES

38 Credit 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 Credit 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	3
		-or-		3
			General Education Elective	
	SPCH	191	Fundamentals of Speech	3

ECE Required Electives

(Choose 9 credits)

*	ECE	127	Music and Movement for Young Children	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	ECE 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 Credit Hours =

62

* Course has a prerequisite. See course description.



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 and pass 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:

- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor/Transfer Coordinator

Required ECE Courses

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

Total Credit Hours = 6

* Course has a prerequisite. See course description.

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 and pass 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:

- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor/Transfer Coordinator

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 Credit Hours = 21

* Course has a prerequisite. See course description.

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 and pass 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:

- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor/Transfer Coordinator

Required ECE Courses

26/27 Credit 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 Credit Hours

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

Total Credit Hours =

35/36

* Course has a prerequisite. See course description.

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 the Coordinator of the ECE Program 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 and pass a criminal background check. 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:

- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor/Transfer Coordinator

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 Credit Hours = 18

* Course has a prerequisite. See course description.



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 the Coordinator of the ECE Program 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 and pass a criminal background check. 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:

- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor/Transfer Coordinator

Required ECE Courses

20/21 Credit 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 Programs	3
*	ECE	128 Practicum	
		-or-	2/3
*	ECE	204 Exceptional Child in EC Programs	

Related Required Courses

9 Credit Hours

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

Total Credit Hours = 29/30

* Course has a prerequisite. See course description.



Early Childhood Education (727)

EARLY CARE AND EDUCATION CERTIFICATE

ABOUT OUR PROGRAM

The Early Care and Education certificate provides students with an emphasis on the unique strengths and needs of children from birth through age 5 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 five years, with a focus on understanding current brain research and best caregiving practices. The program is available for dual credit high school students, early childhood educators, parents, administrators, and health care professionals. The certificate is 14 credit hours, with all of the credit hours applying to the Associate of Applied Science in Early Childhood Education. This certificate leads to an ECE Level 2 Credential. The Illinois Gateways to Opportunity ECE 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 ECE Level 2 Credential expands on foundational professional knowledge and supports progression to the Level 3 Credential or direct exit into the field.

PROGRAM CONTACTS

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

- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts
- Melissa Johnson, Coordinator of Early Childhood Education
- Vicki Schulz, Student Advisor/Transfer Coordinator

Required ECE Courses

ECE	121	Introduction to Early Childhood Education	3	
ECE	122	Child Growth & Development	3	
*	ECE	123	Health, Safety & Nutrition of the Young Child	3
*	ECE	203	Home, School, & Community Relations in EC	3
*	ECE	128	Practicum	2

Total Credit Hours = 14

* Course has a prerequisite. See course description.

NATURE OF WORK AND EMPLOYMENT

Early Care and Education Certificate holders work in licensed child care programs as assistant teachers. Family 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 and pass a criminal background check. Students must take either Introduction to Early Childhood Education (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 required.

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/Transfer Coordinator
- 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
	EDUC	100	Observation I	1
	EDUC	200	Observation II	1
	EDUC	124	Multicultural Education	3
†	EDUC	224	The Exceptional Individual	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 description.

† Consult with a student advisor prior to selection.

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.

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.

Engineering (414)

ASSOCIATE OF ENGINEERING SCIENCE

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-year baccalaureate program. Students in this major will study mathematics and science with the intent of applying the principles of those fields to the design and construction of useful devices and structures. Specialty areas of engineering include 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, Dean, Natural Science and Mathematics
- Dr. Ghaneshwar Gautam, Physics and Engineering Faculty
- Beth Groshans, 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	250	Analytic Geometry & Calculus I	5
*	MATH	255	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 description.

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 Credit 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, Dean, Natural Science and Mathematics
- Dr. Ghaneshwar Gautam, Physics and Engineering Faculty
- Beth Groshans, 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
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Engineering

PHYS	120	Introduction to Engineering	2
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Economics

* ECON	111	Principles of Economics I (Macro)	3
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Computer Science

* INFT	190	Principles of Computer Science I	3
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* INFT	290	Principles of Computer Science II	3
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Mathematics

* MATH	134	Statistics	4
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* MATH	250	Analytic Geometry and Calculus I	5
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* MATH	255	Analytic Geometry and Calculus II	5
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Physics

* PHYS	141	Introductory Physics I	4
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* PHYS	142	Introductory Physics II	4
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-or-

* PHYS	143	General Physics I	4
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* PHYS	144	General Physics II	4
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* Course has a prerequisite. See course description.

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
- Kate Perkins, English Faculty
- Jami Spencer, IRW/Co-Req. Writing Faculty
- Donna Tufariello, English Faculty
- Wes Bertram, 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
ENGL	231	Intro to Children's Lit	3
ENGL	232	Ethnic Lit in the U.S.	3

* Course has a prerequisite. See course description.

Environmental Science (405)

ASSOCIATE OF SCIENCE

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a four-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 255 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, Dean, Natural Science and Mathematics
- Steve Curran, Geography and Earth Science Faculty
- Karla Giuffre, Biology Faculty
- Tony Grahame, Biology Faculty
- Juliet Moderow, Biology Faculty
- Alan Nowicki, Biology Faculty
- Beth Groshans, 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	115	Human-Environmental Issues	3
* NSCI	232	Fundamentals of Meteorology	4

Mathematics

* MATH	134	Statistics	4
* MATH	250	Analytic Geometry and Calculus I	5
* MATH	255	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 description.

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 opportunity 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/Transfer Coordinator

Required Gen Ed Courses 20 Credit 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	3
*	BUSN	249	Principles of Management	3
			General education course with a Diversity designation (see advisor)	3

Req. Program Specific Courses

45 Credit 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 Credit Hours =

65

* Course has a prerequisite. See course description.



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/Transfer Coordinator

First Semester

11 Credit 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 Credit 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 Credit Hours =

23

* Course has a prerequisite. See course description.



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/Transfer Coordinator

First Semester 15 Credit 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 Credit Hours

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

Total Credit Hours = 31

* Course has a prerequisite. See course description.



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 disciplines.

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/Transfer Coordinator

First Semester

17 Credit 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 Credit Hours

*	BUSN	141	Business Communications	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 Credit Hours =

35

* Course has a prerequisite. See course description.



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/Transfer Coordinator

First Semester

15 Credit 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 Credit 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 Credit Hours =

32

* Course has a prerequisite. See course description.



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, Dean, Natural Science and Mathematics
- Steve Curran, Geography and Earth Science Faculty
- Beth Groshans, 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
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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	250	Analytic Geometry and Calculus I	5
* MATH	255	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 description.

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/Transfer Coordinator
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

First Semester 15 Credit 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 Credit 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 Credit 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 Credit 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 Credit Hours = 62/63

* Course has a prerequisite. See course description.

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/Transfer Coordinator
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

Required Technical Courses

21 Credit 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 Credit Hours

*	BUSN	141	Business Communications	
			-or-	
*	COMM	101	Technical Communications	3
			-or-	
*	ENGL	121	Rhetoric and Composition I	

Total Credit Hours =

24

* Course has a prerequisite. See course description.

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:

- Sammy Ahmed, History/Political Science Faculty
- Wes Bertram, 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	

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
- Wes Bertram, Student Advisor
- Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts

CHILDREN'S SERVICES EMPHASIS

First Semester 15 Credit 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 Credit 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 Credit 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 Credit Hours

* MATH	134	Statistics	4
* PHIL	282	Ethics	3
* SOCI	273	Social Service Field Experience	3
		Fine Arts Requirement	3
		Physical/Life Science Requirement	3

Total Credit Hours = 65

SOCIAL SERVICES EMPHASIS

First Semester 15 Credit 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 Credit Hours

* ENGL	122	Rhetoric and Composition II	3
* PSY	264	Social Psychology	3
SOCI	271	Social Problems	
		-or-	3
CJS	201	Introduction to Criminology	
		HIST/POL Requirement	3
		Physical/Life Science Requirement	4

Third Semester 18 Credit Hours

* ECE	203	Home, School, & Community Relations in EC	3
SOCI	274	The Family	3
		Humanities/Fine Arts Requirements	6
		Physical/Life Science Requirement	3
		Elective	3

Fourth Semester 16 Credit Hours

* MATH	134	Statistics	4
* PHIL	282	Ethics	3
SOCI	271	Social Problems	
		-or-	3
SOCI	275	Criminology	
* SOCI	273	Social Service Field Experience	3
SPCH	191	Fundamentals of Speech	3
		Fine Arts Requirement	3

Total Credit Hours = 65

* Course has a prerequisite. See course description.

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 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, micrometers, 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, programming, and operation. Students will also be well versed in CAD and welding, which will prepare graduates for employment in facilities utilizing various methods of manufacturing.

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
- Vicki Schulz, Student Advisor/Transfer Coordinator

First Semester

15 Credit Hours

DRAF	105	Computer Aided Drafting	3	
DRAF	110	Print Reading and Inspection	2	
*	MATH	111	Technical Math (or higher level)	3
	MTEC	101	Introduction to Geometric Dimensioning and Tolerancing (offered every other Fall)	1
*	MTEC	151	Introduction to CNC Machining	3
*	MTEC	270	CNC Mill	3

Second Semester

13 Credit Hours

*	DRAF	260	CAD-3D Solid Modeling	4
*	INFT	180	Introduction to Information Systems	3
	MTEC	164	Manufacturing Processes	3
*	MTEC	280	CNC Lathe	3

Summer

4 Credit Hours

*	OCED	290	Workplace Experience	4
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Third Semester

14 Credit Hours

*	MTEC	285	Advanced CNC Machining	3
*	OCED	290	Workplace Experience	2
	SPCH	191	Fundamentals of Speech Communication	3
	WELD	130	Introduction to Welding (or WELD 135)	3
			Technical Elective	3

Fourth Semester

14 Credit Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	MTEC	165	3D Printing	2
*	WELD	232	Intermediate Welding and Fabrication	3
			Technical Elective	3
			Diversity Elective	3

Total Credit Hours =

60

* Course has a prerequisite. See course description.

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
- Vicki Schulz, Student Advisor/Transfer Coordinator

First Semester 11 Credit Hours

	DRAF	105	Computer Aided Drafting	3
	DRAF	110	Print Reading and Inspection	2
*	MTEC	151	Introduction to CNC Machining	3
*	MTEC	270	CNC Mill	3

Second Semester 13 Credit Hours

*	DRAF	260	CAD-3D Solid Modeling	4
*	MATH	111	Technical Math (or higher level)	3
	MTEC	164	Manufacturing Processes	3
*	MTEC	280	CNC Lathe	3

Summer 2 Credit Hours

*	OCED	290	Workplace Experience	2
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Third Semester 11 Credit Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
*	MTEC	285	Advanced CNC Machining	3
*	OCED	290	Workplace Experience	2
	WELD	130	Introduction to Welding	3

Total Credit Hours = 37

* Course has a prerequisite. See course description.

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) and computer-aided drafting (CAD).

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
- Vicki Schulz, Student Advisor/Transfer Coordinator

First Semester

14 Credit Hours

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

Second Semester

12 Credit Hours

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
	MTEC	164	Manufacturing Processes	3
*	MTEC	270	CNC Mill	3
	WELD	130	Introduction to Welding	3

Total Credit Hours =

26

* Course has a prerequisite. See course description.



Honeywell CNC Machinist Certificate (645)

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 machines. 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.

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, micrometers, 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

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

SPECIAL CONSIDERATIONS

This program is designed to meet the needs of people who are already employed and who may not be able to take a full course load. Students earn between two and six credit hours each semester. This program leads to possible acceptance into the Honeywell CNC Apprenticeship program.

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
- Vicki Schulz, Student Advisor/Transfer Coordinator

First Semester (Fall) 2/3 Credit Hours

DRAF	110	Print Reading and Inspection	2
MTEC	101	Introduction to Geometric Dimensioning & Tolerancing (offered every other Fall)	1

Second Semester (Spring) 3 Credit Hours

* MTEC	151	Introduction to CNC Machining	3
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Third Semester (Fall) 3/4 Credit Hours

* MTEC	270	CNC Mill	3
MTEC	101	Introduction to Geometric Dimensioning & Tolerancing (offered every other Fall)	1

Fourth Semester (Spring) 3 Credit Hours

* MATH	111	Technical Math	3
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Fifth Semester (Fall) 5 Credit Hours

* MTEC	280	CNC Lathe	3
* OCED	290	Workplace Experience	2

Sixth Semester (Spring) 5 Credit Hours

* DRAF	106	Drafting Fundamentals (Inventor 3D CAD)	3
* OCED	290	Workplace Experience	2

Seventh Semester (Fall) 6 Credit Hours

* MTEC	285	Advanced CNC Machining (CAM)	3
* BUSN	141	Business Communications	3

Eighth Semester (Spring) 5 Credit Hours

MTEC	164	Manufacturing Processes	3
* OCED	290	Workplace Experience	2

Total Credit Hours = 33

* Course has a prerequisite. See course description.

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
- Vicki Schulz, Student Advisor/Transfer Coordinator

Required Courses

*	BUSN	141	Business Communications (or ENGL 121 or COMM 101)	3
	DRAF	105	Computer-Aided Drafting 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
			Technical Elective	3

Total Credit Hours = 21

* Course has a prerequisite. See course description.

Technical elective can be MTEC 151 or with instructor consent MTEC 270, MTEC 285, or OCED 290.



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 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
- Todd Vacek, Welding Faculty
- Vicki Schulz, Student Advisor/Transfer Coordinator

Required General Education Courses

16/17 Credit Hours

*	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	
			General education course with a Diversity designation (see advisor)	3

Career and Technical Education Courses

17 Credit 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	2
	DRAF	105	Computer Aided Drafting	3
			Technical Elective from DRAF or MTEC	3

Work-based Learning Courses

32 Hours

	Plumbers and Pipefitters Union 23 Apprenticeship Program	32
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Total Credit Hours =

65/66

* Course has a prerequisite. See course description.

Information Processing Specialist I (241)

CERTIFICATE PROGRAM

ABOUT OUR PROGRAM

This program is designed to give the student who has no previous office experience the entry-level skills required for an office position. Completion of this short-term certificate program indicates to employers that the student has taken the initiative to become more employable. Ideal for both the traditional student and the person wishing to train for a new field or upgrade their skills.

PROGRAM OUTCOMES

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

- Apply computing knowledge appropriate to emphasis/discipline.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Communicate effectively using written and oral communication channels.
- Apply basic data entry and bookkeeping skills.

NATURE OF WORK AND EMPLOYMENT

Completers of the Information Processing Specialist I certificate will be able to apply general computer and bookkeeping knowledge, demonstrate professional behavior and ethical conduct, and apply social and communication skills. They will be able to perform entry-level clerk and office tasks as a beginning employee. To advance further, the student may consider additional education, including the Information Processing Specialist II certificate, in order to gain more advanced technology and office skills.

SPECIAL CONSIDERATIONS

The possession of this certificate may help a person gain their 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
- Carol Engelkens, Information Systems Faculty
- Wes Bertram, Student Advisor

Required Courses

^	ACCT	115	Computer Applications in Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
*	BUSN	125	Mathematics of Business (or BUSN 221 or MATH 111 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
	PSY	160	Psychology of Human Relations	
		-or-		2/3
*	PSY	161	Introduction to Psychology	

Total Credit Hours = 17/18

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.



Information Processing Specialist II (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 professional office setting. The program of study is designed to make the student more technically proficient and versatile in any number of fields and industries. Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed 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 their skills. Certain required courses may be waived or credit allowed through proficiency testing.

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.
- Utilize data to help in the decision-making process.
- Communicate effectively using written and oral communication channels.
- Apply basic data entry and bookkeeping skills.

NATURE OF WORK AND EMPLOYMENT

Completers of the Information Processing Specialist II certificate will be able to work beyond the typical entry-level position and contribute in a more well-rounded, meaningful way to the workplace. They will be able to apply general computer and bookkeeping knowledge, demonstrate professional behavior and ethical conduct, apply social and communication skills, and solve problems and utilize data to assist in decision making by using technology. Students will typically perform general office work and filing while serving as an assistant for several areas. This type of position often leads to possibilities for advancement within the office setting and provides a framework for continuing education and skill development.

SPECIAL CONSIDERATIONS

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
- Carol Engelkens, Information Systems Faculty
- Wes Bertram, Student Advisor

Required Courses

^	ACCT	115	Computer Applications in Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
	ACCT	220	QuickBooks Accounting	2
*	BUSN	125	Mathematics of Business (or BUSN 221 or MATH 111 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
	OFFT	151	Keyboarding/Formatting I	4
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	255	Office Procedures	4
	PSY	160	Psychology of Human Relations	
		-or-		2/3
*	PSY	161	Introduction to Psychology	

Total Credit Hours = 26/27

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.



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
- Jeremy Monigold, Information Systems Faculty
- Wes Bertram, Student Advisor

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.



Required Technical Courses

49 Credit 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				42

Required Related Courses

11/12 Credit Hours

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

Minimum Total Credit Hours

60/61

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.

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.

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).

Emphasis areas:

Programming Emphasis

(26 hours req. courses) 42 Credit Hours

*	BUSN	121	Introduction to Business	3
	INFT	105	Basic Keyboarding I	1
*	INFT	106	Basic Keyboarding II	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, BUSN 221, MATH 111, or above)	7
*	INFT		Programming Courses	8

Information Systems (206)

Suggested Programming Courses

*	INFT	202	Web Programming	3
*	INFT	260	Computer Animation	3

Electives - Choose 16 Credit Hours

*	INFT	133	Advanced Microsoft Word	1
*	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) 42 Credit Hours

*	BUSN	125	Mathematics of Business (or BUSN 221 or MATH 111 or above)	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)	6

Electives - Choose 16 Credit 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 (33 hours req. courses) 42 Credit Hours

^	ACCT	115	Computer Applications In Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
	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 MATH 111 or above)	3
	ECON	111	Principles of Economics I	
		-or-		3
	BUSN	225	Personal Finance	

*	INFT	122	Introduction to Windows	1
*	INFT	132	Intermediate Microsoft Word	1
*	INFT	133	Advanced Microsoft Word	1
*	INFT	141	Intermediate Excel	1
*	INFT	146	Intermediate Access	1
	OFFT	151	Keyboarding/Formatting I	4
*	OFFT	152	Keyboarding/Formatting II	3
*	OFFT	156	Keyboarding Speed & Accuracy	1
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	255	Office Procedures	4

Electives Choose 9 Credit Hours

*	INFT	142	Advanced Excel	1
*	INFT	147	Advanced Access	1

General Education Electives

Business Emphasis (31/32 hours req. courses) 42 Credit 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	134	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 10-11 Credit Hours

*	BUSN	223	Business Law I	3
	ECON	112	Principles of Economics II	3
*	OFFT	162	Pre-Transcription Skills	1
*			Any programming course(s)	3

General Education Electives

Information Technology - Medical Coding (233)

ASSOCIATE OF APPLIED SCIENCE

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 variety of learning experiences including classroom lecture and workplace experience when possible.

Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed 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 their skills. Certain required courses may be waived or credit allowed through proficiency testing.

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. Medical coders work at computer monitors for prolonged periods and most work full time. This is one of the few health occupations in which there is little or no direct contact with patients. 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.

PROGRAM CONTACTS

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Carol Engelkens, Information Systems Faculty
- Beth Groshans, Student Advisor

Required Courses 46 Credit Hours

^	ACCT	115	Computer Applications in Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
	ACCT	220	QuickBooks Accounting	2
*	BUSN	121	Introduction to Business	3
	-or-			3
*	BUSN	124	Introduction to Small Business	3
*	BUSN	125	Mathematics of Business (or BUSN 221 or MATH 111 or above)	3
	INFT	105	Basic Keyboarding I	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	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	2
*	ITHC	220	Anatomy for Information Technology	3
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	255	Office Procedures	4
*	OCED	290	Workplace Experience	2
	-or-			2
	INFT/OFFT		Any INFT or OFFT Electives from any area	6

Required Rel. Courses 14/15 Credit 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	2/3
	-or-			2/3
*	PSY	161	Introduction to Psychology	

Total Credit Hours = 60/61

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).



Information Technology - Medical Coding (234)

MEDICAL CODING (CERTIFICATE PROGRAM)

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 variety of learning experiences including classroom lecture and workplace experience when possible.

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.

PROGRAM CONTACTS

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Carol Engelkens, Information Systems Faculty
- Beth Groshans, Student Advisor

Required Courses

*	BUSN	125	Mathematics of Business (or BUSN 221 or MATH 111 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	2
*	ITHC	220	Anatomy for Information Technology	3
*	OCED	290	Workplace Experience	
			-or-	2
			Elective from any INFT	

Total Credit Hours = 24

* Course has a prerequisite. See course description.

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:

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

First Semester 17 Credit 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 Credit 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 Credit 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 Credit Hours

	PHIL	282	Ethics	3
*	SOCI	171	Introduction to Sociology	3
			History Elective	3
			Literature Elective	3
			Mathematics Elective	4

Total Credit Hours = 64/65

* Course has a prerequisite. See course description.

NOTE: Students should check with a student advisor about the differences 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
- Wes Bertram, Student Advisor/Transfer Coordinator
- 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, Dean, Natural Science and Mathematics
- Marty Hilberg, Mathematics Faculty
- Steve Mihina, Mathematics Faculty
- Jenna Rancingay, Mathematics Faculty
- Mark Rasmussen, Mathematics Faculty
- Beth Groshans, 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	134	Statistics	4
* MATH	250	Analytic Geometry and Calculus I	5
* MATH	255	Analytic Geometry and Calculus II	5
* MATH	265	Differential Equations	3
* MATH	269	Analytic Geometry and Calculus III	4
* MATH	270	Linear Algebra	3

Computer Science

* INFT	190	Principles of Computer Science I	3
* INFT	290	Principles of Computer Science II	3

* Course has a prerequisite. See course description.

Mathematics Education (450)

ASSOCIATE OF SCIENCE

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a baccalaureate program. This program studies the mathematical principles, relationships, and methods of analysis as well as approaches and materials used in educating students in mathematics. Mathematics Education majors intend to teach, usually at the secondary level.

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

After completion of a Bachelor's degree with a major in this field, students are prepared to become a high school or middle school teacher, or pursue an advanced degree.

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.

PROGRAM CONTACTS

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

- Dr. Brendan Dutmer, Dean, Natural Science and Mathematics
- Marty Hilberg, Mathematics Faculty
- Steve Mihina, Mathematics Faculty
- Jenna Rancingay, Mathematics Faculty
- Mark Rasmussen, Mathematics Faculty
- Beth Groshans, 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	250	Analytic Geometry and Calculus I	5
* MATH	255	Analytic Geometry and Calculus II	5
* MATH	269	Analytic Geometry and Calculus III	4

Computer Science

* INFT	190	Principles of Computer Science I	3
* INFT	290	Principles of Computer Science II	3

Education

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

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

* Course has a prerequisite. See course description.

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 MUS 110/Applied Music Voice in place of MUS 177 and 178 Class Piano. Vocal majors should consider taking a foreign language if possible.

PROGRAM CONTACTS

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

- Dr. Randy Haldeman, Music Faculty
- Vicki Schulz, Student Advisor/Transfer Coordinator
- 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	210-215	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
*	MUS	270	Conducting	3
**			Choral or Instrumental Performance	1

* Course has a prerequisite. See course description.

** Course should be taken every semester

Nail Technology (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. 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
- Vicki Schulz, Student Advisor/Transfer Coordinator

Required Courses

*	COSM	190	Nail Technology I	4
*	COSM	192	Nail Technology II	4
*	COSM	194	Nail Technology III	4
	SPTP		Cosmetology	2

Total Credit Hours = 14

* Course has a prerequisite. See course description.

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
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:

- Stephanie Eymann, DNP, RN,
Dean of Nursing and Allied Health, 815-599-3439
- Alicia Kepner, Nursing and Allied Health Coordinator,
815-599-3657
- Beth Groshans, 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 090, 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, please contact Alicia Kepner at 815-599-3567 or Stephanie Eymann at 815-599-3439.

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: One year of high school algebra, completion of MATH 067 or MATH 070, or placement into MATH 090 or higher are the prerequisites to CHEM 120.

**SUPPORT COURSES 11 Credit Hours

BIOL	214	Anatomy & Physiology II (must be completed by end of first semester in Nursing Program)	4
BIOL	211	General Microbiology	4
PSY	262	Human Growth and Development	3

CORE CURRICULUM

Fall - First Year 11 Credit Hours

NURS	103	Pharmacology	3
NURS	191	Fundamentals of Nursing	8

Spring - First Year 13 Credit Hours

NURS	192	Health & Illness I	8
NURS	291	Family Nursing	5

Fall - Second Year 13 Credit Hours

NURS	292	Health & Illness II	8
NURS	293	Psychiatric Nursing	5

Spring - Second Year 10 Credit Hours

NURS	294	Health & Illness III	8
NURS	298	Professionalism and Leadership in Nursing	2

Total Credit Hours = 72

* 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 grade 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 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.

Medical Assistant (420)

ASSOCIATE OF APPLIED SCIENCE

ABOUT OUR PROGRAM

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 respect and professional behavior required for the medical assistant role while developing and fostering a spirit 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:

- Stephanie Eymann, DNP, RN,
Dean of Nursing and Allied Health, 815-599-3439
- Alicia Kepner, Faculty Nursing and Allied Health Coordinator,
815-599-3657
- Beth Groshans, 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 MATH 090, 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 1.

**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.

Students may earn a certificate in Medical Assisting (428) or complete the support courses and earn an Associate of Applied Science in Medical Assisting. Please contact and advisor for more information.

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 application materials and entrance exam results are on file, the selection committee (Dean of Nursing and Allied Health and faculty) will make the decision regarding admission. The applicant will be notified of the committee's decision by U.S. Mail. Incomplete folders will not be reviewed.
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 Support Courses

28 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
		Elective Courses	8

Core Curriculum

32 Credit Hours

NURS	120	Medical Assistant Clinical Procedures I	6
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	123	Medical Assistant Externship	6
NURS	126	Administrative Procedures in Health Care I	4
NURS	128	Administrative Procedures in Health Care II	4
NURS	103	Pharmacology	3
NURS	188	Pathophysiology	3

Total Credit 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.

Medical Assistant (428)

CERTIFICATE PROGRAM

ADMISSION TO THE MEDICAL ASSISTANT CERTIFICATE PROGRAM

Certificate in the 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

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350 www.caahep.org

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.

Students may earn a certificate in Medical Assisting or complete the support courses and earn an Associate of Applied Science in Medical Assisting. Please contact and advisor for more information.

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 application materials and entrance exam results are on file, the selection committee (Dean of Nursing and Allied Health and faculty) will make the decision regarding admission. The applicant will be notified of the committee's decision by U.S. Mail. Incomplete folders will not be reviewed.
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."

Core Curriculum

32 Credit Hours

NURS	120	Medical Assistant Clinical Procedures I	6
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	123	Medical Assistant Externship	6
NURS	126	Administrative Procedures in Health Care I	4
NURS	128	Administrative Procedures in Health Care II	4
NURS	103	Pharmacology	3
NURS	188	Pathophysiology	3

Total Credit Hours =

32

- 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.

Advanced Nursing Assistant (431)

ABOUT OUR PROGRAM

An Advanced Nursing Assistant (CNA), also known as a CNA II, cares for patients with activities of daily living and other health-care needs under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). CNAs do not perform the same duties as an RN. Just like a basic nursing assistant program, the Advanced CNA requires state certification. Many hospitals require the CNA II certification to perform advanced care.

Your journey begins at Highland with an introduction to the CNA II role along with the introduction and use of the EKG machine and running a 12-lead EKG. This course includes compliance issues, conflict resolution, critical thinking, mentoring, and understanding learning styles. During the phlebotomy section, you'll learn how to perform blood collection techniques by determining site selection and proper equipment use. Finally, the Advanced Nursing Assistant course will focus on theory and advanced skills required in the long-term and acute-care settings.

Upon completing the Advanced Nursing Assistant, you are eligible to take the certification exam to become a CNA II. As a CNA II, you will become active in the Illinois Department of Public Health's Health Care Worker Registry, be recognized as a Phlebotomist, and perform EKGs.

Certificates offered:

- Advanced CNA Certificate to become a CNA II
- Phlebotomy Certificate
- EKG Certificate

NATURE OF WORK AND EMPLOYMENT

With the CNA II certificate, you can work with residents or patients in a hospital setting, senior care facility, or other types of medical facilities, all under the direction of nursing and medical staff.

SPECIAL CONSIDERATIONS

While performing the Advanced CNA duties, you are regularly required to stand, walk; use your hands to finger, handle, or feel objects, tools, or controls; talk, and hear. You are frequently required to sit, reach with hands and arms, stoop, kneel, crouch, or crawl. You must regularly move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift or move up to 100 pounds or more.

PROGRAM CONTACTS

Call Highland for the following program contacts:

- Stephanie Eymann, DNP, RN,
Dean of Nursing and Allied Health, 815-599-3439
- Cassie Mekeel, BS, RN, BNA Program Coordinator,
815-599-3685
- Alicia Kepner, Nursing and Allied Health Coordinator,
815-599-3657
- Beth Groshans, Student Advisor, 815-599-3483

ADMISSION REQUIREMENTS

Must be completed prior to admission.

1. Complete a BNA course.
2. Certified on the Health Care Worker Registry in the State of Illinois as a CNA I.
3. Must be at least 18 years of age.
4. Attend a mandatory Advanced CNA orientation.
5. Two-step TB test or equivalent.
6. Current health care worker background check.
7. Influenza vaccine.
8. Valid Social Security Card.
9. Documentation of vaccines.
10. Physical exam and health history.

Please visit the Illinois Nurse Aid testing site for more information about the BNA and ANA training program or testing: nurseaidtesting.com.

For more information about finger printing, criminal background check, disqualifying convictions, and waiver information, please contact program coordinator.

Required Courses 16 Credit Hours

NURS	109	Nurse Assistant	8
NURS	119	Advanced Nurse Assistant	8

Total Credit Hours = 16

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 80 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, under the supervision of nurses. Advancement in the health care field is possible with further education.

SPECIAL CONSIDERATIONS

While performing the Basic CNA duties, you are regularly required to stand, walk; use your hands to finger, handle, or feel objects, tools, or controls; talk, and hear. You are frequently required to sit, reach with hands and arms, stoop, kneel, crouch, or crawl. You must regularly move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift or move up to 100 pounds or more.

PROGRAM CONTACTS

Call Highland for the following program contacts:

- Stephanie Eymann, DNP, RN,
Dean of Nursing and Allied Health, 815-599-3439
- Cassie Mekeel, BS, RN, BNA Program Coordinator,
815-599-3685
- Alicia Kepner, Nursing and Allied Health Coordinator, 815-
599-3657
- Beth Groshans, Student Advisor, 815-599-3483

ADMISSION REQUIREMENTS

1. Must be at least 16 years of age.
2. Attend a mandatory Basic Nursing Assistant orientation.
3. Two-step TB test or equivalent.
4. Current health care worker background check.
5. Influenza vaccine.
6. Valid Social Security Card.
7. Documentation of vaccines.
8. Physical exam and health history.

Please visit the Illinois Nurse Aid testing site for more information about the BNA training program or testing: nurseaidetesting.com.

For more information about finger printing, criminal background check, disqualifying convictions, and waiver information, please contact program coordinator.

Required Course	8 Credit Hours
NURS 109 Nurse Assistant	8
Total Credit 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:

- Stephanie Eymann, DNP, RN,
Dean of Nursing and Allied Health, 815-599-3688
- Beth Groshans, 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 090, 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 1.

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
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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	
		-or-	3
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 Credit Hours: 66

* Course has a prerequisite. See course description.

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.

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 five 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:

- Stephanie Eymann, DNP, RN,
Dean of Nursing and Allied Health, 815-599-3439
- Alicia Kepner, Nursing and Allied Health Coordinator,
815-599- 3657
- Beth Groshans, 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 description.

** Additional courses for emphasis areas can be taken. Please see an advisor for transfer options.

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:

- Stephanie Eymann, DNP, RN,
Dean of Nursing and Allied Health, 815-599-3439
- Alicia Kepner, Nursing and Allied Health Coordinator,
815-599-3657
- Beth Groshans, 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 Credit 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. Submit all required clinical paperwork.
3. Two-step TB test or equivalent.
4. Complete a criminal background check, disqualifying convictions, and waiver form.
5. Reading placement scores.
6. Complete program entrance exam.

PROGRAM CONTACTS

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

- Stephanie Eymann, DNP, RN,
Dean of Nursing and Allied Health, 815-599-3439
- Alicia Kepner, Nursing and Allied Health Coordinator,
815-599-3657
- Beth Groshans, Student Advisor, 815-599-3483

Required Courses 6 Credit Hours

NURS	107	Introduction to Phlebotomy	2
NURS	108	Phlebotomy Techniques	4

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/Transfer Coordinator

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 description.

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, Dean, Natural Science and Mathematics
- Dr. Ghaneshwar Gautam, Physics and Engineering Faculty
- Beth Groshans, 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	250	Analytic Geometry & Calculus I	5
* MATH	255	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

Computer Science

* INFT	190	Principles of Computer Science I	3
* INFT	290	Principles of Computer Science II	3

* Course has a prerequisite. See course description.

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:

- Sammy Ahmed, History/Political Science Faculty
- Beth Groshans, 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, Dean, Natural Science and Mathematics
- Beth Groshans, 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	250	Analytic Geometry & Calculus I	5
* MATH	255	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

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, Dean, Natural Science and Mathematics
- Beth Groshans, 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	134	Statistics	4
*	MATH	250	Analytic Geometry & Calculus I	5
*	MATH	255	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

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 relative 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 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, Dean, Natural Science and Mathematics
- Beth Groshans, 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	250	Analytic Geometry & Calculus I	5
* MATH	255	Analytic Geometry & Calculus II	5

* Course has a prerequisite. See course description.

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, Dean, Natural Science and Mathematics
- Beth Groshans, 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	134	Statistics	4
*	MATH	250	Analytic Geometry & Calculus I	5
*	MATH	255	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 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, WI; Green Bay, WI; Wausau, 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, Dean, Natural Science and Mathematics
- Beth Groshans, 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	250	Analytic Geometry & Calculus I	5
*	MATH	255	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, Dean, Natural Science and Mathematics
- Beth Groshans, 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	250	Analytic Geometry & Calculus I	5
*	MATH	255	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 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)

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
- Wes Bertram, 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	134	Statistics	4

* Course has a prerequisite. See course description.

** A grade of C or higher is required for transferring to most institutions.

Science Education (413)

ASSOCIATE OF SCIENCE

ABOUT OUR PROGRAM

This program is intended to provide the first two years of a baccalaureate program. This program broadly studies the natural sciences and prepares students for specialization in an area such as biology, chemistry, earth science, or physics. Science 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

After completion of a Bachelor's degree with a major in this field, students are prepared to become a high school or middle school teacher, or pursue an advanced degree.

SPECIAL CONSIDERATIONS

Science Education programs tend to include introductory science major coursework across many science fields and then further focus on a specialization, for example Biology Education, Chemistry Education, Earth Science Education, or Physics Education. **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, Dean, Natural Science and Mathematics
- Steve Curran, Geography and Earth Science Faculty
- Dr. Ghaneshwar Gautam, Physics and Engineering Faculty
- Karla Giuffre, Biology Faculty
- Tony Grahame, Biology Faculty
- Juliet Moderow, Biology Faculty
- Alan Nowicki, Biology Faculty
- John Sullivan, Chemistry Faculty
- Beth Groshans, 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

Earth Science

	GEOL	126	Geology	4
	NSCI	115	Human-Environmental Issues	3
	NSCI	132	Physical Geography	4
	NSCI	133	Introduction to Astronomy with Lab	4
	NSCI	232	Fundamentals of Meteorology	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	

Mathematics

	MATH	134	Statistics	4
	MATH	250	Analytic Geometry and Calculus I	5
	MATH	255	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

Psychology

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

* Course has a prerequisite. See course description.

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
- Wes Bertram, 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	174	Death and Dying	3
	SOCI	177	Introduction to Anthropology	3
	SOCI	178	Drugs, Culture, and Social Policy	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	134	Statistics	4

* Course has a prerequisite. See course description.

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:

- Harry Bodell, Speech/Communication Faculty
- Jim Yeager, Speech/Communication Faculty
- Vicki Schulz, Student Advisor/Transfer Coordinator
- 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	150	Introduction to Film	3
	SPCH	189	Introduction to Communication Studies	3
	SPCH	191	Fundamentals of Speech	3
	SPCH	199	Speech Activities I	1
	SPCH	292	Contemporary Argumentation	3
	SPCH	293	Small Group Communication	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

The Associate of Arts degree in theatre at Highland Community College prepares students to pursue their art at a four-year college and/or professional level. The Theatre Arts program trains responsible and creative theatre artists to be leaders in the field. Students are encouraged to think critically, engage in the global community and explore their artistic passions.

Through experiential learning, students may explore:

- Acting
- Directing and stage management
- Playwriting and devising for the theatre
- Costumes and props
- Technical aspects of theatre – lighting, sound, and set construction
- Playscript interpretation
- Musical Theatre

NATURE OF WORK AND EMPLOYMENT

Theatre provides students with a diverse resume, allowing them to apply their skills to any career! The art builds public speaking skills and confidence, which has allowed Highland graduates to pursue careers in fields such as the media, medicine, public relations, and law. Several alumni now work professionally as actors, designers, and technicians.

Theatre equips students with desired skills including:

- Collaboration
- Creative problem solving
- Emotional intelligence
- Time management
- Initiative
- Adaptability
- Leadership

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/Transfer Coordinator
- 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	104	Cultural Diversity in Performance	3	
THEA	196	Introduction to Theatre	3	
THEA	201	Play Analysis for Production	3	
**	THEA	283	Theatre Practicum	1-5
MUS	167	Class Voice I	2	

Director, Dramaturge and Other Artistic Roles Training

THEA	183	Principles of Acting I	3	
THEA	196	Introduction to Theatre	3	
THEA	104	Cultural Diversity in Performance	3	
THEA	201	Play Analysis for Production	3	
THEA	287	Beginning Directing	3	
**	THEA	283	Theatre Practicum	1-5
*	ENGL	229	Introduction to Shakespeare	3

* Course has a prerequisite. See course description.

** 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 40 hours of class as well as learn Department of Transportation (DOT) rules, regulations and log books. The remaining 120 hours will be spent on 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
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Welding and Fabrication (614)

CERTIFICATE PROGRAM

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 Welding (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
- Todd Vacek, Welding Faculty
- Vicki Schulz, Student Advisor/Transfer Coordinator

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 from DRAF or MTEC	3

Total Credit Hours = 23

* Course has a prerequisite. See course description.



Basic Welding (628)

CERTIFICATE PROGRAM

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 Welding (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
- Todd Vacek, Welding Faculty
- Vicki Schulz, Student Advisor/Transfer Coordinator

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
			Technical Elective from DRAF or MTEC	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 Credit Hours = 16

* Course has a prerequisite. See course description.

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. Many students take a combination of In-Seat, Online, Online+, Hybrid, Virtual, Virtual Hybrid, and HyFlex courses during their studies at Highland. At Highland, these courses may be determined by their section designations.

- **ABC (In-Seat):** instruction consisting of fully synchronous and fully in-seat teaching and learning
- **Y1 (Online):** instruction consisting of fully asynchronous and fully online teaching and learning
- **Y2 (Online+):** instruction consisting of primarily asynchronous and online teaching and learning, with limited asynchronous campus visits required
- **HB (Hybrid):** instruction consisting of both synchronous in-seat and asynchronous online teaching and learning
- **V (Virtual):** instruction consisting of fully synchronous and fully virtual teaching and learning
- **VH (Virtual Hybrid):** instruction consisting of synchronous in-seat and synchronous virtual teaching and learning, with a single modality offered on different days
- **HF (HyFlex):** instruction consisting of synchronous in-seat and synchronous virtual teaching and learning, with both modalities being offered concurrently

If any of these modality details are a concern, you should contact course instructors or someone in their department before registering.

Success in learning online requires self-motivation and direction that may not be necessary in a face-to-face classroom. To take a course online, you will need a modern Internet-connected computer and some commonly available software. Visit <https://highland.edu/online-student-services/> for more information. The website also includes a questionnaire available in the Moodle course "Orientation for Online/Hybrid Students" 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 0

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 0

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 0

Introduction to Payroll Accounting

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 1

Introduction 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 0

Individual Income Tax Accounting

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3

Studies income taxation with the primary emphasis on individual taxation. Topics studied are gross income, including business and investment income, deductions, and credits. The course is designed for accounting and business students and for the general public interested in studying taxation.

ACCT 213 T

Financial Accounting

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 2

PREREQUISITE: ACCT 105 or consent of instructor

Provides an introduction to corporate accounting and reporting issues as they relate to investors, creditors, and managers. Theoretical and practical issues related to accounting for cash equivalents, receivables, inventory, liabilities, non-current assets, common and preferred stock, investments, cash flow statements, and financial statement analysis. A maximum of twelve (12) credit hours may be earned in this course. IAI Code: BUS 903

ACCT 214 T

Managerial Accounting

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 2

PREREQUISITE: ACCT 213

Provides an introduction to the use of accounting information in planning, directing, and controlling business operations. Theoretical and practical issues related to accounting for modern manufacturing operations, costing inventories, preparing budgets and performance reports, and utilizing decision-making techniques. A maximum of twelve (12) credit hours may be earned in this course. IAI Code: BUS 904

ACCT 218 T

Business Income Tax

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3

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 0

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

Introduction to Horticultural Science

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

This course introduces students to the basics of growing fruits, vegetables, herbs, and cannabis as well as flowers, landscape, turf and greenhouse plants. Identification, classification, selection, propagation, growth, design and care of horticultural plants will be practiced. Students will also explore technology and careers within the horticulture industry. IAI Code: AG 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 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 **0**
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 **0**
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 **0**
Commercial Driver's License Permit Training

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 2

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 **0**
Principles of Plant Science

COURSE DATA: CREDITS: 4 • LECTURE: 3 • 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 **0**
Principles of Animal Science

COURSE DATA: CREDITS: 4 • LECTURE: 3 • 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 **0**
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 **0**
Introduction 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 **0**
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 **0**
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 **0**
Vegetable Crop 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 **0**

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 134 **0**

Introduction to Cannabis

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Students will learn about a range of topics related to cannabis in this introductory course. Through the study of history, laws, and careers; plant classification and products; and controversies and research, students will gain foundational knowledge in the social, legal, and scientific facets of the cannabis industry.

AGOC 135 **0**

Cannabis Production and Processing

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

The science of cannabis production and the methods of processing cannabis plants into various end use products will be covered in this course. Cannabis propagation, nutrient and light requirements, pest management, harvesting, and cannabinoid testing will be discussed.

AGOC 140 **0**

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 **0**

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 **0**

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 **0**

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 **0**

Soils Evaluation

COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 1

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 **0**

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 **0**

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 **0**

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 **0**

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 **0****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 **0****Corn and Soybean Production**

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0

Studies growth, reproduction and utilization of crops, crop hazards, and environments; and cropping and tillage principles and practices.

AGOC 229 **0****Agri-Business Seminar**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Provides for a series of lectures and discussions related to management of agri-business. Some are led by agri-business authorities or specialists in particular 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 **0****Animal Health**

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 **0****Animal Reproduction**

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 **0****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 **0****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, seed stock 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 **0****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 **0****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 **0****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 **0****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 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 Code: 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 Code: 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 Code: 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 **0****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 **0****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 **0****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.

Automotive Mechanics (AUTM)**AUTM 111** **0****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. Must have a grade of "C" or better in AUTM 120, 122, 138, 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 **0****Brakes**

COURSE DATA: CREDITS: 4 • LECTURE: 1 • LAB: 6 • REPEAT: 0

PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 111, 115 or consent of instructor. Must have a grade of "C" or better in AUTM 120, 122, 138, 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 **0****Standard Transmission and Final Drives**

COURSE DATA: CREDITS: 3 • LECTURE: 1 • LAB: 5 • REPEAT: 0

PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 111, 113 or consent of instructor. Must have a grade of "C" or better in AUTM 120, 122, 138, 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 **0****Fundamentals of Engines**

COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 3 • REPEAT: 0

PREREQUISITE: RDG 120 or concurrent enrollment; Concurrent enrollment in AUTM 122, 124, 138 or consent of instructor. Must have a grade of "C" or better in AUTM 124, 138 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 **0****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, 138 or consent of instructor. Must earn a grade of "C" or better in AUTM 120, 124, 138 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 **0****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, 138 or consent of instructor. Must earn a grade of "C" or better in AUTM 138 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 **0****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 Maintenance.

AUTM 231 **0**
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 **0**
Fuel Systems
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • 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 **0**
Electronic Engine Controls
COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • 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 **0**
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 **0**
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 **0**
Automatic Transmissions
COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • 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/Trans axle.

AUTM 242 **0**
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/Electronics Systems.

AUTM 248 **0**
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 life science requirement for non-science majors and some science majors. IAI Code: GECC L1 900L. 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: fall, spring

BIOL 118

T

Local Flora

COURSE DATA: CREDITS: 2 • LECTURE: 0.5 • 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 wild plants growing in our region depending on 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. Course intended to satisfy a three-credit life science requirement for non-science majors. This course is not intended for students who wish to pursue a major in the health professions. 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. Course intended to satisfy a three-credit life science requirement for non-science majors. This course is not intended for students who wish to pursue a major in the health professions. IAI Code: GECC L1 904. Typical offering schedule: fall

BIOL 208 **T**
Biology I: Molecular and Cell Biology

COURSE DATA: CREDITS: 4 • LECTURE: 3 • LAB: 3 • REPEAT: 0
PREREQUISITE: Academic placement measures as stated on page 6 or completion of required reading course(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 090 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: BIOL 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: Academic placement measures as stated on page 6 or completion of required reading course(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 090 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 090 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: Academic placement measures as stated on page 6 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 090 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 copywriting, layout, production, and media buying. Major advertising media are discussed, such as the Internet, newspapers, magazines, direct mail, radio, television, and point-of-purchase with emphasis on present-day practices and uses.

BUSN 246 **T****Principles of Marketing**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: BUSN 121 or ECON 111

Presents an overview of the strategies and tactics used by successful firms in the distribution of goods and services to satisfy consumer desires and corporate objectives. Emphasis is placed on the marketing concept as a means to integrate American business objectives and consumer needs. The economic, sociological, and psychological factors affecting consumer needs are introduced and discussed.

BUSN 249 **T****Principles of Management**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: BUSN 121 or practical business experience in a supervisory position and consent of instructor

Explains the jobs of managers and how they function within an organization. Class discussion revolves around management theories. Topics discussed include fundamental concepts of management, decision-making, planning, organizing, staffing, directing, and controlling.

Business Machines (BMAC)**BMAC 142** **O****Electronic Calculator**

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

PREREQUISITE: MATH 059 or placement into MATH 066 or consent of instructor

**Offered in the Office Technology Lab where class time and the learning pace are set by the individual student 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 090 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 170 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: as needed

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: as needed

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 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**O****Technical Communications**

COURSE DATA: CREDITS: 4V • LECTURE: 4 • LAB: 0 • REPEAT: 0
 PREREQUISITE: Academic placement measures as stated on page 6 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: Placement into RDG 083 or higher, or completion of RDG 082

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: Placement into RDG 083 or higher, or completion of RDG 082

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 0

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 **0****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 **0****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 **0****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 190 **0****Nail Technology I**

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

PREREQUISITE: Placement into RDG 083 or higher, or completion of RDG 082

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 **0****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 **0****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: Academic placement measures as stated on page 6 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: CRJ 901

CJS 102 **T****Introduction to Corrections**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Humanities, Social Science, and Fine Arts Recommendation: Academic placement measures as stated on page 6 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: CRJ 911

CJS 103 **T****Introduction to Cyber Security**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: CJS 101 and INFT 180

This introductory cyber security course provides students with an overview of security needs, network systems, recommended safeguard solutions, and management of security devices, systems, and procedures. This course incorporates topics of computer forensics, programming, and systems analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; risk assessment and policy analysis; contingency planning; user access issues; investigation techniques; and troubleshooting. This course also includes criminal justice topics such as: issues related to privacy, terrorism, hacktivism, the dark web, and more.

CJS 201

T

Introduction to Criminology

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Humanities, Social Science, and Fine Arts Recommendation: Academic placement measures as stated on page 6 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: CRJ 912

CJS 202

T

Juvenile Delinquency

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Humanities, Social Science, and Fine Arts Recommendation: Academic placement measures as stated on page 6 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: CRJ 914

CJS 203

T

Criminal Law

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 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

PREREQUISITE: Academic placement measures as stated on page 6 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

PREREQUISITE: Completion of CJS 101: Introduction to Criminal Justice (with a C or better), or consent of instructor and placement or concurrent enrollment in ENGL 121 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 ENGL 121 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: Academic placement measures as stated on page 6 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 212

T

Communication in Criminal Justice

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: SPCH 191 Fundamentals of Speech or concurrent enrollment or consent of instructor; and ENGL 121 Rhet & Comp or concurrent enrollment or consent of instructor; and CJS 101 Introduction to Criminal Justice or consent of instructor.

Criminal justice professionals rely on exceptional communication skills to balance community and criminal justice concerns. Exceptional written and oral communication skills are a practitioner's most valuable tools in this field. This course will assist students with the development in note-taking and report writing in the criminal justice context. This course will provide an overview of effective communication processes including verbal and non-verbal communication, interviewing and interrogation methods, courtroom demeanor, and effective citizen and criminal offender interactions. Overall, this course is designed to augment the written and interpersonal communication skills for those entering the field of criminal justice.

CJS 214

O

Cybercrime and Computer Forensics

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Concurrent enrollment in or completion of CJS 101, 103, and INFT 180, or consent of instructor

This course focuses on the methods, principles, and laws relating to cybercrime and cybercrime investigations. The course includes an overview of searches and seizures, electronic evidence collections, investigation and administrative processes, various types of cybercrime, and cyberterrorism.

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

O

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 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 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: 0 • REPEAT: 0

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

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**
Language and Literacy Development in ECE

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: ECE 121 or ECE 122 or consent of instructor

This course focuses on language and literacy development in children age birth to eight years old, as well as the practices to individualize teaching to support language and literacy development in a diverse classroom. The course will include an overview of typical language development birth to age eight, and students will be introduced to atypical language development and specific disabilities that affect language and literacy. Supporting children of diverse abilities and English language learners will be emphasized. Students will explore and practice methods for supporting development, learning and literacy for all children as well as learn the ways in which these skills lay a foundation for later reading success. Students will be introduced to key practices that promote explicit and systematic instruction, and they will participate in field-based assignments where they apply their learning.

ECE 125 **T**
Assessment 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

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: 0 • 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 Young Children

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 129

O

Foundations of Early Childhood

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course is designed as an overview of basic principles of child development and learning, professionalism in the field of early care and education, and planning and maintaining safe and healthy learning environments. The course includes how providers advance and support children's physical, intellectual, social and emotional development. Experiential learning opportunities engage students in building productive relationships with families.

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 **0** **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 child care 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 **0** **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 **0** **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 **0** **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 214 **Family Child Care Environment** **O**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: ECE 121 or ECE 122 or consent of instructor

This course is designed for family child care providers who offer early care and education within their own homes for children from birth through school age. This comprehensive and practical course addresses the full range of information and competencies that are the components of quality child care. The student will acquire knowledge and skills needed to operate a home-based child care and educational program. This course requires 15 hours of supervised experience in a family child care setting.

ECE 215 **Mentoring in Early Childhood** **O**

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 **Principles of Economics I (Macro)** **T**

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 Code: S3 901

ECON 112 **Principles of Economics II (Micro)** **T**

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 Code: S3 902

Education (EDUC)

EDUC 100 **Education Observation I** **T**

COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 0

Provides an orientation to the profession of teaching and supervised observational experience in a classroom setting for elementary and secondary education majors.

EDUC 124 **Multicultural Education** **T**

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 **Navigating/Teaching/Learning at HCC** **T**

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 **Education Observation II** **T**

COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 0
PREREQUISITE: Completion of EDUC 100 with a grade of "C" or better

Provides an orientation to the profession of teaching and supervised observational experience in a classroom setting for elementary and secondary majors. Includes a specific focus on providing instructional assistance and/or enrichment activities.

EDUC 221 **The American Public School** **T**

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 **Education as an Agent for Change** **T**

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****The Exceptional Individual**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

A survey of the characteristics of exceptional individuals with intellectual, physical, behavioral, learning or communication differences. The course emphasizes the identification and education of students with exceptionalities while reviewing the context of history, family relationships, policies, practices, and use of technology.

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 179****0****Electronic Principles**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: MATH 111 or MATH 091, placement above MATH 091, 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 182**0****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**0****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**0****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**0****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**0****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**0****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)

LTRE 097 **D**
Reading, Writing, and Reasoning
 COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 3
 PREREQUISITE: Appropriate score on placement test or successful completion of RDG 083 and COMM 084.
 Reading, Writing, and Reasoning is an accelerated transitional course designed to integrate critical reading and academic writing skills needed to interact with college-level text and to produce college-level writing. Emphasis is placed upon a recursive process of applying reading and composition skills needed to comprehend, interpret, evaluate, and produce a variety of texts.

ENGL 099 **D**
Accelerated Basic Composition
 COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 2
 PREREQUISITE: Appropriate score on placement test or successful completion of COMM 084.
 This course will provide support and additional instruction for ENGL 121 - Rhetoric and Composition I. Students will expect to apply the ENGL 099 course outcomes and content to ENGL 121 course concepts. Key ENGL 099 concepts include writing academic compositions and exploring metacognitive values and behaviors that will increase academic success.

ENGL 121 **T**
Rhetoric and Composition I
 COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
 PREREQUISITE: Academic placement measures as stated on page 6 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
 PREREQUISITE: Grade of “C” in ENGL 121 or equivalent
 This class, a continuation of English 121, focuses on critical skills in thinking, reading, and writing. Skills are developed in writing to inform, persuade, and evaluate. Emphasis is placed on producing a documented, multi-source research essay. IAI Code: C1 901R

ENGL 220 **T**
Topics in Literature
 COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • REPEAT: 0
 Improves those skills necessary to understand, critically evaluate, and respond to persuasive prose (advertising, editorials, essays, etc.), literature, and information in the subject areas.

ENGL 221 **T**
Creative Writing
 COURSE DATA: CREDITS: 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 **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 911D

ENGL 231 **T**
Introduction to Children's Literature
 COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
 PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent
 An introduction to a wide variety of children's literature for ages preschool through 6th grade, both historical and contemporary, including such genres as fantasy, fairy tales, poetry, historical fiction, speculative fiction, etc. The course encourages critical thinking and the development of analytical skills that are used in the understanding and evaluation of children's literature.

ENGL 232 **T**
Ethnic Literature from the US
 COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
 PREREQUISITE: ENGL 121 with a grade of "C" or better or equivalent
 This course will introduce literary works by writers who identify with various American ethnic groups, with an emphasis on African American, Asian American, Indigenous American, Jewish American, and Latin/e American writers. Emphasis will be on discussing and analyzing the concepts of ethnicity and Americanness. Students will be tasked with thinking, reading, and writing critically while examining a variety of texts. IAI Code: H3 910D

Equine (EQUI)

EQUI 101 **0**
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 **0**
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 **0**
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 **0**
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 **0**
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 **0**
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 **0**
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 **0**
Equine Nutrition
 COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
 Overall equine nutrition, types of feed, and feeding techniques.

EQUI 117 **0**
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 **0**
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 **0**
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 **0**
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 906

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.

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: as needed

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: as needed

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 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.

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.

HLTH 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 illnesses in the home, school, and community. CPR certification is included but CPR certification is optional.

History (HIST)

HIST 125

T

World Civilizations I

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; or completion of required transitional reading course(s) with a C or better; or consent of instructor.

World Civilizations I provides an overview of the origins of civilizations to the age of empires, including contributions of the great cultures of Africa, Europe, the Near and Far East and the Americas until 1500: Emphasis will be placed on the religious, social, cultural, and political ideas and institutions of these civilizations. IAI Code: S2 912N

HIST 126

T

World Civilizations II

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; or completion of required transitional reading course(s) with a C or better; or consent of instructor.

World Civilizations II will study the forces and events that have shaped the modern world from the Age of Explorations to the present. Among the topics we will study in detail are the world-wide dissemination of scientific, technological and industrial revolutions, the development of world religions, democracy and internationalism, the growth of nationalism, imperialism, and colonialism, the impact of Western domination on non-Western, societies, wars and revolutions of the modern world, decolonization, and globalization as a historical development.

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: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; 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: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; 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: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; 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 and HIST 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 stable agriculture, and commerce and trade routes. IAI Code: S2 920N

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 920N

HIST 245 **T**
History of the Middle East

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 or placement into ENGL 121 or completion of required transitional writing course(s) with a B or better; 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 920N

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: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; 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.

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 and 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. IAI Code: H4 906

HUMA 120 T

Media Literacy

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces students to media as an intellectual force shaping public life while providing an overview of the nature, functions, and responsibilities of the media industries. This course studies a selection of media theories and introduces students to key interdisciplinary approaches to the study of media. Students will analyze the ways in which media and public life are interconnected by considering various historical and contemporary case studies.

HUMA 130 T

American Culture Studies

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course introduces students to the interdisciplinary study of American culture by examining the intercultural/multicultural ideas, processes, values, motifs, and traditions that have shaped our pluralistic society. American history, philosophy, literature, music, visual and performing arts will be studied. Emphasis will be placed on reflecting the diverse cultural constituency and racial and ethnic minorities. IAI Code: HF 906D

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)

**Courses marked with a double asterisk are delivered in Highland's individualized Office Technology Lab. This lab is staffed 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.

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 **0****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 **0****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 **0****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 **0****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 **0****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 **0****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 **0****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 **0****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 **0****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 **0****Intermediate Excel**

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1

PREREQUISITE: INFT 140 with a “C” or better

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 **0****Advanced Excel**

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 1

PREREQUISITE: INFT 141 with a “C” or better 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 with a "C" or better

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 with a "C" or better

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 181 **T**
Introduction to Computer Applications

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course will train students in the use of business software. Topics include file management, internet access, word processing, spreadsheets, digital presentations, database management, and basic web design.

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 191 **O**
Introduction to Programming

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: INFT 180 with a grade of "C" or better or consent of instructor

This course will introduce students to computers and computer programming. Students will develop problem-solving and programming skills while emphasizing structured design. The language C** will be used.

INFT 202 **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 **0****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 **0****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 **0****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 **0****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 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 **0****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 **0****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 **0****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 **0****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 0

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 0

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 0

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 0

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-Outpatient Clinic. 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 0

Advanced Medical Coding

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-Outpatient 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 0

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, inclusion, campus safety, and student responsibility. Being a seminar, this course emphasizes student participation and reflection.

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.

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

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 131

T

Journalism Practicum

COURSE DATA: CREDITS: 2 • LECTURE: 0 • LAB: 4 • REPEAT: 4

PREREQUISITE: Academic placement measures as stated on page 6 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 Code: F2 908

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 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 210 **T****Film History I**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

An international survey of the development of cinema from its origins in the late nineteenth century typically through the end of WWII. Select films will be considered for their historical, technological, aesthetic or ideological significance. IAI Code: F2 910

MCOM 215 **T****Film History II**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

An international survey of the development of cinema typically from WWII to contemporary practice. Select films will be considered for their historical, technological, aesthetic or ideological significance. IAI Code: F2 911

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: Academic placement measures as stated on page 6 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 with 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.

MATH 059

D

Pre-Algebra II

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3

PREREQUISITE: 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 134) or Applied Practical Math (MATH 132); 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.

Mathematics (MATH)

MATH 058

D

Pre-Algebra I

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3

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

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 134) or Applied Practical Math (MATH 132); 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 082 **D**
Supplementary Applied Practical Math

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 059 Pre-Algebra II with a grade of “C” or better, or placement into Math 066 Basic Algebra I
COREQUISITE: MATH 132

This course is to be taken concurrently with Math 132 Applied Practical Math. Math skills which are necessary for a student to successfully complete Applied Practical Math will be covered. Emphasis will be on operations with real numbers, inequalities and equations, evaluating formulas and strategies for academic success.

MATH 084 **D**
Supplemental Statistics

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 067 Basic Algebra II with a grade of “C” or better, or placement into MATH 090 Intermediate Algebra I
COREQUISITE: MATH 134

This course is to be taken concurrently with MATH 134 Statistics. Math skills which are necessary for a student to successfully complete Statistics will be covered. Emphasis will be on operations with real numbers, inequalities and equations, graphing, and strategies for academic success.

MATH 090 **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 090

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 091 **D**
Intermediate Algebra II

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 3
PREREQUISITE: Grade of “C” or better in MATH 090 or placement into MATH 091

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 096 **D**
Supplementary College Algebra

COURSE DATA: CREDITS: 2 • LECTURE: 2 • LAB: 0 • REPEAT: 0
PREREQUISITE: MATH 067 or appropriate placement score and one-year high school geometry or MATH 062 with a grade of “C” or better or instructor approval

This course is to be taken concurrently with MATH 166 College Algebra. Math skills which are necessary for a student to successfully complete College Algebra will be covered. Emphasis will be on operations with algebraic expressions, solving algebraic equations, and using algebraic concepts in problem solving.

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 090 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 CNC Machining, Welding, and Mechanics.

MATH 132 **T**
Applied Practical Math

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Academic placement measures as stated on page 6 or grade of “C” or better in MATH 067 or MATH 070

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 134 **T**
Statistics

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0
PREREQUISITE: Academic placement measures as stated on page 6 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, summer

MATH 140 **T** **Mathematics for Elementary Teachers I**

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 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 141 **T** **Mathematics for Elementary Teachers II**

COURSE DATA: CREDITS 3 • LECTURE 3 • LAB 0 • REPEAT: 0

PREREQUISITE: Grade of “C” or better in MATH 140

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 166 **T** **College Algebra**

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 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, summer

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 170 **T** **Precalculus**

COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 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 quickly attain 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 171 **T** **Finite Mathematics**

COURSE DATA: CREDITS: 4 • LECTURE: 4 • LAB: 0 • REPEAT: 0

PREREQUISITE: Grade of “C” or better in MATH 166 or MATH 170

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 170

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 250 **T** **Analytic Geometry and Calculus I**

COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0

PREREQUISITE: Grade of “C” or better in MATH 170 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 255

T

Analytic Geometry and Calculus II

COURSE DATA: CREDITS: 5 • LECTURE: 5 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 250

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 265

T

Differential Equations

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Grade of "C" or better in MATH 255

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 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 255

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 255

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: as needed

Mechanical Technology (MTEC)

MTEC 101

0

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

0

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 151

0

Introduction to CNC Machining

COURSE DATA: CREDITS: 3V • LECTURE: 3 • LAB: 0 • 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, and part program troubleshooting.

MTEC 164 **0**

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 **0**

3D Printing

COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

PREREQUISITE: DRAF 260 – may be run as a co-requisite with consent of instructor or DRAF 151 – may be run as a co-requisite 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 **0**

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 **0**

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 **0**

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 **0**

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 270 **0**

CNC Mill I

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

PREREQUISITE: MTEC 151 or concurrent enrollment 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 **0**

CNC Lathe I

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

PREREQUISITE: MTEC 151 or concurrent enrollment 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 **0**

Advanced CNC Machining

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

PREREQUISITE: MTEC 270, MTEC 280, and DRAF 151 or DRAF 260

This course is designed to further educate 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,

MUS 114 **T****Applied Music – Winds**

COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1.5 • REPEAT: 3

Instruction in the playing of a woodwind or brass instrument, consisting primarily of weekly private lessons of 25-30 minutes. Students registered for this course will be contacted by the instructor to schedule lessons.

MUS 115 **T****Applied Music – Percussion**

COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1.5 • REPEAT: 3

Instruction in the playing of percussion instruments, consisting primarily of weekly private lessons of 25-30 minutes. Students registered for this course will be contacted by the instructor to schedule lessons.

Music (MUS)**MUS 110** **T****Applied Music – Voice**

COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1.5 • REPEAT: 3

Instruction in singing, consisting primarily of weekly private lessons of 25-30 minutes. Students registered for this course will be contacted by the instructor to schedule lessons.

MUS 111 **T****Applied Music – Piano**

COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1.5 • REPEAT: 3

Private instruction accommodates the progressive introduction of concepts, technical challenges, and repertoire as the student's knowledge and skill increase over several semesters.

MUS 112 **T****Applied Music – Guitar/Harp**

COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1.5 • REPEAT: 3

Instruction in playing guitar or harp, consisting primarily of weekly private lessons of 25-30 minutes. Students registered for this course will be contacted by the instructor to schedule lessons.

MUS 113 **T****Applied Music – Strings**

COURSE DATA: CREDITS: 1 • LECTURE: .5 • LAB: 1.5 • REPEAT: 3

Instruction in the playing of violin, viola, cello, or string bass, consisting primarily of weekly private lessons of 25-30 minutes. Students registered for this course will be contacted by the instructor to schedule lessons.

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 ear training utilizing diatonic materials. Course content includes the recognition of intervals, scales, as well as dictation of melodic, harmonic, and rhythmic material reinforcing concepts presented in MUS 162. Student must be registered concurrently in MUS 162 or consent of instructor.

MUS 160 **T****Musicianship for the Elementary Teacher**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Teaches basic music skills to the elementary school teacher or elementary education student. The student will gain a working knowledge of keyboard skills along with the fundamentals of music.

MUS 161 **T****Theory I**

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

PREREQUISITE: Entrance exam or consent of instructor. Completion with a grade of "C" or better or concurrent enrollment of MUS 177.

Introduction to the elements of music: rhythm, melody, and harmony. The student will begin study of the harmonic language of the Baroque and Early Classical period, with special attention paid to the music of J.S. Bach. Covers harmonic concepts up to and including the dominant seventh chord and on-harmonic tones.

MUS 162 **T****Theory II**

COURSE DATA: CREDITS: 3 • LECTURE: 2 • LAB: 2 • REPEAT: 0

PREREQUISITE: MUS 161 with a grade of "C" or better and completion of or concurrent enrollment in MUS 178 with a grade of "C" or better or consent of instructor

Continuation of Theory I with emphasis on concepts of harmonic progression and voice leading in four-part writing of the Baroque and Classical periods. Covers harmonic concepts up to and including diatonic common chord modulation and the use of secondary dominants.

MUS 167 **T****Class Voice I**

COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 0

This class considers fundamentals of vocal production and musicianship. It covers technical production of sound in general, as well as the study of diction. This course is open to all students interested in singing. All freshman vocal music majors should enroll in this course. Students of advanced ability may proficiency.

MUS 169 **T****Vocal Ensemble I – Royal Scots**

COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 3

PREREQUISITE: Audition: Approval of Instructor

The "Royal Scots" vocal jazz choir is open to all students by audition who have a proficiency and interest in choral music; the choir considers a full range of pop and jazz vocal literature. The group performs several times on campus each semester in addition to performances for other civic and community functions. This course satisfies the organizational participation required of all music majors.

MUS 170 **T****Vocal Ensemble II – Royal Scots**

COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 2

PREREQUISITE: Audition: Approval of Instructor

The "Royal Scots" vocal jazz choir is open to all students by audition who have a proficiency and interest in choral music; the choir considers a full range of pop and jazz vocal literature. The group performs several times on campus each semester in addition to performances for other civic and community functions. This course satisfies the organizational participation required of all music majors.

MUS 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 210 **T**
Applied Music Major – Voice
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
Instruction in singing, consisting primarily of weekly private lessons of 50-60 minutes. This course is geared toward the needs of music majors, though it is open to all students. Students registered for this course will be contacted by the instructor to schedule lessons.

MUS 211 **T**
Applied Music Major – Piano
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
Instruction in piano playing, consisting primarily of weekly private lessons of 50-60 minutes. This course is geared toward the needs of music majors, though it is open to all students. Students registered for this course will be contacted by the instructor to schedule lessons.

MUS 212 **T**
Applied Music Major – Guitar/Harp
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
Instruction in guitar or harp playing, consisting primarily of weekly private lessons of 50-60 minutes. This course is geared toward the needs of music majors, though it is open to all students. Students registered for this course will be contacted by the instructor to schedule lessons.

MUS 213 **T**
Applied Music Major – Strings
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
Instruction in the playing of violin, viola, cello, or string bass, consisting primarily of weekly private lessons of 50-60 minutes. This course is geared toward the needs of music majors, though it is open to all students. Students registered for this course will be contacted by the instructor to schedule lessons.

MUS 214 **T**
Applied Music Major – Wind Instruments
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
Instruction in the playing of a woodwind or brass instrument, consisting primarily of weekly private lessons of 50-60 minutes. This course is geared toward the needs of music majors, though it is open to all students. Students registered for this course will be contacted by the instructor to schedule lessons.

MUS 215 **T**
Applied Music Major – Percussion
COURSE DATA: CREDITS: 2 • LECTURE: 1 • LAB: 2 • REPEAT: 3
Instruction in the playing of percussion instruments, consisting primarily of weekly private lessons of 50-60 minutes. This course is geared toward the needs of music majors, though it is open to all students. Students registered for this course will be contacted by the instructor to schedule lessons.

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**

PREREQUISITE: Student must have completed MUS 161 (Theory I) and MUS 154 (Aural Skills I). Additionally, a student must be enrolled in one of the major college ensembles (i.e., Chamber Singers, Concert Band, or Orchestra, etc.) in the same semester while taking MUS 270.

A course in the fundamentals of conducting. Among the areas to be covered will include baton technique, rehearsal technique, 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 115 T Human-Environmental Issues

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course acts as a survey of global environmental problems in which humans are playing a significant role. In order to best convey these complex issues, this course will incorporate the basic physical and ecological principles of the Earth's environmental systems, as well as an historical perspective on the environmental movement and resource use. By the end of this course, students should be able to: 1) Identify and describe major global environmental problems, 2) Critically evaluate scientific studies and arguments, 3) Possess an "international" perspective on global environmental problems, and 4) Apply and relate the material covered in this course to their lives. IAI Code: GECC P9 901. Typical offering schedule: annual

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 or MATH 091 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 or MATH 091 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

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 090 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: 3 • LECTURE: 2 • LAB: 2 • 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: Academic placement measures as stated on page 6, 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 overview 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 NURS 107 with a "C" or better, or permission of instructor, or completion of NURS 117 or ITHC 101 & ITHC 102 & BIOL 120 or equivalent.

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

0

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: Academic placement measures as stated on page 6 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 117

0

Medical Terminology

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: A student or worker in a health profession, or consent of instructor. A reading score signifying college readiness.

This course is designed to cover basic terminology for students planning to enter health care. 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. This course builds on basic principles and is designed to develop an understanding of the terms related to anatomical systems, reviewing both structure and function.

NURS 119 **0****Advanced Nursing Assistant**

COURSE DATA: CREDITS: 8 • LECTURE: 5.5 • LAB: 5 • REPEAT: 0
 PREREQUISITE: 1. Completion of NURS 109 with current certification as a CNA I or completion of BNA course at another institute with current certification as a CNA I. 2. Completion of RDG 083 or equivalent: Accuplacer test score of 232 or above, SAT 490, or ACT 20. If the score is below, students must have taken remediation class for comprehension improvement to the 8th grade reading level. Federal requirements state a reading rate of 8th grade level is required.

Upon successful completion of the Advanced Nursing Assistant, a student will be eligible to sit for the certification exam to be a CNA II who is active on the Illinois Department of Public Health's Health Care Worker Registry, as well as Phlebotomy and EKG certification. The Advanced Nursing Assistant will work under the supervision of a Registered Nurse or Licensed Practical Nurse. Emphasis is placed on the introduction to the CNA II role along with introduction and use of the EKG machine and running a 12 lead EKG. This course includes compliance issues, conflict resolution, critical thinking, mentoring, and learning styles. Students will be able to perform blood collection techniques by determining site selection and proper use of phlebotomy equipment. Advanced Nursing Assistant is a course that focuses on the theory and advanced skills required in the long term and acute care settings.

NURS 120 **0****Medical Assist. Clinical Procedures I**

COURSE DATA: CREDITS: 6 • LECTURE: 3 • LAB: 6 • 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, HIPAA compliance, professionalism, applying principles of aseptic technique and infection control, obtaining and recording of health history, preparation and assisting for physical assessment, procedures and treatment, along with client instruction and education on nutrition related health care needs.

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 125 **0****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 **0****Administrative Procedures in Health Care I**

COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 0

PREREQUISITE: NURS 188 or permission from instructor

This course is designed to meet the administrative responsibilities of a Medical Assistant in accordance with CAAHEP (Commission on Accreditation of Allied Health Education Programs) 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 within the medical office. Instruction will focus on procedures related to patient reception, scheduling techniques, medical records management, practice finance, insurance, and coding. Current technology will be utilized to master course standards.

NURS 128 **0****Administrative Procedures in Health Care II**

COURSE DATA: CREDITS: 4 • LECTURE: 2 • LAB: 4 • REPEAT: 1

This course is a continuation of Administrative Procedures In Health Care I, which focuses on meeting the administrative responsibilities of a Medical Assistant in accordance with CAAHEP (Commission on Accreditation of Allied Health Education Programs) 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 within the medical office. Instruction will focus on effective communication in the medical office, legal and ethical implications in the health care setting, managing a medical office, and building a resume and cover letter. 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

In this course, students will gain a foundational understanding of medical terminology, emphasizing prefixes, suffixes, and root words and how they are combined in medical terms while stressing spelling, definition, usage, and pronunciation. This course builds on basic principles and is designed to develop an understanding of the terms related to anatomical systems, reviewing both structure and function. This course sets a foundation for the health care worker of general pathology and review of each body system to include disease, etiology, pathogenesis, and pathology. Students will be introduced to disorders that can occur in major body systems along with signs, symptoms, and associated pharmacology.

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, NURS 103, and NURS 296 with a "C" or better, or consent of 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: 2/2 • REPEAT: 1

PREREQUISITES: NURS 103 with NURS 192 & PSY 262 as co-requisites.

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 0

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 0

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 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 0

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 0

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, 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 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 0 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 0 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 0 Keyboarding Speed and Accuracy Development

COURSE DATA: CREDITS: 1 • LECTURE: 0 • LAB: 2 • REPEAT: 1

PREREQUISITE: An HCC keyboarding course or keyboarding experience or consent of instructor

**Offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

Improves keyboarding speed and accuracy. Students will complete a series of computerized timed writings for both speed and accuracy. A variety of drills will be assigned to students.

OFFT 161 0 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 0 Pre-Transcription Skills

COURSE DATA: CREDITS: 1 • LECTURE: 1 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 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 0 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 0 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 0 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 • REPEAT: 0

An introduction to the experience of religion in human life. The student will explore some of the primary forms of religious expression.

PHIL 281

T

Introduction to Philosophy

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Introduces persistent philosophic concerns such as varieties of truth, existence of God, and the nature of faith, personal identity, freedom, ethics, and justice through discussion of traditional and contemporary readings. Students will develop the skills necessary to evaluate these concerns and to develop, clarify, and express their own philosophical viewpoints. IAI Code: H4 900

PHIL 282

T

Ethics

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Encourages the development of moral self-awareness and self-evaluation and identifies the value of personal and social moral responsibility. To this end, students study essays dealing with selected ethical theories, the nature of particular virtues, and vices and the desirability of personal ethics. IAI Code: H4 904

PHIL 283

T

Introduction to Logic

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Considers the nature and structure of argument, role of language in argumentative speaking and writing, and fallacies and pitfalls in reasoning. Examples of written discourse, especially selections involving ethical reasoning, are analyzed and evaluated.

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 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 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: Academic placement measures as stated on page 6 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 170

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 170 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 250 or concurrent enrollment

Includes the study of Newtonian mechanics, conservation principles, rotational motion, simple harmonic motion. This course is designed for students majoring in Engineering, Mathematics, Physics, and Chemistry. IAI Codes: GECC P2 900L, Major PHY 911. 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 255 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. IAI Code: Major PHY 912. 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 255

General Physics III includes the study of thermodynamics, special relativity, quantum mechanics, atomic physics, nuclear physics, elementary particle physics, and solid state physics. This course is designed for students majoring in Engineering, Mathematics, Physics, and Chemistry. IAI Code: Major PHY 913. Typical offering schedule: annual

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 255 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 of structures, and friction. IAI Code: Major EGR 942. 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 221

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. IAI Code: Major EGR 943. 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 931L. Typical offering schedule: spring

Political Science (POL)

POL 151

T

Introduction to Political Science

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; 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: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; 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: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; 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
PREREQUISITE: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; or completion of required transitional reading course(s) with a C or better; or equivalent, or consent of instructor.

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 Code: S5 904

POL 254**T****Introduction to Comparative Government**

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; or completion of required transitional reading course(s) with a C or better; 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.

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.

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: Academic placement measures as stated on page 6 or completion of required transitional writing course(s) with a B or better; 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 260

T

Abnormal Psychology

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

A basic course in the study of various categories of maladaptive or disturbed behavior designed to acquaint the student with the diagnostic criteria, the causes, and the methods of treatment for each. Contemporary research and multicultural issues are also addressed. IAI Code: PSY 905

PSY 261

T

Educational Psychology

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better.

Examines psychological principles related to human learning and cognition in a variety of educational settings. Topics studied include theories of human development, behavioral and social views of learning, student motivation, design of assessments, cultural differences in learning & education, and specific instructional strategies.

PSY 262

T

Human Growth and Development

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Studies the psychological development of the individual. Topics to be studied include: principles of development, research methods, physical growth, and emotional and social development. Professional education majors may be responsible for classroom observation in local institutions. IAI Codes: S6 902, EED 903, SED 903, SPE 913, and EDU 902

PSY 264

T

Social Psychology

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Emphasizes social interaction, social influence, and norms of behavior with particular reference to the development of attitudes, motives, and motive patterns in groups. Relation of group structure and dynamics to role prescription and acceptance is also covered. IAI Code: S8 900

PSY 268

T

Introduction to Personality

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0
PREREQUISITE: PSY 161 with a grade of "C" or better or consent of instructor

Introduces the student to the dynamics involved in developing personality. 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.

RDG 120

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 (SOCl)

SOCl 171

T

Introduction to Sociology

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

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. IAI Code: S7 900

SOCl 174

T

Death and Dying

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Death and Dying is designed to enable the student to understand dying, death and bereavement as a part of the life process. The content looks at a historical perspective of the lifespan to develop an understanding of the present attitudes and practices in today's culture. Study of the bereavement process enhances an understanding of individual and societal development in dealing with the dying process.

SOCl 177

T

Introduction to Anthropology

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course 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. IAI Code: S1 900N

SOCl 178

T

Drugs, Culture, and Social Policy

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This course provides a historically and culturally grounded overview of drugs and drug use in society. The focus in on the United States although cross-cultural issues will be considered. There is an emphasis on the structural causes and social impact of substance use and dependency including: alcohol, illegal drugs, and prescription drugs.

SOCl 200

T

Introduction to Social Work

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

This intro course provides a historical perspective of the social work profession and discusses social work values, knowledge, and skills. It also provides an overview of an integrative approach to generalist social work practice, emphasizing the individual, community, and societal levels. This course will explore marginalized populations such as women, racial and ethnic minorities, the LGBTQIA+ community, older adults, and the physically challenged. Students will prepare for the social work field, building professional identity, communication skills, and professional goal-setting.

SOCl 234

T

Gender and Society

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Prerequisites as stated on page 6 of catalog

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. IAI Code: S7 904D

SOCl 271

T

Social Problems

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

PREREQUISITE: Prerequisites as stated on page 6 of catalog

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

SOCl 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

PREREQUISITE: Prerequisites as stated on page 6 of catalog

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

PREREQUISITE: Prerequisites as stated on page 6 of catalog

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 903D

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 intentional, 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.

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

PREREQUISITE: ENGL 121 Rhetoric and Composition I with a grade of "C" or better and SPCH 191 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

Theatre (THEA)

THEA 104 **T**
Cultural Diversity in Performance

COURSE DATA: CREDITS: 3 • LECTURE: 3 • LAB: 0 • REPEAT: 0

Performance and discussion from selected texts from culturally diverse sources. The course explores what it means to be part of a culturally diverse society. Understanding cultural diversity means students will have a broad exposure to a variety of social systems, cultures, and subcultures, both within the United States and the rest of the world. IAI Code: F1 909D

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 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 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 Metal Arc Welding (SMAW) and Gas Metal Arc Welding (GMAW) 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 (GMAW) and Tungsten Inert Gas Welding (TIG). Welding of carbon steel, aluminum, and alloy steels will be practiced in all positions to meet commercial standards.

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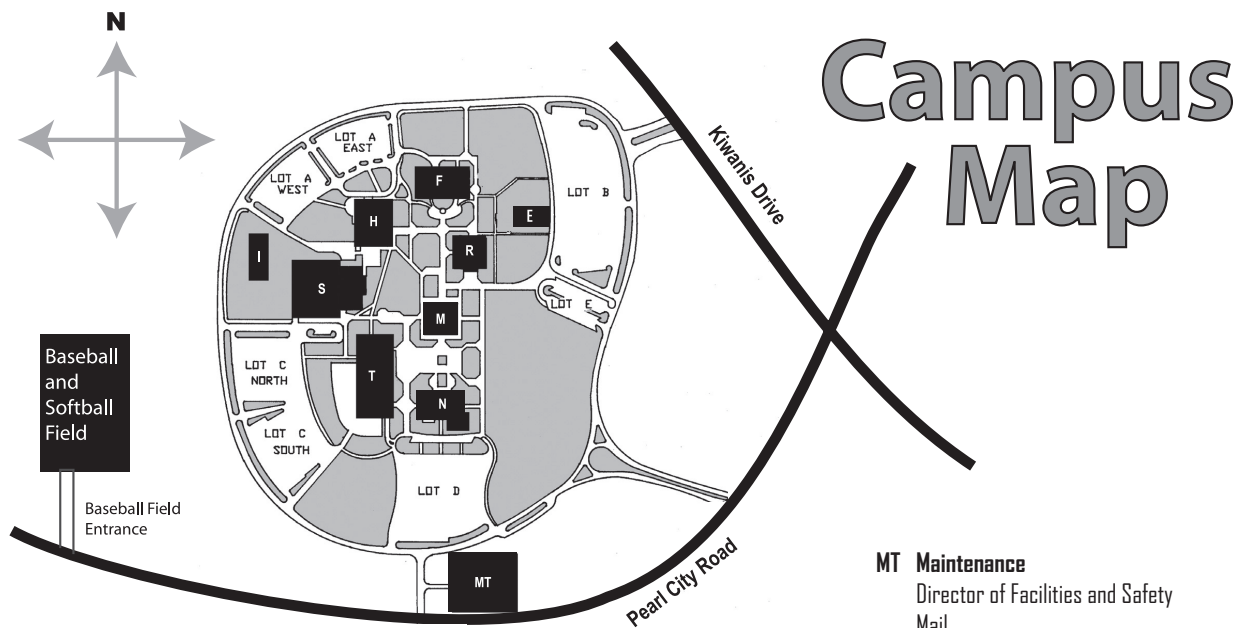
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Campus Map

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
CAD/Vice President of Academic Services Office
Conference Center
Coordinator of Facilities Usage
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**
Classrooms
Dean of Natural Science and Mathematics
Dean of Nursing and Allied Health
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, Manufacturing, Welding Labs
Business and Technology Faculty Offices
Center for Teaching and Learning Services
Classrooms
Cosmetology Salon
Office Technology Lab
Vice President of Business, Technology, and Community Programs Office



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