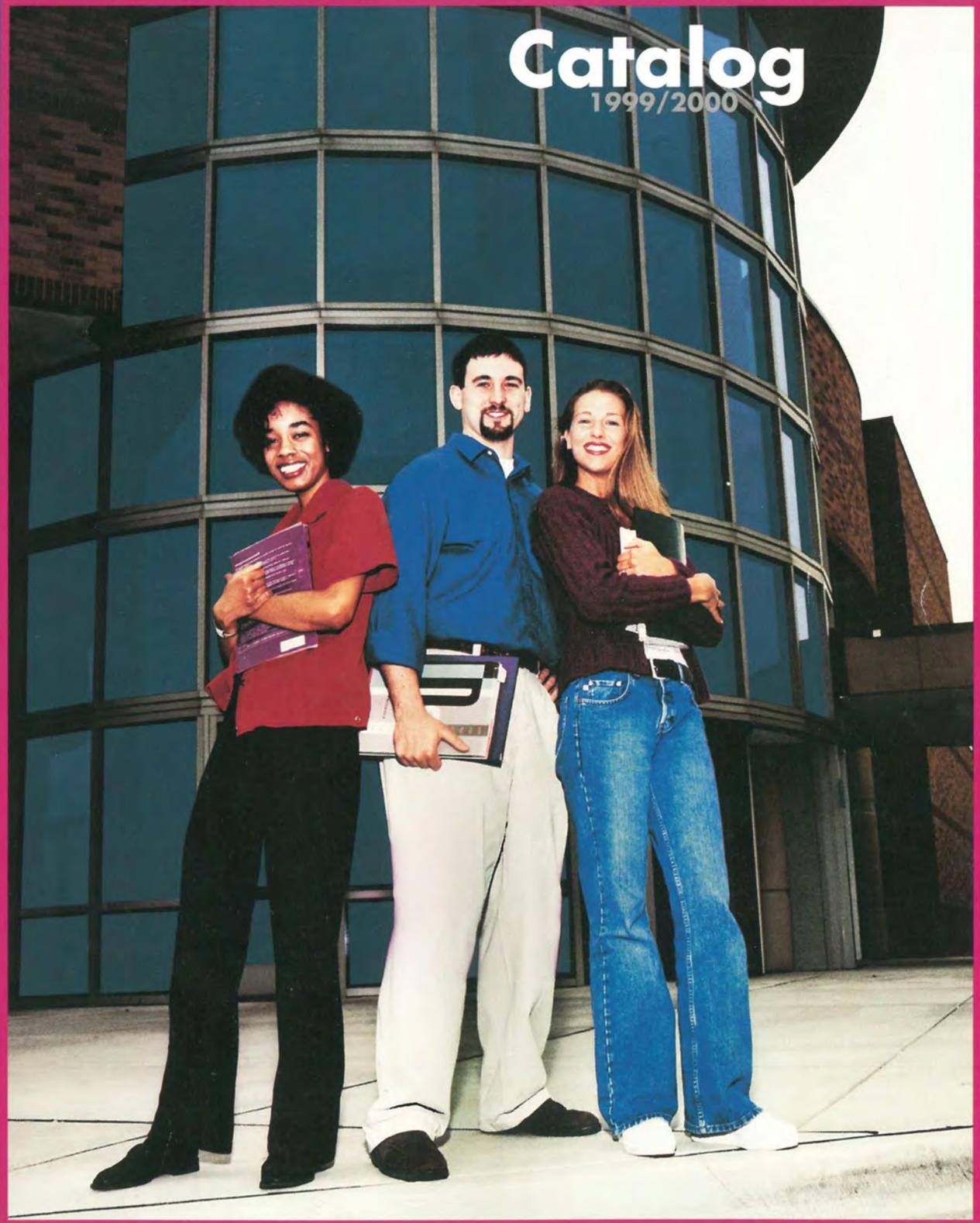


COLLEGE OF LAKE COUNTY

Catalog

1999/2000



On the Cover

As the new millennium approaches, CLC is celebrating its 30th anniversary, looking ahead with optimism and confidence.

Left to right are students Nakieschea Smith, Douglas Beeson and Kelly Engle.

College of Lake County Board of Trustees

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President

Dr. Gretchen J. Naff

This catalog is in effect for the academic year 1999-2000.
The information is subject to change within that period.
Any changes will be noted in the class schedule published each semester.



Message from the President

To indicate that a story is complete, newspaper copy editors often rely on a journalistic practice, writing the number "30" at the end of an article. This year, the College of Lake County is celebrating its 30th anniversary, and we likewise are writing "30" on the story of our first three decades.

When we opened our doors in 1969, we were at the close of the turbulent decade of the 1960s. Today, as we celebrate our 30th anniversary, we are at the close of an even more turbulent century.

Change has characterized our history, and growth has been one of the major changes we have experienced. Consider for a moment the impact of this growth on students over the years.

Susan, a student in the fall of 1969, entered the college when it had 80 full-time instructors and a student body of 2,360. Today, her daughter would enter a much larger college, one with 182 full-time faculty members and an enrollment of nearly 15,000.

Thirty years ago, Susan attended classes in six "temporary" buildings located on what is now CLC's north campus. Although some of these temporary structures are still in use, the modern state-of-the-art buildings on the Grayslake Campus overshadow them. And whereas Susan could only attend classes in Grayslake in 1969, her daughter would have the choice of the Grayslake or Lakeshore campuses, the Southlake Educational Center and more than 40 extension sites throughout Lake County.

In 1969, Susan had to stand in long lines to register, getting a punch card for each class she wanted. Today, her daughter could register herself over the telephone from the convenience of home, and she could even submit her application on-line.

When Susan enrolled, she could choose from among 224 courses and 34 areas of study. Today, her daughter would have many more choices, as indicated by the almost 900 courses and more than 80 areas of study contained in this edition of the catalog.

Many of the courses and programs open to Susan have been modified over the years to meet new needs. We no longer teach subjects like keypunch, slide rule applications or shorthand, and many other courses are taught in new ways to keep pace with technology. Today, most students enroll in computer-assisted design rather than drafting, and they focus on local area networks rather than huge mainframe systems. Nevertheless, in the midst of these changes, there is continuity. We *do* still offer such academic staples as courses in art, English composition and philosophy, along with wonderful support services to ensure students' academic success. And academic excellence continues to be our foremost concern, whether Susan enrolls in a course taught by a 30-year veteran faculty member or one of our fine newer instructors.

Now, as we celebrate our 30th anniversary, the story goes on. Just as copyeditors mark the end of a story by writing "30," they also indicate that a story is continuing by writing the word "more" at the bottom of the page. For us, too, there is more to come.

A handwritten signature in cursive script that reads "Gretchen J. Naff".

Gretchen J. Naff, Ed.D.
President

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The College of Lake County is an Equal Opportunity/Affirmative Action Institution in all aspects of education and employment. Information in this catalog is accurate as of May, 1999, but is subject to change.

1999 Fall Semester

August	16-21	Academic Advising, Registration and Faculty and Staff Development Week
August	23	Classes Begin
September	6-7	Labor Day Recess (no classes)
October	19	Mid-Semester
November	24-28	Thanksgiving Recess (no classes)
December	3	Last Day to Remove "I" Grade from Spring Semester or Summer Session, 1999
December	13-19	Final Exams
December	19	Semester Ends

2000 Spring Semester

January	10-15	Academic Advising, Registration and Faculty and Staff Development Week
January	18	Classes Begin
March	13	Mid Semester
March 27 -	April 2	Spring Vacation (no classes)
April	28	Last Day to Remove "I" Grade from Fall Semester 1999
May	6-12	Final Exams
May	12	Semester Ends
May	13	Commencement

2000 Summer Session

June	5	Classes Begin
July	2	Mid-Session
July	4	Independence Day Holiday (no classes)
July	30	End of Session

2000 Fall Semester

August	14-19	Academic Advising, Registration and Faculty and Staff Development Week
August	21	Classes Begin
September	4-5	Labor Day Recess (no classes)
October	17	Mid-Semester
November	22-26	Thanksgiving Recess (no classes)
December	1	Last Day to Remove "I" Grade from Spring Semester or Summer Session, 2000
December	11-17	Final Exams
December	17	Semester Ends

2001 Spring Semester

January	8-13	Academic Advising, Registration and Faculty and Staff Development Week
January	16	Classes Begin
March	12	Mid Semester
March 26 -	April 1	Spring Vacation (no classes)
April	27	Last Day to Remove "I" Grade from Fall Semester 2000
May	5-11	Final Exams
May	12	Commencement
May	12	Semester Ends

2001 Summer Session

June	4	Classes Begin
July	1	Mid-Session
July	4	Independence Day Holiday (no classes)
July	29	End of Session

CLC Mission and Goals



CLC Mission and Goals

Established by the citizens of Lake County within a framework of the Illinois Master Plan for Higher Education, the College of Lake County is a comprehensive community college dedicated primarily to meeting the post-secondary educational needs of individuals within District 532. The College of Lake County is accredited by the North Central Association of Colleges and Secondary Schools, Commission on Institutions of Higher Education, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602, (312)-263-0456 or (800) 621-7440.

The College of Lake County strives for excellence by responding to those needs through flexible curricular offerings and student services and by maintaining academic standards which will lead to competence and encourage the pursuit of excellence. To these ends the college pledges to provide high quality general education in the liberal arts and sciences, career education commensurate with student occupational needs and opportunities, continuing education, and development of basic skills essential to its students. Furthermore, the college affirms its commitment to fostering the cultural, aesthetic, and intellectual life of the district and assumes responsibility for providing leadership to the community in these areas. In addition, the college is committed to the advancement and development of the district's economy and recognizes its civic responsibility of providing education and training for business and industry. The college assures equal access and opportunity for all individuals regardless of race, ethnic origin, creed, gender, age, veteran's status or non-disqualifying disability.

Consistent with this philosophy, the College of Lake County sets forth the following goals:

1. An exceptionally wide variety of learning opportunities, available within a close community atmosphere, which feature:
 - a. Ready accessibility of the professional staff.
 - b. Class size conducive to open discussion and student/teacher rapport.
 - c. Academic advisement by professional staff members who can individualize responses to each student's needs and desires.
 - d. Programs of social, vocational, financial and placement counseling.
 - e. Possibilities for earning credit for prior learning experiences.
 - f. Learning resources to meet a wide range of vocational, intellectual and developmental needs.
 - g. Co-curricular social, physical, recreational and cultural activities.
 - h. Basic skills instruction in reading, writing, and mathematics.
 - i. Services for students with disabilities to meet their educational and vocational needs.
 - j. Curriculum and programs that develop an appreciation for the diversity of world cultures and the importance of an international and multicultural perspective.
 - k. Associate degree programs which provide opportunities for comprehensive learning.
 - l. Satisfaction of personal interests and needs through the achievement of learning.
2. Baccalaureate transfer curricula that provide:
 - a. Degree programs leading to the Associate in Arts (A.A.), Associate in Science (A.S.), or Associate in Engineering Science (A.E.S.), with an opportunity for transfer of credit to a four-year college or university for baccalaureate studies.
 - b. Classroom education designed to enable students to achieve academic success at a four-year transfer institution.
 3. Career-oriented curricula that provide:
 - a. Specific vocational and technical programs leading to Associate in Applied Science degrees (A.A.S.) and Certificates.
 - b. Acquisition of entry-level competence and background knowledge in a career field to prepare for employment.
 - c. Preparation for further education and training.
 - d. Awareness of career possibilities and potential rewards in a career field.
 4. Adult and continuing education programs that provide:
 - a. Courses and learning experiences designed to strengthen a student's commitment to life-long learning.
 - b. Job training and advancement opportunities for students already employed or seeking career enhancement.
 - c. Non-traditional learning experiences and subject matter.
 - d. Activities aimed at the personal development and cultural enrichment needs of individuals and groups.
 - e. Adult education courses, including courses in preparation for the high school equivalency examination (GED), English-as-a-Second Language (ESL), adult basic education (ABE), and pre-vocational training.
 - f. Community outreach services designed to enhance the quality of life in the district.

5. An emphasis on general education that fosters:
 - a. Spoken and written communication skills that emphasize the various uses of language, the logical development of ideas, and the appropriate use of source materials;
 - b. Critical thinking skills that emphasize the recognition of assumptions, the analysis of arguments, and problem solving;
 - c. Mathematical concepts and problem-solving strategies;
 - d. Knowledge of and appreciation for the diversity of the humanistic disciplines;
 - e. Knowledge of the scientific method, the dynamic nature of science, and its capabilities and limitations; and
 - f. Knowledge of the methodologies and vocabularies of the social sciences.
6. A commitment to the economic well being of the community and support for its economic development through programs that provide:
 - a. Job skills training for the county's work force.
 - b. Business services for new and growing businesses.
 - c. Basic literacy education for new and for current workers.
 - d. Assistance in the transfer of technology to business.
 - e. Job search and placement assistance.
 - f. Training and education to prepare workers for new, emerging, or changing jobs.
 - g. Employer education to improve work force benefits and workplace environment to increase employee retention.



Programs of Study and Educational Options



The College of Lake County offers its students a variety of educational options. Many students come to CLC looking for education that will lead immediately to a satisfying career. Other students come to gain college credit. They can transfer to a four-year college or university. Still others come to develop a specific job skill, to improve their ability to speak and write the English language, or to continue the process of life long learning. Some students come to the college undecided about their futures. To meet the needs of all of these students, CLC offers a variety of programs of study.

Transfer Education

Students who come to the College of Lake County to earn credits that can transfer to a four-year college or university will find a wide range of programs designed to prepare them for work at the junior level after they transfer. These programs lead to either the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), or the Associate in Engineering Science degree (A.E.S.) at CLC. Classes in these programs parallel those offered in the first two years of a four-year institution.

Students are urged to select a college to which they would like to transfer and to design their program to meet the requirements of that institution. For specific information on courses transferable to programs at a given college or university, students should consult the Counseling Center.

Requirements for the Associate in Arts, the Associate in Science, the Associate in Engineering Science and the Associate in Fine Arts degree are listed on pages 43-55.

Career Education

Many students at CLC are working to gain enough skill and knowledge in a field so they can find a job in that career area when they leave the College of Lake County. Some of these students take only a few career courses to reinforce and improve skills they already possess. Other career students enroll in a two-year program which leads to an Associate in Applied Science degree (A.A.S.) or enter a shorter sequence which leads to a Certificate.

Many career students at CLC are recent high school graduates. Some have recently completed a high school equivalency program (GED). Many others are reeducating themselves to keep up with changes in the workplace. Trained and skilled individuals are needed to meet increasingly

exacting qualifications in many fields. It is estimated that during the next 10 years 60 percent of all job opportunities will require education beyond high school but less than a four-year degree. Career programs prepare the student to step directly into this fast-moving age of technological change. All students seeking career education will find a large number of specific programs. The college currently offers over forty specialized career programs, many of which are available both day and evening.

In addition to the career programs offered within the College of Lake County's district, several joint educational agreements that are in effect allow students to attend programs not offered at CLC through other institutions at greatly reduced costs. Such agreements exist with the following institutions:

Elgin Community College • Elgin, IL
Gateway Technical College • Kenosha/Racine/Elkhorn, WI
William Rainey Harper College • Palatine, IL
McHenry County College • Crystal Lake, IL
Oakton Community College • Des Plaines, IL

Students attending an approved program at Gateway Technical College will pay the Gateway in-district tuition per credit hour (not including lab and materials fees).

The four Illinois institutions treat CLC students as their own district residents by giving them equal consideration in admission to limited enrollment programs (within limits set forth by joint agreement) and charging them in-district tuition rates.

All programs have been planned with the assistance of citizen's advisory committees to meet local and regional employment needs. They have also been planned in conformity with the Illinois Community College Board; the Illinois Board of Higher Education; and the Illinois State Board of Education, Division of Adult, Vocational, and Technical Education.

The programs offered through joint agreements and their respective institutions are indicated on pages 44-45. For information about transfer and career programs, program listings, additional tuition information and authorization to attend these institutions, interested individuals should contact the Office of the Assistant Vice President of Educational Affairs at (847) 543-2422.

Continuing Education

The Department of Continuing Education at the College of Lake County offers a wide variety of educational experiences to satisfy both personal interests and professional needs. To promote the ability of students to learn throughout their lives, the college provides continuing education courses in modes ranging from one-day seminars and workshops to semester-long courses.

Credit-free courses, workshops, seminars and conferences are offered to encourage and heighten lifelong learning outside the constraints of credit offerings.

Credit-bearing continuing education courses provide vocational skills training to individuals who have learning goals which fall outside those of Career Education Certificates or Associate Degree Programs. No course with a GS prefix applies toward a Career Education Certificate or Associate Degree Program.

Continuing Education also offers the following special programs:

Allied Health

Courses, seminars and conferences are designed to meet certification and career requirements for allied health care professionals while also providing continuing education contact hour approvals. Offerings are scheduled at a variety of times and locations to maximize convenience.

Explore!

Sixth through eighth grade students have an opportunity to sample the college environment in this series of Saturday mini-classes for young people.

Discovery!

The Discovery! program for adult learners provides exciting and creative course programming for people 50 and older who are actively pursuing learning opportunities.

For specific information on these programs, please call the Office of Continuing Education at (847) 543-2022.

Adult Education

Adult education provides several specific types of educational opportunities.

1. Adult Basic Education (ABE) provides individualized instruction in reading, general language development, mathematics, and life-coping skills. Students progress at their own rates through basic reading, writing, and arithmetic skills.

2. English as a Second Language (ESL) classes are for students whose primary language is not English. Speaking, reading, and writing skills in English are learned. Students may enroll in one of three levels: Beginning, Intermediate or Advanced, or in a class emphasizing work on a particular skill.
3. General Educational Development (GED) classes prepare Lake County adults who have not completed high school to take the GED exam. Persons successfully passing the GED exam can be awarded a high school equivalency certificate. This class is offered in English and Spanish.
4. High School Completion Classes are for adults 19 years or older who have separated from a secondary educational system and want to complete their high school graduation requirements to earn a regular degree.
5. Vocational Skills Training (VST) classes are designed to introduce the various types of vocational opportunities available in industry. Information on each vocation is presented so that the student can make an informed choice of work she/he would like to pursue.

Skills Enhancement Program

College of Lake County is committed to helping students develop the competencies that are needed in college-level courses and programs. Because of this commitment, the college requires that all new students meet the language and mathematics requirements specified as prerequisites for college-level courses.

Students who need to review or develop their competency in academic language skills and/or mathematics will be required to be enrolled in one or more of the English and/or mathematics courses in the Skills Enhancement Program (SEP) for each term for which they enroll until they pass the necessary courses to develop reading, writing, and/or mathematics competencies. Students who need to work in all three areas will be limited to enrollment in SEP courses and courses that do not require college-level writing, reading and/or mathematics.

Students who speak English as a second language will be required to enroll in academic ESL classes such as English 090, 091, 092, 093, 094, 095, and 096. Placement in specific courses will depend on scores on ESL placement tests and recommendations of faculty.

Testing

One proof of evidence will be scores on the Basic Skills Assessment tests which are administered in the testing center in the LAC. The Basic Skills Assessment includes a language skills test, and a mathematics test. This test battery is administered at the following CLC campus centers. Please call for further information.

- 1) College of Lake County, Grayslake (847) 543-2076
- 2) Lakeshore Campus, Waukegan (847) 623-8686
- 3) Southlake Educational Center, Vernon Hills (847) 478-1833

Courses

Instruction in basic skills is provided by specific courses in the various divisions, by modules in the Learning Assistance Center, and by individual tutoring. Students who have questions about basic skill courses in math, reading or writing, should contact a counselor, Skills Enhancement Program advisor, LAC staff or the appropriate division office:

Engineering, Math, Physical Sciences:
Room B162, (847) 543-2044.

Communication Arts, Humanities, and Fine Arts:
Room B237, (847) 543-2040.

Counseling Center: Room C 110, (847) 543-2060.

Individual tutoring is available in the Learning Assistance Center where trained professionals and fellow students are available to help students improve their academic skills.

The Writing Center offers individual support for all levels of writing ability. Peer and specialist tutors will assist students, by identifying their strengths and weaknesses, to become more confident and more proficient writers.

The Math Center provides tutoring in all levels of mathematics. Tutors also assist students with math-related questions from other courses. Additional help is available through study groups; math anxiety workshops; and supplemental videotapes, audiotapes, workbooks, and software.

Business and Industry Services

Business and Industry Services provides Lake County employers with a wide range of instructional programs to train or retrain their employees. Training features include customized curricula, on and off-site programs, and program development to meet special needs.

Programs include customized on-site training in manufacturing and industrial technologies, ISO 9000 skills, managerial and supervisory skills, computer skills, workplace literacy, basic skills development, English as a Second Language, total quality management and implications of workplace legislation (e.g., Americans with Disabilities Act). On-site offering of credit programs can also be arranged to enhance employee development.

Business and Industry provides the Lake County business community with the quality, cost effective training programs needed to be competitive in the quality-oriented global economic environment of the 90s. Call (847) 543-2027 for more information.

Community Development Programs

Since 1991, the College of Lake County, in conjunction with the 19th Judicial Circuit of Illinois, has offered the Defensive Driving Program. The courses provided are National Safety Council accredited courses, either in a four or eight hour format. Motorists who receive a minor traffic violation in Lake County may opt to take these classes under court supervision. Class content emphasizes defensive driving habits, including rules of the road, collision prevention tactics, and everyday driving situations that motorists face.

Other Community Development Programs include the Family Parenting Program to parents of minor children who are seeking a dissolution of marriage. This two hour class deals with the effects of divorce on children and how to parent children through this difficult emotional time of their lives. Another program is Volunteer Probation Support. In conjunction with Court Services of Lake County, the College recruits, trains and assigns volunteers to work with adults and juveniles during their probation period; providing support, mentoring and supervision of these individuals. Also offered is the BASSET (Beverage Alcohol Sellers and Servers Educational Training) Program, an alcohol awareness program for those establishments that serve/sell liquor in Lake and other counties.

Through these programs, the College is able to offer to Lake County residents and businesses continuing education opportunities to enhance their lives.

Computer Training for Business People

Courses are intended for those who wish to gain immediate skills for the workplace. Half-day and full-day workshops are offered during the day, evenings, and Saturdays.

Training sessions are offered on popular business application software, including Excel, PageMaker, PowerPoint, Access, Internet, Microsoft Office Suite, Windows 95, WordPerfect, Works, and Novell System Administrator.

The Business-Industry Training Center also provides on-site training in the workplace, bringing its laptop PC computer lab to businesses for customized training in most computer topics, including Windows 95.

Procurement Technical Assistance Center

The PTAC is designed to assist businesses in competing for contracts for their products and services to state, municipal, and federal governmental units. An important aspect of the service is to provide training in the increasingly high tech environment of buying and selling via computer, using Electronic Data Interchange (EDI), and providing resources to assist in using quality control techniques such as Statistical Process Control (SPC), and ISO 9000. Available to clients through the Center are lists which include automated bid matching opportunities, assistance in compliance with federal and state rules and regulations, and a pre-screen for potential customer agencies. Military specifications, standards, and reference documents are also available for company use.

The PTAC program is developed in cooperation with the U.S. Small Business Administration, the Illinois Department of Commerce and Community Affairs, and the College of Lake County as a service to small businesses under cooperative agreement #SB-2M-00097-16. The PTAC offices can be reached at (847) 543-2025.

Public Service Institute

There are numerous agencies that provide public and civic services to the residents of Lake County. The Public Service Institute was established in 1996 to coordinate resources and assist with staff development for these agencies. Development and training options include topic-specific courses offered on campus, and custom designed programs that can be delivered off site. By working jointly with the Business and Industry training center, courses can be tailored to the unique needs of public service entities. Working relationships have been established with agencies including the Lake County Fire Chiefs Association, Lake County Council Against Sexual Assault (LaCASA), Lake County Municipal League, as well as several other community organizations.

Criminal Justice Institute

The Public Service Institute also offers a variety of programs for law enforcement through the Criminal Justice Institute Program. Courses including gang awareness, instructor development, hazardous materials, driver training, and a variety of other specialized courses and seminars have made high quality training accessible to local law enforcement agencies at a fraction of the cost of using distant vendors. The Criminal Justice Institute is a federally certified training center that offers a unique training advantage through the use of high-tech simulator systems for emergency vehicle operations and for firearms judgement training.

The Public Service Institute provides Lake County with a resource for linking public service agencies and training and development resources that would otherwise be unavailable or cost prohibitive.

Small Business Development Center

The SBDC is part of a national network of over 900 centers whose mission is to assist both existing businesses and potential entrepreneurs succeed in their business endeavors by providing managerial and technical assistance. The SBDC has been in existence at the College since 1986. The SBDC meets its mission through a number of avenues including one-on-one consulting on all aspects of business operations, educational/training opportunities through a variety of workshops and seminars, access to resources and information including a Resource Center, and assistance in identifying and securing financing to start or grow businesses. Workshop/Seminar areas include business start-up, business planning, marketing, tax issues, internet, record keeping and bookkeeping, buying and selling a business, computer software and hardware, international trade and finance options.

The SBDC program is developed in cooperation with the U.S. Small Business Administration, Illinois Department of Commerce and Community Affairs, and the Small Business Development Center at the College of Lake County as a service to Illinois small businesses under cooperative agreement #SB-2M-0097-16. The SBDC office can be reached at (847) 543-2033.

Illinois Employment and Training Center

The Illinois Employment and Training Center (IETC) is located on the north campus. The IETC offers one-stop job/career assistance to Lake County job seekers and CLC students. The building houses the college's Career and Placement Services office, the Illinois Department of Employment Security, the Private Industry Council of Lake County, the Regional Office of Education, and the Lake County Education to Careers Partnership. The Career and Placement Services office can assist students in their career and job search by providing them with resources and individual assistance. The Illinois Department of Employment Security offers access to local, state, and national job listings and processes unemployment insurance claims for individuals. The Private Industry Council provides career and training assistance to qualifying individuals. The Regional Office of Education provides services to elementary and secondary school districts throughout Lake County. The Education to Careers Partnerships helps create bridges between student's academic experience and the world of work. To receive more information or assistance from any of these offices stop by the IETC (building E) or call (847) 543-7400.

Other Educational Options

Cooperative Education

For students who wish to combine their on-campus education with learning in the world of work, the college offers Cooperative Education, or CO-OP. The CO-OP program provides eligible students with the opportunity to earn college credits for new learning in a present or new job.

For those students who are seeking work experience, the Cooperative Education department assists students with job search information including resume help, mock interviews and job leads. Also offered is a one-credit seminar portion of CO-OP which focuses on job search skills and the psychology of the workplace. The seminar is required of those students participating in their first CO-OP work experience, but may be taken separately or prior to the work experience. To earn credit for the work experience, each student must develop a written educational plan which includes measurable learning objectives. Guidance and supervision are provided regularly by faculty sponsors in cooperation with the employer.

Contact the Coordinator for Service Learning and Cooperative Education for further information at (847) 543-2058. See EWE Courses on page 143.

Prerequisites:

1. Nine credits toward the student's career or transfer program (12 credits in the speciality option if AAS in CIS).
2. CO-OP Coordinator and faculty sponsor approval.

Service Learning

Service learning integrates meaningful community service into a course in a manner that supports and enhances instructional objectives. It promotes a greater understanding of the community while reinforcing concepts learned in class. Contact the Coordinator of Service Learning and Cooperative Education at (847) 543-2058, or stop by the Career Resource Center in the IETC building on the Grayslake Campus for more information about service learning opportunities available at CLC.

Volunteer Opportunities

CLC offers many options for those interested in volunteering. Each semester the college conducts a volunteer fair for persons interested in meeting with representatives from Lake County organizations. A bulletin board listing of community volunteer opportunities is located on the Grayslake Campus, next to Lancers and is updated regularly. Students may assist with the identification and coordination of volunteer projects, or register for EWE 121 Introduction to Volunteerism to learn more about the topic. This one credit course focuses on actual volunteer experience. For more information, contact the Coordinator of Service Learning and Cooperative Education at (847) 543-2058, or stop by the Career Resource Center in the IETC building on the Grayslake Campus.

International Studies

The College of Lake County recognizes the importance of providing opportunities for students to develop an understanding of the interdependence of people and nations in today's world. The college therefore provides students with a variety of courses as well as short-term international study tours which contribute to an understanding of the relationships between other nations' cultural, economic, and political systems and our own. The college also participates in foreign study programs where students reside and study in another country for an extended period.

Resident Foreign Study Program □

The College of Lake County is a member of the Illinois Consortium for International Studies and Programs which consists of Illinois community colleges and Illinois State University. The consortium has an affiliation with Christ Church College of Canterbury, Kent, England; Salzburg College in Salzburg, Austria; and Costa Rica. These affiliations permit consortium members to provide their students with a resident foreign study program during fall and spring semesters. The curriculum emphasis is on courses in art, foreign language, history, humanities, literature and music with additional subject areas offered as appropriate. All courses may be used to fulfill graduation requirements or as electives for the transfer degree. The College of Lake County offers other residential international study opportunities, work-study and volunteer experiences through its membership in the Council for International Educational Exchange.

Studying abroad affords students a unique opportunity to integrate the distinctive resources available in other countries to enhance and broaden their understanding of these courses. In addition to course related travel and activities, students may have the occasion to travel to other countries. Qualifications for admission to most foreign study programs include completion of 15 hours of college credit with a minimum GPA of 2.75 and two letters of reference. For further information, contact International Education Coordinators, Nancy Cook, D113, (847) 543-2562 or Bob Kerr, A237, (847) 543-2533.

Field Study

In addition to providing education in the classroom, lecture hall, and laboratory, the CLC faculty also direct field study through a variety of biology, geology, and humanities courses that make Costa Rica, the Rocky Mountains, Paris, or Kenya their classroom. The **class schedule** provides information about the specific field study or travel courses which are being offered in a given semester.

Programs of Study and Educational Options

Telecourses and On-Line Courses

Several courses in business, social science, communication arts, physical science, humanities and physical education can be taken by television. This delivery system allows students to work on the course in their own home on cable television, at several local libraries through viewing video tapes, or at home through videotape checkout under faculty supervision. For information about telecourses, call the Educational Technology Department at (847) 543-2074.

Consistent with College of Lake County's commitment to provide students with state-of-the-art learning experiences, the college offers courses over the Internet. Students enrolled in online courses will receive the same high quality education and support services they would receive in a more traditional, face-to-face classroom setting. Taking a course online offers students the advantage of convenience, anytime and anywhere they want, as long as they have Internet access. For additional information about these new online courses, go to CLC's home page on the Internet (<http://www.clc.cc.il.us>).

Distance Learning Network

The distance learning network links CLC with six other colleges and universities and expands educational opportunities for CLC students. Credit classes are offered through this system, allowing CLC students to attend classes and earn credits offered by CLC and other institutions without leaving the campus.

The distance learning program was developed through the North Suburban Higher Education Consortium which includes CLC, DePaul University, National-Louis University, Oakton Community College, William Rainey Harper College, Northeastern Illinois University, Northwestern University, Elk Grove High School, Lake County High Schools Technology Campus, Maine Township High Schools, Stevenson High School, Northwest Community Hospital, Illinois Student Assistance Commission and North Suburban Library System. Distance education classrooms are located at four sites within Lake County: CLC's Grayslake and Lakeshore Campuses, the Lake County High Schools Technology Campus, and Southlake Educational Center. The program was funded by a \$15 million statewide telecommunications initiative developed by the Illinois Community College Board and the Illinois Board of Higher Education. Through the network, programs from each participating institution will be offered to CLC students and CLC classes will be made available to students at other colleges. Transmitted through a high-speed telecommunications network and supported by classroom television monitors and microphones, distance learning technology allows both the instructor and students to see and hear each other at all classroom sites. For more information, call the Educational Technology Department at (847) 543-2074.

Admission, Advisement and New Student Information



Admission Policy

The College of Lake County welcomes all individuals who can benefit from the courses and programs of study offered by the college, including those who are high school graduates, others 18 years of age or older, and individuals younger than 18 years of age who meet established criteria.

Admission to the college does not ensure entrance into a particular course or program of study. The college reserves the right to limit enrollment because of space or budget restrictions, to establish selective admission requirements, and to give preference to residents of Community College District 532.

The college has three (3) admission categories for new students:

Category I: This category includes those students who have provided evidence of college-level reading, writing, and mathematical skills as a prerequisite for enrollment in courses designated as requiring those skills.

Category II: This category includes those students who have provided evidence of basic reading, writing, and mathematical skills which demonstrates that they can benefit from enrollment in skill enhancement courses.

Category III: This category includes those students who will limit their enrollment to courses that do not require evidence of prerequisite reading, writing, and mathematical skills; however, with the exception of English 120, English 121, and mathematics courses, students in this category may enroll for a total of two (2) courses that require college-level reading, writing, and mathematical skills provided they meet all prerequisites for these courses.

Please see page 225 for an Application for Admission form and specific requirements for placement in each admission category.

Admission to Associate in Arts, Associate in Science, and Associate in Engineering Science

To qualify for unconditional admission to these programs, students must provide evidence that they have mastered a body of knowledge in the arts and sciences through previous learning. Evidence may be provided by observing the following procedures:

1. Successfully complete the requirements for Admission Category I status. See page 223 for more information.

2. Submit either a high school transcript or a student profile report from the American College Testing Program showing achievement of the scores listed below:

- 2.1 High School Transcript showing successful completion of the following:

- **Four years of English** emphasizing written and oral communication and literature.
- **Three years of social science** emphasizing history and government.
- **Three years of mathematics** including introductory through advanced algebra, geometry, Trigonometry, or fundamentals of computer programming.
- **Three years of science** including laboratory science.
- **Two years of electives** from any combination of foreign language, music, vocational education or art.

Up to three of the 15 required units of course work may be redistributed by deducting no more than one unit each from the categories of social science, mathematics, science, and electives and completing those units from one of the other categories.

- 2.2 ACT Student Profile Report showing the completion of the high school course distribution requirements listed above or standard scores of 21 or higher for English, reading, mathematics, science reasoning, and composite.

- 2.3 SAT Report showing scores of 500 or higher for verbal and mathematics.

Exceptions to these procedures that will be considered on an individual basis by the Office of Admission and Records include students who have completed 30 or more semester hours of course work with grades of "C" or better from an accredited college or university, those with an associate degree from an accredited college or university, and those who present equivalent course work or test scores.

Students who are unable to provide any of the forms of information indicated above will be conditionally admitted to the degree program and will be required to complete all of the following prescribed College of Lake County courses:

- | | |
|------------------|---|
| English: | ENG 121-English Composition I; |
| Speech: | SPB 121-Fundamentals of Speech (not ABS); |
| Mathematics: | MTH 121-Fundamentals of Mathematics or higher level MTH course; |
| Science: | Any Lab Science course from the list required for an A.A., A.S., A.E.S. or A.F.A. degree in this catalog (see pages 47-61); |
| Social Sciences: | Any social science course from the list required for an A.A., A.S., or A.E.S. degree in this catalog; |
| Humanities: | ENG 122-English Composition II or any humanities course from the list required for an A.A., A.S., or A.E.S. degree in this catalog (see pages 57-76). |

Please see the section on Advisement on page 18 of this catalog for further information.

Admission to Limited Enrollment Health Career Programs

Health career programs are open to a limited number of students. As a result, medical laboratory technology, health information technology, registered nursing, and medical imaging students must complete a special screening procedure.

Please see the section on Associate in Applied Science Programs of Study on pages 78-119 of this catalog for further information including selective admission requirements.

Dual Admission

The College of Lake County has dual admission agreements with Roosevelt University, Northern Illinois University and Northeastern Illinois University. These agreements allow eligible students the opportunity to gain admission to the College of Lake County and a transfer university at the same time. Students participating in dual admission programs benefit by receiving early advisement from their transfer school while enrolled at the community college. For more information about dual admission programs, contact the Transfer Information Coordinator in the Counseling Center.

For Students Who Are Younger Than 16 Years of Age

A student younger than 16 years of age must be judged by both the high school and the college to possess both exceptionally high academic ability and maturity to handle the discipline and personal skills required for successful completion of college work.

A student younger than 16 years of age is required to submit the credentials outlined below to the Office of Admission and Records.

1. Completed CLC Application for Admission form.
2. Completed CLC Secondary School Reference form.
3. One of the following forms of evidence demonstrating exceptionally high academic ability (not required if student enrolls for only continuing education activities):
 - a. Official transcript(s) of school record(s) showing
 - 1) Successful completion of the most advanced course offerings by the high school in the subject area in which the student wishes to enroll at CLC
 - or
 - 2) Successful completion of all courses offered by the high school in the subject area in which the student wishes to enroll at CLC.
 - b. Official scholastic aptitude and/or achievement test score reports ranking the student in the top 10 percent in the subject area in which the student wishes to enroll at CLC.

4. Recommendation from the high school department chairman in an area comparable to the intended course or program of study at CLC.
5. Recommendation from the dean at CLC who is responsible for the course or program of study in which the student wishes to enroll at CLC.

For International Students

International students must meet the following requirements, and must submit the credentials outlined to the International Education Coordinators, Bob Kerr, Social Sciences (A237, (847) 543-2533), Nancy Cook, Humanities (D113, (847) 543-2562), or International Education Office (A238, (847) 543-2733) for admission.

1. International students must receive an F-1 Student Visa to study at CLC.
2. They must be accepted as a student at the college, presenting the equivalent of a U.S. high school diploma (transcript translated into English by an approved accreditation bureau) with the requisite credits for admission to the college. This is possible even if the student needs to take English as a Second Language. However, until the student completes the necessary courses or passes the Basic Skills Test, the student is able to take only a limited number of courses in the Skills Enhancement Program or English as a Second Language.
3. The student must show financial responsibility by demonstrating that he or she has access to \$18,600 U.S. dollars in a bank account that can be used to support the student. The money does not have to be in the student's name. If there is a sponsor, the sponsor must sign an affidavit attesting that the sponsor will be willing to use the money to support the student. Should the student be bringing dependents an additional \$5,000 per academic year for the spouse and an additional \$4,000 for each child must be available and certified.
4. The student must intend to return to his/her home country at the end of the period of study.
5. At this point, CLC may issue an I-20 immigration form to the student. The student must take the I-20 form, financial forms, letter of CLC acceptance and evidence of intent to return to the home country to the U.S. Consulate Office in the home country. This office actually issues the F-1 visa.
6. The student must be a full-time student. The student must register for at least 12 academic credit hours for each of the fall and spring semesters.
7. The student must pay out-of-state tuition.
8. Each student must carry the health/accident insurance policy approved by CLC for international students.
9. International students may not work except under limited circumstances.
10. Deadlines: May 1 for fall semester, November 1 for spring semester and April 1 for summer session.

For further information, contact the International Education coordinators listed above.

Registration Steps For Credit Classes: New Students

Before You Start...

Students thinking about enrolling at CLC for the first time, may want to start with a campus tour. Call the Student Recruitment Office, (847) 543-2090, for an appointment. For information on financial aid, contact the Financial Aid Office, (847) 543-2062.

STEP 1: Attend A New Student Orientation Session

All new students should attend a New Student Orientation Session to learn more about the college's programs, services, admission requirements and registration procedures. Times and dates are published in the class schedule, or call the New Student Orientation Coordinator at (847) 543-2486.

STEP 2: Submit An Application For Admission And Required Credentials

Submit a completed CLC Application for Admission to the Admission and Records Office. Credentials associated with the admission process, and any college transcripts may be sent to CLC for evaluation. For more information, see page 225 for an application form and page 223 for admission requirements.

STEP 3: Demonstrate Basic Skills

Basic skills proficiency can be demonstrated through: the Basic Skills Assessment (language skills and math) offered at CLC; ACT or SAT scores; high school transcripts; GED scores; TOEFL scores; or previous college course work. See page 34 for specific information. At this time, students may also want to take placement tests required for math, chemistry and/or computer information systems courses.

STEP 4: Meet With A Counselor

Meet with a counselor for assistance with educational planning. Students unable to demonstrate the required basic skills are required to meet with a counselor or a SEP advisor before registering.

STEP 5: Select Class Times And Register

Complete a registration form as a guide to selecting course times. A registration form is located in the Class Schedule. Register by touch-tone phone or in person at a self-registration site. Call (847) 223-1111 to access touch-tone registration.

STEP 6: Pay Tuition And Fees

Tuition and fees are due by the prescribed date. The college offers several payment options; and students who may qualify, have financial aid available. See pages 21-24 for financial aid possibilities and page 21 for tuition and fees information.

Academic Advisement and Counseling

Student success in college is linked with quality academic advisement.

Academic Advisement:

All continuing CLC students who have selected a program of study should meet with a faculty advisor.

All full-time faculty members are academic advisors and are available during the fall and spring terms. For information on how to contact a faculty advisor, call the appropriate division office listed below. Division offices are located on the Grayslake Campus.

Biological & Health

Sciences	(847) 543-2042Room C140
Business	(847) 543-2041Room A143
Communication Arts, Humanities & Fine Arts	(847) 543-2040Room B237
Engineering, Math & Physical Sciences	(847)543-2044Room B162
Physical Education	(847)543-2046	..Room PEC-201
Social Sciences	(847)543-2047Room A244

Counseling:

Students meet with a counselor if they are

- **undecided** on a program of study,
- **new** students,
- **deficient** in language or math competencies,
- **returning** after two or more semesters absence from CLC,
- seeking specific **transfer** information to another institution,
- on **academic restriction**, or
- in need of more extensive **counseling services**.

(See page 26 for list of counseling services and locations.)

Advisement Prior to Registration

The following students must contact an appropriate advisor or counselor before registering: (For referral of whom to contact, see page 18, *Academic Advisement and Counseling* or call the Counseling Center.)

- Degree or certificate seeking students prior to registering for their **19th** and **41st** transfer or career credit hour
- Students on **academic restriction**
- Students deficient in language or math competencies
- Conditionally admitted students who plan to transfer and have exceeded 40 career or transfer credits (See Admission to A.A., A.S., or A.E.S. Degree Programs for more information on conditional admit on page 16.)

Graduation Planning

Advisors help students who have decided on a program of study and select courses to meet all the requirements for graduation for A.A., A.S., A.E.S., or A.A.S. Counselors help A.A. and A.S. students who are undecided on a major.

Advisement Responsibilities of Advisors

Academic Advisors help students with long-term and short-term academic planning, assist students in developing a course schedule, provide information about programs of study, explain CLC graduation requirements and college policies, and refer students to other college staff and services.

Advisement Responsibilities of Students

Students are responsible for contacting an academic advisor and preparing for the advisement session, i.e. being familiar with the information in the CLC catalog and graduation requirements, reviewing the course schedule each semester, having an idea of the courses they plan to take, and being ready to discuss their interests and/or goals. Students who have unclear educational goals have the responsibility to seek assistance from a counselor to develop goals.

Financial Information



Tuition and Fees

Tuition and fees are subject to change through action by the CLC Board of Trustees, or by the calculation of out-of-district fees in accordance with the state formula. Tuition and fees effective for fall of 1999 are as follows:

In-District	
Tuition (per credit hour)	\$48.00
Comprehensive Fee (per credit hour)	\$ 4.00
Technology Fee (per credit hour)	\$ 1.00
Total Tuition and Fees	\$53.00

Tuition and fees for courses of a credit-free nature (courses which do not lead to a state-approved degree or certificate) cover the cost of instruction. No state or local tax monies are used to support these courses. Out-of-district and out-of-state tuition is determined on a semester basis. Please refer to the current class schedule for this information.

The comprehensive fee supports student activities, student services, and infrastructure improvements. In addition to supporting child care services, program board activities, the student newspaper, and tutoring, these fees help defray the costs of parking lot improvements and campus safety expenditures.

Student Residency Status

Students are classified at the time of admission to the college for purposes of tuition assessment and enrollment reporting according to resident status as follows:

Proof of Residency

Evidence of district residency shall be based on ownership and/or occupancy of a dwelling in Community College District 532 and may be verified by displaying one of the following items:

Illinois driver's license or identification card issued by the Illinois Secretary of State's Office; Illinois voter identification card.

Residents of the College District

Students who are 18 years of age or older who have occupied a dwelling within Community College District #532 for at least 30 days prior to enrolling at the College of Lake County are considered "In-District" except the following:

- Federal Job Corps workers stationed in the district;
- Inmates of State or Federal correctional/rehabilitation institutions located in the district;

- Students attending under the provisions of a chargeback or contractual agreement with another community college;
- Students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; and
- Unemancipated students under 18 who have at least one (1) parent, step-parent or court-appointed guardian who meet the above criteria.

Community College District 532 is defined to include residents of the following Lake County, Illinois public high school districts: Adlai E. Stevenson, Antioch, Grant, Grayslake, Highland Park, Deerfield, Lake Forest, Lake Zurich, Libertyville, Mundelein, North Chicago, Round Lake, Warren, Wauconda, Waukegan, and Zion-Benton.

Residents of Illinois, Out-Of-District Students

A person who resides in Illinois but is not a resident of Community College District 532 as defined above. Lake County Illinois residents living within the Barrington public high school district will be classified as Out-Of-District Illinois resident students.

Out-Of-State Residents

A person who is not a legal resident of the State of Illinois including international students and other non-immigrant aliens.

Senior Citizens Tuition

All in-district residents who are 60 years of age or older at time of registration may enroll in credit courses offered by the college at one-half the regular tuition rate with all other fees remaining unchanged. All residents of the college district who are 65 years of age or older at the time of registration and who qualify financially according to Illinois Senate Bill 338 may enroll in credit courses offered by the college without paying tuition or activity fees. Contact the Financial Aid Office for specific details.

Business Educational Service Agreement

Students who live outside of the College of Lake County's district and are currently employed 35 or more hours a week in the College of Lake County's district can enroll at CLC under the Business Educational Service Agreement and pay the current in-district tuition rate including prevailing comprehensive fee regardless of their place of residence. For more information, contact the Student Recruitment Office at (847) 543-2090.

In-District Military Personnel Tuition

Military personnel who are citizens of the United States and who are on extended active duty in one (1) of the uniformed services of the United States and who are stationed and present in Community College District 532 in connection with that service, will be subject to current in-district tuition rate including the prevailing activity fee by displaying a valid United States uniformed services identification card. Spouses and children of such military personnel are also eligible for the in-district tuition rate.

Fees

Commencement

A commencement fee, which includes the cap and gown, is assessed each student who participates in the commencement exercises. The college issues the diploma free of charge and it is mailed approximately one month after completion of degree or certificate requirements.

Transcripts

A fee of \$1.00 will be charged for each official transcript of a student's complete academic record.

Course Fees

Course fees are charged for some courses which incur extraordinary costs for consumable supplies used by students or have an unusual delivery system, e.g., private lessons.

Additional

Additional student expenses will be incurred for specific classes or specialized instruction as indicated in the current semester schedule of classes.

Method of Payment/Installment Plan

Students may use cash, check or credit card (VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS) for payment of tuition, fees, and bookstore purchases. There are provisions for students to pay tuition over a period of time. For details on Tuition and Fees Installment Plan, consult the current class schedule.

Approximate Costs for Full-Time Students

Many students wonder about what they will have to spend to attend CLC for an entire year as a full-time student. To help you answer that question, the college has developed two standardized budgets for the 1999-00 school year. There may be minor variations in these figures due to tuition increases or changes in federal guidelines.

Approximate Dependent Student Budget:

(Based on 9 months)	
Tuition and Fees	\$1,484.00
(Based on 14 credit hours per semester)	
Books and Supplies	600.00
Room and Board	1,500.00
Personal Expenses	1,400.00
Transportation	\$1,080.00
	<hr/>
	\$6,064.00

Approximate Independent Student Budget:

(Based on 9 months)	
Tuition and Fees	\$1,484.00
(Based on 14 credit hours per semester)	
Books and Supplies	600.00
Room and Board	3,240.00
Personal Expenses	1,560.00
Transportation	1,320.00
	<hr/>
	\$8,204.00

Joint Agreements and Tuition Chargeback for CLC District 532 Residents

Students who wish to pursue programs not available at the College of Lake County may do so in one of two ways. First, CLC has joint agreements for a number of programs with neighboring community colleges. Through a joint agreement, a resident of District 532 may attend another community college at the other school's in-district rates. All joint agreements are listed on pages 44-45 of this catalog.

A second method is the chargeback. Through a chargeback system an individual applies for approval to register at an Illinois community college thirty days before the beginning of the semester. If approved, the student pays the in-district tuition rate for the college he/she is attending and the College of Lake County pays the difference between the in-district and out-of-district rate to the other institution. Chargebacks are available only for programs resulting in a degree or certificate and not for individual courses.

Students who wish to apply for a joint agreement or a chargeback may do so by contacting the Office of the Assistant Vice President, Educational Affairs at (847) 543-2422.

Tuition Chargeback Out-of-District Residents

Authorization for partial student support is available to some Illinois residents who are not residents of the CLC district. Contact your local community college for the proper forms and information. If you do not live in a community college district, contact your local high school.

Attendance

The responsibility for attendance at all scheduled class and laboratory meetings rests with each individual student. When students are absent for reasons of illness or emergency, they are responsible for course work missed and should consult with the instructor at or before the next meeting of the class. When possible, students who find it necessary to be absent from a class should inform the instructor in advance.

If students decide that they are unable to complete a course, it is their responsibility to withdraw (drop) officially by calling (847) 223-1111 or by going to either the Lakeshore Campus, Southlake Educational Center, or the Admission and Records Office at the Grayslake Campus.

The college may administratively withdraw students who have never attended the class or have attended so sporadically that they would not be able to complete the course requirements.

Withdrawing from (dropping) Class

To officially withdraw from a class, students may call the automated student information system at 223-1111 or use the self-registration terminals located in the Office of Admission and Records (B-101) at the Grayslake Campus, the Lakeshore Campus in Waukegan, the Southlake Center in Vernon Hills, and the Extension Office (Bldg 2) at Great Lakes. It is the student's responsibility to make sure that each step of the withdrawal transaction is completed. Students should verify their transaction before exiting the system.

The date of the official withdrawal is important for determining both the tuition/fee refund and final grade for the class.

Tuition/Fee Refund Example: If the class meets for 16 weeks and if the withdrawal occurs before the end of the 14th calendar day (including weekends and holidays) starting with the first day the class is scheduled to begin, the student will receive a full refund of tuition and fees paid for the class. Please see the refund schedule in the next column for more information.

Final Grade Example: If the class meets for 16 weeks and if the withdrawal occurs before the end of the 4th week (28 calendar days), the student's permanent record (transcript) will not show enrollment in the course. If the withdrawal occurs after the 4th week and before the end of the 11th week, a final grade of "W" will be recorded. After the 11th week, the student must contact the instructor directly to withdraw. If the student is "passing," the final grade will be "W." If "not passing," the final grade will be "F." Deadlines are prorated for classes that meet other than 16 weeks.

Refund Schedule

Tuition and fee refunds will be granted to eligible students on the basis of the schedule outlined below. The number of days indicated are calendar days starting with the first day the class is scheduled to begin. Withdrawals (drops) received on Monday for classes that began the previous Friday evening (after 4 p.m.), Saturday, or Sunday will be backdated to Friday.

REFUND SCHEDULE

Length of Class	100% Refund Prior to and Through	No Refund
12 or more weeks	1-14th day	15th day
8 through 11 weeks	1-7th day	8th day
4 through 7 weeks	1-2nd day	3rd day
Less than 4 weeks	1 st day	2nd day

A full refund of tuition and fees paid will be granted if the college cancels a class. Under special circumstances and with permission from the appropriate dean, students may exchange one class for another without additional tuition and fee charges. If you are unable to attend class due to uncontrollable and unforeseen circumstances such as extended hospitalization, a proration of the tuition and fee refund may be made based upon a documented application submitted to the Dean of Business Services and Finance in Room A-101.

Financial Assistance Available to Students

Financial aid is designed to help bridge the gap between the student's resources and the costs associated with attending college. There is usually some type of financial aid available to help students no matter what their financial status may be.

Financial Information

There are three types of aid available; grants, loans, and employment. A financial aid counselor will determine the best possible combination of these resources for the student. The financial aid counselor uses a formula to calculate financial need. Factors such as family size, savings, and income are taken into consideration. College costs minus expected family contribution equals financial need.

There are special programs available to veterans and senior citizens. There is a loan to meet emergency expenses available to students not based on financial need. There are other sources of financial aid available through the generosity of private citizens and local business organizations.

When you apply for financial aid, you want to make certain that you complete the free Application for Federal Student Aid and the CLC Financial Aid Application. Most students, except veterans, must have this information on file to be considered for financial aid monies. Veterans have other forms to complete. These forms are available in the Financial Aid office.

CLC will report veterans on academic restrictions to the Veterans Administration. Veterans will be required to complete VA Form 22-8873 (Supplemental Information For Change Of Program Or Reenrollment After Unsatisfactory Progress Or Conduct) to have any benefits reinstated. Refer to page 35 for Academic Standards Policy explanation.

Students need to be aware that there have been changes in federal regulations for refunds and repayments of financial aid funds received by students who totally withdraw from classes within a semester. Students who withdraw totally from their classes should contact the Financial Aid Office to determine how these regulations affect them. Some students in this type of situation could be required to repay financial aid received.

For more detailed information concerning financial aid programs, refer to the current Financial Aid Brochure or contact the Financial Aid/Veterans Information Office located in Room B114. Every effort will be made by the Financial Aid office staff to assist students to identify financial aid sources so that they may be able to take advantage of financial aid to help pay college costs.

College of Lake County Foundation Scholarships

The College of Lake County Foundation is a private non-profit organization incorporated under the laws of the state of Illinois. One of its purposes is to raise scholarship funds for students at the College of Lake County. The Foundation provides funding for six major award programs, as well as approximately 50 individual scholarships, each with separate criteria. The major programs are:

Academic Achievement Scholarships, which provide tuition and comprehensive fees for selected students with a record of academic achievement who are planning to earn an A.S., A.A. or A.E.S. degree.

Career Awards, which provide tuition and comprehensive fees for one year of study for selected students demonstrating talent in one of the college's career or technical areas.

Diversity Awards, which provide tuition, comprehensive fees and books for selected minority students who demonstrate a commitment to further education.

ESL College Opportunity Awards, which provide tuition and comprehensive fees for selected students who have completed English as a Second Language instruction and now plan to enter a college credit program.

GED/High School Completion College Opportunity Awards, which provide tuition and comprehensive fees for selected students who have earned their GED or successfully concluded a high school completion program after being out of school for an extended period.

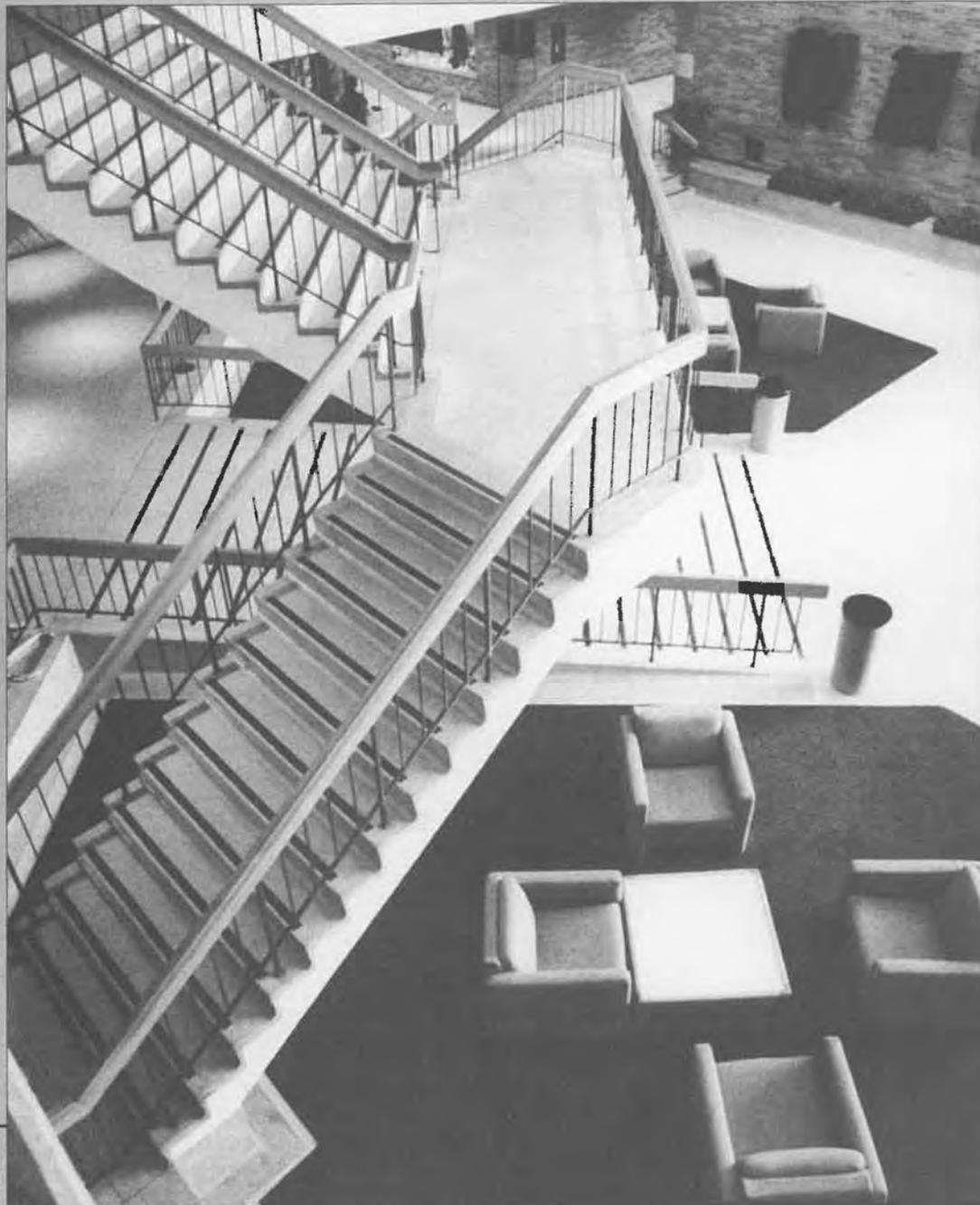
Leadership Awards, which support selected students participating in student activities or literary or fine and performing arts.

Most Foundation scholarships and grants are designed to benefit students who need financial assistance, even those who do not qualify for other forms of financial aid. Students interested in full descriptions of Foundation scholarships and grants are encouraged to request a full brochure, including applications, from the Financial Aid office, room B 114 on the Grayslake Campus. Brochures are also available at Lakeshore Campus and the Southlake Educational Center.

The CLC Foundation also funds innovative educational and cultural programs involving faculty and students. The Foundation's long-range plans include raising funds for equipment, facilities, and an endowment. In addition, the Foundation serves as an administrative channel for gifts to the college which have included cash, securities, works of art, library materials and major gifts. All gifts to the Foundation are tax deductible to the extent provided by law.

The Foundation office is room B108 on the Grayslake Campus. For information, phone (847) 543-2488.

Student Development



Addressing Student Concerns

An overview of the various ways student concerns may be addressed is provided in A Guide for Addressing Student Concerns which may be obtained from the Dean of Student Development Office, Room B201. *This information is also posted throughout the college.*

Child Care

CLC offers affordable child care at its nationally accredited Child Care Center at both the Grayslake and Lakeshore Campuses. Highly qualified staff provide day and evening care for 2½ to 12 year olds in separate programs for preschool and school-age children. Children are enrolled in advance for times based on their parents' class, study, and work schedules. Spaces are limited. Holiday child care is available for school-agers on specified days. Call (847) 543-2053 at Grayslake or ext. 6250 at Lakeshore for more information on fees, times, and registration.

Counseling

The services of professional counselors are available in 3 locations:

Counseling Center, Room C 110, Grayslake Campus, 19351 W. Washington Street, Grayslake, IL 60030-1198
Hours: Monday through Thursday - 8:00 am - 8:30 pm
Friday 8:00 am - 4:30 pm
For appointments call: (847) 543-2060

Lakeshore Campus, Student Services Center, Room 211, 111 North Genesee Street, Waukegan, IL 60085
For appointments call: (847) 623-8686

Southlake Educational Center, 1120 South Milwaukee Avenue, Vernon Hills, IL 60061
For appointments call: (847) 478-1833

Services Available Through the Counseling Centers

- **Pre-enrollment counseling** - Counselors assist students in determining the appropriateness of a program and an educational plan prior to registration.
- **Selecting a major** - Counselors work with undecided students to assist in selection of a program and curriculum which meet students' life and career goals.
- **Educational development** - Besides working with undecided students, counselors help students who have not been successful in school and who have been placed on academic restriction. The counseling staff also assists students whose reading, writing and/or math skills are below college level. Restricted students work with a counselor to develop an academic plan. They are helped to select appropriate classes and to learn strategies for success in school through individ-

ual conferences, workshops and classes in which they can learn study skills, methods for managing time, test-taking techniques, and other strategies for becoming a better student. See PDS 120.

- **Career development** - Through assessment techniques and career information, students are helped to set and realize career-related goals. Methods may include individual or group counseling as well as credit or non-credit classes. See PDS 122.
- **Personal development** - Counselors assist with personal growth and life planning issues and with personal problems that interfere with progress in school by providing individual or group sessions or referrals to appropriate community agencies. See PDS 121.
- **Transfer planning & information** - Counselors can assist students with transfer planning. Printed Transfer Guides are available outside the Counseling Center (Grayslake) and Lakeshore Student Services Center (Waukegan) for public Illinois universities and many private colleges our students attend. Admission information, including application forms and information on academic programs and transfer scholarships, is also available in the Counseling Center.
- **Information & referral** - Much information is available in books and on computers in each counseling center. Students may also confer with counselors concerning work, school, community agencies and resources at the college to resolve personal, academic and career concerns.
- **Testing** - A counselor can help students gain more knowledge about themselves and how they fit into the world of work through the use of assessment tests.
- **Credit Classes** - Several Personal Development courses are offered by the counseling faculty. Please see the PDS listings and EWE 121 in the course section of this catalog.

Campus Safety

A truly safe campus can only be achieved through the cooperation of all students, staff and faculty. For more information, contact the campus safety office at (847) 543-2081. In Case of Emergency dial 5555 from any campus phone or dial "O" at Lakeshore.

Grayslake Campus

Crime Prevention

Because many crimes are preventable, CLC's campus safety office encourages students and employees to get involved in protecting themselves and their property, and to take responsibility for their own safety and for the safety of others. Campus safety helps students and employees protect themselves in the following ways:

- A 24-hour a day escort service by campus safety personnel is available by request at the Grayslake campus.
- In-house campus phones located throughout the Grayslake campus provide access to the campus safety dispatcher and the department's enhanced emergency phone system, which immediately traces each on-campus call to provide the location of a caller in need, even if the call is disconnected.
- After-hour access to college facilities is allowed only on an escorted, sign-in basis, by prior arrangement.
- An electronic alarm system monitors a comprehensive campus-wide network of panic alarm and intrusion detection devices.
- Emergency callboxes are located in student parking lots 2-5 and staff lots 1 and 7. Push red button to activate the system.

Other Services

The campus safety office also provides other support services to the college community. These include:

- Parking control and traffic enforcement and preparation of accident reports.
- Motorist assistance with minor problems such as jump starts or recovering keys locked in cars.

Lakeshore Campus

Campus Security Precautions

During regular operating hours while classes are in session there is trained staff and regular campus safety/security inspections are performed by campus safety personnel. Additionally, a Waukegan police officer is on duty during evening hours when classes are in session. The officer will provide escort service to vehicles upon request.

Parking

Parking for student, staff and visitors is available in a multi-story parking facility located at 30 N. Sheridan Road, just east of the south building. One hundred and fifty spaces, on levels two through four, are reserved for the college's use. Only vehicles displaying a valid College of Lake County permit will be authorized to park in these spaces.

Other Services

- Escorts to vehicles are available upon request during both day and evening hours.
- Assistance to motorists with minor problems, such as dead battery or key locked inside a vehicle, is provided during both day and evening hours, upon request.
- For the convenience of students, staff and visitors with temporary physical challenges that restrict their ability to walk across campus, an electrically powered wheelchair is available by request at the South building reception desk.

To Report a Crime

Contact the Reception Desk on the first floor on the first floor of the South Building and/or the Campus Safety Office near the rear stairs by the parking garage access. Emergency help is available by dialing "0" or extension 6255 from campus phones. Reception Desk staff are trained in emergency assistance procedures.

Parking Violation Appeal

Parking lots, signage and regulations have been developed at the College of Lake County in order to follow state laws and local regulations, and to provide for the safety of all persons on campus. The Campus Safety department is empowered to enforce these laws/regulations and levy fines when they are not followed.

Anyone receiving a citation for a violation of a CLC parking regulation has the right to appeal the citation, for a reasonable cause, with the Campus Safety department. The appeal must be filed within (5) business days of the date of issue of the citation, or the right to file an appeal is waived.

Appeal Steps

1. Complete and return the appeal form to the Campus Safety Office (A-151) within the (5) business days after the date of the citation.
2. A date and time will be scheduled for an administrative hearing or to discuss the appeal by telephone.

Health Center

The Health Center provides physical assessments of health problems and primary care for illnesses and injuries, with appropriate referrals when necessary. Health education programs and screening services are offered in cooperation with other college departments and community agencies. Information on HIV infection and other communicable diseases is available. Required immunizations for health career and transfer students are available by appointment. Confidential care is assured. Medical parking for temporary disabilities is authorized through the Health Center. Low-cost health insurance is offered to all full-time and part-time students and their dependents. Information and brochures are available in the Health Center, Business Office, and Activities Office. The Health Center is located in A149 across the hall from Campus Safety on the Grayslake Campus. Hours: Monday through Thursday, 8:00 a.m. to 10:00 p.m.; Friday 8:00 a.m. to 4:30 p.m.; closed Saturday and Sunday.

Intercollegiate Athletics and Intramural Recreation

Intercollegiate athletics and intramural recreation are also an important part of student life at the College of Lake County. CLC teams compete in 13 intercollegiate sports. Women's sports include basketball, cross country, soccer, softball, tennis, and volleyball. Men's sports include: baseball, basketball, cross-country, golf, soccer, tennis and wrestling. CLC is a member of the National Junior College Athletic Association and the Skyway Community College Conference. The college is noted for its excellence and integrity in athletics. Athletic Scholarships are available. The CLC intramural/recreation programs provide a variety of activities for students, faculty and staff. For more information contact the Office of Health, Physical Education, Intramurals, Recreation and Athletics, (847) 543-2046.

Career/Job Search Assistance

Career and Job Search Assistance is available to all CLC students, alumni and Lake County residents who are seeking full-time, part-time or seasonal employment.

The Career Center offers a variety of resources to assist individuals with career or job choices. Services include individual and group assistance in areas such as career assessment, exploration, job search techniques, resume writing, and interviewing. If individuals wish to explore these topics at their own pace, they may also utilize the many print, video, and multimedia resources available in the center.

In addition to these services, the Career Center publishes a weekly listing of job opportunities, "JOBS NOW!", and distributes the listing to Lake County libraries, high schools and social services agencies. Individuals registered with the free job matching system receive a weekly computerized listing of those job opportunities that match their experience and interest. The Career Center participates in the Collegiate Employment Network, which allows job seekers to search for jobs on the Internet. Job seekers come to the career center and register for a user password and then can access a large number of jobs available throughout the Chicago area.

The office sponsors two annual jobs fairs in the spring and the summer, and offers on-campus recruiting throughout the year. County, state and national labor market information is available to interested students, alumni and residents. Individuals who wish to use any of these services should contact the Career Center in person in room E101 or by phone at (847) 543-2059.

Policies Governing Student Life

In order to ensure that all students are treated fairly, the College of Lake County has developed several specific policies.

Student Rights and Responsibilities

Preamble

The Community College District 532, College of Lake County, recognizes that students are both citizens and members of the academic community. As an individual citizen, each student has freedom of speech, assembly, association and press, and the right of petition and due process as guaranteed by the state and federal constitutions. As members of the academic community, students have the right and the responsibility for participating in the formulation and review of all college regulations and policies directly affecting them.

Upon enrolling in the college, each student assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function, and meeting its total obligations, institute appropriate disciplinary action.

A student may be subject to disciplinary action whenever the student commits or attempts to commit any act of misconduct which occurs on the college campus, during class or at an activity, function or event sponsored or supervised by the college, or elsewhere if there is a direct relationship between such act and the college. An act of misconduct includes, but is not limited to:

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or any misuse of college documents and records, including identification cards.
3. Conduct which significantly interferes with the college's teaching, research, administration, or other responsibilities.
4. Conduct which endangers the health, safety, or well-being of members of the college community or visitors to the campus, including but not limited to unauthorized and/or illegal possession, use or distribution of controlled substances, look-alike drugs, or alcohol or unauthorized/illegal use or possession of firearms or any other weapon.
5. Violation of specific college rules and regulations of the college disseminated to students including those regarding the college campus parking lots, equipment and facilities.
6. Failure to comply with directions of college officials acting within the scope of their duties.
7. Any conduct which constitutes a violation of a federal or state law or regulation or local ordinance.

Students, as citizens, remain subject to federal, state and local laws; therefore the College Judicial Board is not intended to replace or modify existing law. The college and its students recognize that violation of these laws may lead to prosecution by agencies or persons in addition to the college.

Sanctions

A. *Reprimand*

A reprimand is an official statement to the student that he/she has been found guilty of misconduct as defined in the Preamble of the College of Lake County Student Rights and Responsibilities.

B. *Restitution for Damages*

The student may be directed to pay for damages caused by his/her action. Failure to pay damages could result in additional sanctions being applied.

C. *Behavioral Contract*

A behavioral contract is a contract under which the student agrees to modify his/her behavior. If the student fails to fulfill the terms of the contract, the Dean of Student Development could suspend the student and/or apply additional sanctions.

D. *Probation*

Disciplinary probation is a warning regarding a student's behavior. The following privileges could be withdrawn:

1. The holding of an office in a campus organization.
2. The attending of non-academic activities at the college.
3. The representation of the college in any inter-collegiate events.

Any subsequent violation of conduct expectations as described in the Preamble of the College of Lake County Student Rights and Responsibilities during the probationary period will be evaluated within the context of the student's probationary status. This probation shall be imposed for a specified period and the student shall be automatically removed from probation when the imposed period expires.

E. Suspension

Suspension denies the right to participate in any academic or other activities of the college and to be on college premises for a specified period of time, not to exceed one semester.

F. Expulsion

Expulsion denies the right to participate in any academic or other activities of the college and to be on college premises for a period of time of one or more semesters, varying from one semester to four academic school years, with any and all other conditions as determined by the college. Students expelled within a semester or summer term will be administratively withdrawn from classes.

Reinstatement would be contingent upon the assessment by college personnel of the written rationale provided in the individual's request for reinstatement and a review of the initial violation causing expulsion as well as upon the individual agreeing to adhere to behavioral expectations noted in the Preamble of the *College of Lake County Student Rights and Responsibilities*, specifically and concretely delineated, and acknowledging that any violation would result in indefinite expulsion.

Copies of the entire *Student Rights and Responsibilities Policy*, including due process procedures, may be obtained either in the Student Activities office, C101, or the Dean of Student Development office, B201.

Obligations to the College

Students may be kept from adding or dropping courses and/or receiving grade reports and transcripts for the following general purposes:

- **Financial/Materials:** A properly authorized agency of the college may restrict a student who has failed to meet financial obligations and/or to return materials to the college.
- **Judicial:** The Dean of Student Development may restrict a student who has been suspended or expelled or contact a student regarding pending judicial or administrative proceeding against the student.

- **Condition of Registration:** The Admission and Records office may restrict a student who has not fulfilled a duly established condition of registration.

Notification of Rights under FERPA For Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College of Lake County receives a request for access. Students should submit to the registrar, academic dean, or other appropriate college official, written requests that identify the record(s) they wish to inspect. The College of Lake County official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College of Lake County official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of a student's education records that the student believes are inaccurate or misleading. Students may ask the College of Lake County to amend a record that they believe is inaccurate or misleading. Students must write to the College of Lake County official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College of Lake County decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College of Lake County in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College of Lake County has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College of Lake County discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (*NOTE: FERPA requires an institution to make a reasonable attempt to*

Student Development

notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College of Lake County to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Any information that is NOT a part of directory information must be requested by the student in writing through the Admission and Records Office.

Student Right-to-Know

In compliance with Student Right-to-Know legislation signed into law on November 8, 1990, and amended by PL 102-26 in 1991, information on completion rates for students at the College of Lake County is available by contacting the Office of Institutional Effectiveness, Planning, and Research, Room B201, at the Grayslake Campus, (847) 543-2096.

Addressing Students' Academic Concerns

1. Within one calendar year from the time the action occurred which caused the student a concern, the student discusses the concern and if possible resolves the matter with his or her instructor.
2. If the concern is not resolved, the student meets with the appropriate Academic Dean.
3. The Academic Dean informally reviews the concern, involving other staff members appropriate to the situation such as the Dean of Student Services, Counselors, the student's other instructors, the Learning Assistance Center staff, other Academic Deans.

The Academic Dean makes personal notes but no formalized records.

The Academic Dean renders a decision which includes rationale for the decision.

4. If the student wishes to appeal the Academic Dean's disposition, a formalized process is instituted by the student completing a statement indicating the concern, the desired outcome and the rationale, and submitting the form to the Associate Dean.

The Academic Dean has the instructor write a statement of his/her position, including supporting rationale. The Academic Dean then develops his/her analysis and recommendation and provides his/her written decision to the student.

5. If the student still wishes to appeal, the concern is submitted to the Vice President for Educational Affairs.

The Academic Dean sends his/her statement and the instructor's statement to the Vice President for Educational Affairs who analyzes the situation and develops his/her recommendation.

6. If the matter is not resolved, the President will address the issue, reviewing all materials and if appropriate, conducting additional personal conferences. If the issue is not resolved, the student has the option to have the President present the concern to the Board.

Student Discrimination and Harassment Complaint Procedures

Non-Discrimination & Harassment Policy

In accordance with the statutory provisions included in Title VII of the Civil Rights Act, Title IX of the 1972 Education Amendments, and all other applicable federal and state laws, it is the policy of the College of Lake County not to discriminate on the basis of a person's race, color, religion, sex, national origin, age, marital status or disability in any of its education programs, activities or employment policies.

The College, through its commitment to equal rights, will ensure that students work, learn and study in an environment free of illegal harassment. Harassment infringes upon equal respect in work and academic relationships, causes serious harm to the operation and to the future careers and success of students.

The College seeks to prevent harassment from occurring. College policies and procedures afford the investigation and resolution of complaints. Findings of harassment may result in the discipline, suspension or dismissal.

Prohibited Harassment

The College prohibits harassment and discrimination on the basis of age, disability, national origin, ancestry, race, color, religion, creed, sex, or marital status, or retaliation for having engaged in a prior discrimination or harassment complaint.

Harassment pursuant to this procedure is unwanted behavior directed toward an individual based on one or more of the foregoing designated characteristics.

Discrimination & Harassment Complaint Procedure

Any student who believes that he or she has been discriminated against or harassed may follow either an informal or formal procedure without fear of recrimination. A prompt and confidential investigation will be provided to the degree possible.

Step 1 - Any student believing he or she has been a victim of discrimination/harassment may discuss their concerns with the Dean of Student Development. The Dean, director, academic dean, or a specifically designated person may make an effort to resolve the concern informally.

Step 2 - If the matter cannot be satisfactorily resolved at step 1, the student must file a formal written complaint with the Dean of Student Development. For the purpose of mailing written complaints, the mailing address is: Dean of Student Development, College of Lake County, 19351 W. Washington Street, Grayslake, IL 60030-1198.

The written complaint must be filed within sixty (60) days of the alleged incident of discrimination/harassment. In addition, the written complaint must be signed, and to the extent possible, should state in detail, the time, place, pertinent facts and circumstances of the alleged discrimination/harassment along with any witnesses. The Dean of Student Development will notify the accused of the complaint and will conduct a thorough investigation of the complaint within thirty (30) days of its receipt. The time period may be extended for justifiable reasons or by mutual consent. The complainant and accused shall be informed of any extensions.

Step 3 - Upon completion of the investigation, the Dean of Student Development shall make a written finding stating the final outcome of the investigation. If a violation is indicated, the Dean of Student Development may recommend any reasonable and appropriate remedy for the complaining party if there is substantial evidence that discrimination/harassment did occur.

Employee discrimination against students will be subject to discipline under appropriate College of Lake County employment policies and, as applicable, collective bargaining agreements. Depending on the severity of the incident, disciplinary action against an offending employee may include discharge. Student discrimination against other students will be subject to discipline under the Students' Rights and Responsibilities Policy. The College may take additional corrective actions to remedy any instances where discrimination is determined to have occurred.

Step 4 - If the complaining party is not satisfied with the outcome of the investigation conducted by the Dean of Student Development, he/she may request, in writing, that the matter be reviewed by a President's panel. The complainant must make this written request within 10 days of the findings in step 3.

The College President shall appoint an impartial panel consisting of:

- One college administrator.
- A vice-president.
- One faculty member.

The complainant(s) shall select one of three possible college administrators offered by the President.

The complainant(s) shall select one of three possible faculty members offered by the President.

The President's panel shall arrange to meet with the complainant as well as other principals associated with the complaint. Following such meeting (or meetings), the President's panel shall present its findings, in writing, to the President for final action. The procedures in this step shall be accomplished within thirty (30) working days of the date the written appeal is received by the President. Time limits may be extended by mutual consent.

General Provisions

Because of their sensitive nature, complaints of sexual harassment will be handled with the utmost discretion and confidentiality to the fullest extent possible.

Retaliation against individuals who invoke the procedures set forth herein is strictly prohibited.

Illinois Clean Air Act: Effective 7-1-90.

The entire main campus is smoke-free except for the designated smoking areas in Lancers Cafeteria and Building 1 Annex. Lakeshore Campus is smoke-free, except for a designated area in the lower level. Southlake Educational Center is entirely smoke-free.

Services for Students with Disabilities

The College of Lake County provides information, guidance and support to students with disabilities through a variety of services and state-of-the-art adaptive equipment. Services are provided after meeting with a trained staff member from the Office of Special Needs. Students must complete a Request for Services Form before accommodations are made. All assistance must be supported by appropriate documentation of disability. Additional information can be obtained from the following offices: Special Needs Office - Office L115D, L115C, and L112 (847) 543-2474, (847) 543-2458, (847) 543-2473 or (847) 223-0134 (TTY). It is recommended that students needing accommodations should contact the Office of Special Needs at least two weeks before classes begin so necessary accommodations can be provided. All information will be kept confidential. The programs and facilities at the College of Lake County comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Compliance concerns should be indicated to the coordinator and directed to the Assistant Director of Personnel/Affirmative Action Officer, B146, (847) 543-2216 and/or the Dean of Student Development, B201, (847) 543-2048.

Student Activities

Involvement in Student Activities is recognized by many employers as an asset and they encourage students to develop skills obtainable through participation in campus clubs and organizations.

Through the Student Activities office, students are provided the opportunity to become involved in campus life, to help bring about positive change, to meet new people and make new friends. The quality of a student's college experience can be related to the level of involvement in various college activities, such as, Student Senate, Program Board, student newspaper (Chronicle), radio station WCLC, literary magazine (Willow Review), Prairie Spirits Dance Theatre, Child Care Center, Substance Abuse Prevention Center, and all college commissions. There are also more than 25 special interest clubs. Student Activities provides educational, social, cultural, and recreational opportunities for students, staff and members of the community.

Student life at CLC is further enhanced through co-curricular activities. For those interested in the arts, CLC has a theatre program, concert band, jazz ensemble, singing groups, dance theatre, poetry readings, performing arts committee, art exhibits, and speakers on a variety of contemporary issues.

Student organizations can serve as a laboratory where a student can spend as much time as desired planning, organizing and implementing programs and services for students and the community. For additional student involvement opportunities, stop in at the Student Activities office, Room C101 or call (847) 543-2055.

Student Governance

Students may impact college-wide policy, procedures or actions affecting student life by directing their concerns to or by participating in the Student Senate and college-wide governance commissions.

Contact the Dean of Student Development, B201, (847) 543-2048 or the Director of Student Activities, C101, (847) 543-2055 for assistance in sorting through options and identifying chairpersons.

Student Body Profile

The College of Lake County student body reflects the diversity in the Lake County community. Nearly 15,000 students attended the college in fall 1998. These students represent a wide range of age groups and racial and ethnic backgrounds.

In 1998, 22% of students graduating from Lake County public high schools in the spring enrolled at the College of Lake County in the fall. Students in the 18-24 age group represent 40% of the student body and students aged 25-34 comprise the second largest segment or 24% of the total. The average age of the student body is 30. Minorities comprise 26% of the student body. Hispanic students account for the largest single minority group (13%). An additional 7% percent of the student body are foreign students studying in the United States on visas.

The college offers programs and schedules which provide a great deal of flexibility to students. The majority of students, 80%, attend part-time. Day students outnumber evening students 50% to 43%. Six percent of students attend classes primarily on the weekends. College studies indicate that students who continue their education after graduating from CLC are well prepared for their classes. In fact, when CLC students transfer to a four-year school, they do as well or better than their fellow students. Among the students who enter the labor market after completing an AAS degree or certificate program, 85% find work in fields related to their area of study, and 88% report they are satisfied with their jobs.

Servicemembers Opportunity College

The College of Lake County has been designated a Servicemembers Opportunity College (SOC) by the Department of Defense and the American Association of Community and Junior Colleges. Servicemembers Opportunity College Associate Degree (SOCAD) student agreements are available in many different curriculums offered at the college. CLC has a commitment to the service personnel and their families at the Great Lakes Naval Base. The college's in-district admission policies apply to all service personnel and their families. For more information on applying for a SOC agreement, contact the Veterans Representative at (847) 543-2063.

Academic Information and Regulations



Academic Assistance

The Learning Assistance Center provides CLC students with academic support to individual needs through testing, modular instruction, tutoring, and services to disabled students. These services are available at both the Grayslake and Lakeshore campuses.

Testing Center

The Testing Center provides a centralized testing service where students can complete the GED, ACT, CLEP, DANTES, Basic Skills Assessment, telecourse testing, make-up testing, correspondence testing and nursing checks as well as career and interest inventories. Call (847) 543-2076 for testing information at the Grayslake Campus. Similar testing services are also available at Lakeshore Campus. Call (847) 623-8686 for additional information.

Modular Instruction

Students wishing to improve their vocabulary, basic writing, math or algebra skills, can do so by enrolling in a module. These individualized structured programs of study permit students to work at their own pace. Modules are available at the Grayslake Campus and at Lakeshore Campus in Waukegan.

ENG 102	Spelling
ENG 103	Vocabulary
ENG 104	Sentence Structure & Punctuation
MTH 101	Elementary Concepts of Math
MTH 102	Basic Algebra

Tutoring

Free tutoring is available for CLC courses in which students are enrolled at the College of Lake County. Tutoring provides extra academic assistance on a one-to-one basis or in a small group setting for students who need additional help with their courses. Individual appointments are scheduled in the LAC with qualified tutors in most subject areas. Drop-in tutoring is available in writing, mathematics and chemistry. Call (847) 543-2076 for additional information.

Students with Disabilities

The Learning Assistance Center provides accommodations for students with disabilities. Adaptive equipment such as adjustable desks, tape recorders, voice-activated computer, kurzweil reading machine, and three-wheel scooter are available. Services such as note takers, readers, testing accommodations, tutors, and interpreters are also provided. Students requesting accommodations must complete a Request for Services Form before accommodations are made. All assistance must be supported by appropriate documentation of disability. Call (847) 543-2474, (847) 543-2458, (847) 543-2473 or (847) 223-0134 (TTY) for additional information.

Academic Computing

The academic computing facilities at CLC include a wide variety of labs and equipment designed to meet the needs of the student population. Many divisions maintain independent lab facilities specifically to address the issues encountered in each academic discipline. In addition, there are a number of open labs located at both the Grayslake and Lakeshore campuses that are available for use by the general student population. The software resources provided by the academic divisions are also complemented by the use of the Internet, which is used in many labs to enhance the student's learning experience. Currently, the breakdown of labs in each division includes:

- Biological and Health Sciences - 4
- Business Division - 7
- Continuing Education/Economic Development - 2
- Communication Arts - 4
- Engineering, Math, and Physical Sciences - 3
- Learning Resource Center - 4
- Lakeshore Campus - 4

These labs are augmented by a number of individual instructional support workstations located in many areas throughout the college. Such diverse disciplines as Health Information Technology, Biology, Medical Lab Technology, Chemistry, Physics, Refrigeration and Air Conditioning, Numerical Control, and Automotive Maintenance use these facilities to provide enhanced instruction to CLC students.

Each year, hundreds of class sessions and thousands of "open lab" students (those not using the facilities for a scheduled class) use the college's computing facilities for instruction, homework, or individual computing needs. These computing facilities encompass a wide range of leading-edge hardware and operating environments, including PC, Macintosh, and UNIX systems. Instructors will assist students in determining hardware and software requirements for their particular course.

All academic computing facilities are managed under a set of operational guidelines that are designed to improve the student's working environment while maintaining the integrity of the entire computing system. Call the Educational Technology Department at (847) 543-2074 for specific information regarding equipment location and use.

Academic Honors

Semester Honors

Semester hours are compiled and published at the end of the fall and spring semesters. Students who have earned a grade-point average of 3.0 ("B" average) or higher while enrolled in at least 12 semester hours of transfer or career courses during a semester are recognized by placement on the **College Honor List** for that semester.

Students who have earned a grade-point average of 3.0 ("B" average) or higher while enrolled in 6 to 11.50 semester hours of transfer or career courses during a semester are designated as **Special Commendation Recipients**.

Commencement Honors

A student who has earned at least 30 semester hours at CLC by the end of the fall semester immediately preceding the commencement ceremony will be recognized as receiving the following honors based upon cumulative **G.P.A.**:

Honors3.00 - 3.49 **High Honors**3.50 - 3.74
Highest Honors.....3.75 - 4.0

Academic Standards

To enhance students' academic success, the college has developed the following Academic Standards.

Satisfactory Academic Progress

Satisfactory academic progress is measured by two standards: the *Course Completion Standard* and the *Grade Point Average Standard*. Excluded from these standards are courses in Adult Basic Education (ABE), Adult Developmental Education (ADE), English as a Second Language (ESL), General Education Development (GED), Vocational Skills Technology, Contract Training, Continuing Education and General Studies. To be in good standing, students must meet the following standards.

Course Completion Standard

Included in the Course Completion Standard calculation are baccalaureate-transfer courses, career courses and remedial courses. The following table identifies the minimum number of courses that must be completed to remain in good standing.

<u>Courses Attempted</u>	<u>Minimum Courses To Be Completed</u>
2	1
3 or 4	2
5 or 6	3
7 or 8	4
9 or more	5

NOTE: Calculation of "courses attempted" for 16 week courses is computed after the end of the fourth week for each credit course in which the students are enrolled. Courses of other lengths are prorated so that a comparable ratio would apply.

Grade Point Average Standard

Included in the grade point average calculation are baccalaureate-transfer courses and career courses only. Remedial courses are not included in this calculation. Students who have attempted 15 or more semester hours at CLC must maintain the minimum grade point average listed below to remain in good standing:

<u>Hours Attempted</u>	<u>GPA</u>
15-44	2.0 either cumulatively or for the semester
45 or more	2.0 cumulative

Students In Good Standing

Students who meet the Course Completion Standard and the Grade Point Average Standard are designated in "good standing."

Students Not In "Good Standing"

Students are not in good standing if due to their academic record they are placed in one of the following categories:

Academic Caution

Students previously in good standing who do not meet either the Course Completion Standard or the Grade Point Average Standard will be placed on academic caution.

Students on caution are recommended to limit their enrollment to one of the following, whichever yields the most semester hours:

- The number of semester hours successfully completed during the previous term, or
- One course for credit.

Academic Restriction

Students on academic caution who do not meet the Course Completion Standard and/or Grade Point Average Standard will be placed on academic restriction. Students placed on academic restriction will be notified that they must meet the following conditions when they enroll for their next term at the college.

Enrollment is restricted to one of the following, whichever provides the most semester hours:

- The number of semester hours successfully completed during the previous term, or
- One course for credit.

Academic Information and Regulations

Students on academic restriction are *required* to meet with an advisor. Subsequent registration may not occur until this requirement is met.

When students are initially placed on academic restriction, their financial aid will be discontinued.

Academic Suspension

1. Students who fail to meet the Grade Point Average Standard for two successive semesters are prohibited from taking courses, except Adult Education, Continuing Education, and Center for Economic Development courses, for the following fall or spring semester (summer excluded).
2. Students have the right to appeal their suspension to an appeals board.

Students Who Return From Academic Suspension

Students who have completed the one semester suspension are limited in the initial semester they return to enrolling for no more than 13 semester hours.

Students Who Were Academically Suspended, Who Have Returned To CLC, and Who Again Are Placed On Academic Restriction

1. These students are suspended for the following fall or spring semesters (summer term excluded).
2. To enroll again students must petition and receive approval from the Dean of Student Development.

Academic Standards Appeal Procedure

1. Purpose

Students who have been suspended for not meeting the academic grade point average requirement may appeal their suspension to the Academic Standards Appeal Board.

2. Role of the Appeal Board

The Appeal Board will review requests for re-enrollment on a case by case basis. The Board may determine if appeal form content warrants a meeting with the student submitting the appeal. The Board is composed of an Administrator, a representative from the faculty senate, and a representative from the student senate.

3. Grounds for Appeal

Students who choose to appeal their suspension must submit documentation to support the extenuating circumstances which resulted in failure to meet the grade point average requirement under Academic Standard Policy.

Extenuating circumstances may include but are not limited to the following areas:

- Death in family
- Prolonged hospitalization or serious illness
- Significant change in lifestyle made to adjust to the demands of attending college (i.e., cut down from two jobs to one)
- Personal crisis (i.e., divorce, illness of family members, etc.)
- Other extenuating circumstances

4. Appeal Procedures

- a. Within five (5) working days of receipt of the suspension notification letter, students must obtain a copy of the appeal procedures from the Counseling Center and schedule an appointment with a counselor.
- b. Students wishing to appeal must meet with a counselor. Within five (5) working days, they complete the Academic Suspension Appeal Form and return it to the Counseling Center or Lakeshore Student Services Center.
- c. The Counseling Center will forward appeal forms to the Dean of Student Development's Office for scheduling appeal reviews. An Appeal Board hearing will be scheduled within five (5) working days after receipt of the appeal form. Students may be invited to meet with the Appeal Board if the Board deems it necessary.
- d. The decision of the Appeal Board may be appealed to the Dean of Student Development within five (5) working days of the Board's decision. The Dean of Student Development will review the request for appeal, meet with the appropriate parties, and render a final decision regarding the appeal.

Reinstatement of Good Standing

Students placed on academic caution, academic restriction or suspension who satisfy both the Course Completion Standard and Grade Point Average Standards during their next semester or summer term at CLC will be considered to be in good standing.

Inactive Status

Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as inactive.

Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.

Forgiveness Option

In extenuating circumstances, students may petition for a **one-time** forgiveness of up to 15 hours of prior D or F grades in accord with the following understandings:

- At least two years have passed since the end of the term of the grades to be forgiven.
- Fifteen consecutive semester hours have been completed with no grades lower than C.
- In consultation with a counselor, the student has signed a declaration of understanding.
- Forgiven grades remain on the student's record but are not computed in the student's grade point average.
- Forgiven grades cannot be used to meet graduation requirements.
- Students lose any existing educational guarantees for the forgiven courses.
- The college accepts no responsibility for the ways in which a transfer college or university or an employer might interpret a student's use of the forgiveness option.

This policy is not intended for use by graduates.

Auditing

A student is permitted to audit courses in which case he/she will receive a grade of "X" which carries no grade-points or semester hours of credit. The fee for auditing is the same as that for enrolling for credit.

A student who wishes to audit a course is expected to attend regularly; completing assignments, exams, and projects is at the discretion of the student. Some type of courses may be deemed inappropriate for audit because they require a high level of student involvement.

Changes in students' enrollment status (audit to credit or credit to audit) must follow the time frames as listed for refunds in the Tuition and Fee Payment and Refund Schedule (Policy 421). For example, in a course of 12 or more weeks, students may not change enrollment status after the 14th calendar day from the first meeting of the course. See page 22 of this catalog for more information.

Credit-by-Exam

The College of Lake County provides opportunities to earn credit for prior learning experiences. These testing opportunities may be taken for a variety of purposes, e.g., the student's own information, college credit, an employer, a certifying agent, a professional licensing agency. **A student should check the transfer school to determine its policy toward credit-by-examination.**

The CLC Board policy states that Credit-By-Exam is:

- Not to exceed a total of 30 semester hours required toward completion of an associate degree.
- Not to exceed one-half of the semester hours required toward completion of a certificate.
- Not to count toward satisfying 15 semester hours general residency requirement for the associate degree.

There are four types of credit-by-exams available to students enrolled at CLC: Advanced Placement (AP), College Level Examination Program (CLEP), DANTES and Challenge Exams. For some courses, there may be more than one type available for receiving credit by exam. For information about specific credit, passing scores and examination requirements, consult one of the following offices:

- Counseling Center, Room C110, 543-2060.
- Learning Assistance Center, Testing Center, first floor of LRC, 543-2076.
- Biological/Health Sciences Division, Room C140, 543-2042.
- Business Division, Room A143, 543-2041.
- Communication Arts, Humanities & Fine Arts Division, Room B237, 543-2040.
- Engineering, Mathematics/Physical Science Division, Room B162, 543-2044.
- Social Science Division, Room A244, 543-2047.
- Cooperative Education office, Room A216, 543-2058.

Students who plan to receive credit by examination scores through AP, CLEP and/or DANTES must ask the Educational Testing Service (ETS) to send an official transcript of their scores to the Admission and Records office at the College of Lake County.

The earning of credits by exam has no effect on a student's grade point average.

Academic Information and Regulations

Advanced Placement (AP)

The College of Lake County accepts Advanced Placement (AP) for placement into advanced level courses and/or for college credit through tests administered from the College Entrance Examination Board, Advanced Program. High school students can arrange for Advanced Placement tests through their local high school. Specific scores determine placement and/or college credit.

College Level Examination Program (CLEP)

CLEP is a national program sponsored by the College Level Examination Board. Each college determines which CLEP tests it will accept for credit and the amount of credit it will award.

The CLEP General Examinations (CLEP-G) cover material taught in five basic areas: English composition, humanities, mathematics, natural sciences, and social sciences/history. CLEP Subject Examinations (CLEP-S) relate to specific college courses.

The College of Lake County grants CLEP credit only to students enrolled at CLC. Results of CLEP exams may also be sent to another school where a student is enrolled for credit recognition.

CLEP tests are offered once a month, except for December, through the Testing Center. CLEP tests are usually offered on the third Monday of each month. The fee is \$52 per test. An additional \$5 is charged if an examinee changes a testing appointment.

DANTES Subject Standardized Tests

The DANTES Program includes tests in over 50 subjects. The series of tests assess learning in traditional academic, vocational/technical and business subjects. While DANTES tests have been used by United States military personnel since World War II, they are now available to civilian students seeking introductory college level credit for education acquired in nontraditional environments. The DANTES testing program is offered through the Educational Testing Service (ETS). A list of DANTES tests is located in the Counseling Center, the Learning Assistance Center, and the division offices. DANTES tests are usually offered on the third Tuesday evening of the month through the Testing Center, first floor of LRC, 543-2076. The fee is \$50 per test with an additional \$5 charge if an examinee changes the testing date.

Challenge Exams (CH)

With the recommendation of the appropriate instructional staff member, students may challenge a course at CLC to demonstrate knowledge in a particular subject area. Credit will not be awarded by CLC for examinations unless the student is or has been enrolled in credit course work at the college or has been accepted into a certificate or degree program. The fee for each challenge exam is \$8 per credit hour with a minimum fee of \$24 per course. Students interested in the Challenge Examination process should consult the appropriate division office listed below:

- Biological/Health Sciences Division, Room C140, 543-2042
- Business Division, Room A143, 543-2041
- Communication Arts, Humanities & Fine Arts Division, Room B237, 543-2040
- Engineering, Mathematics & Physical Sciences Division, Room B162, 543-2044
- Social Science Division, Room A244, 543-2047
- Cooperative Education, Room B201, 543-2058

Course Load

The normal course load for a full-time student is from 12 to 18 semester hours during the fall and spring semesters and from 6 to 9 semester hours during the summer session. Special permission must be obtained for more than 18 semester hours during the fall and spring semesters or for more than 9 semester hours during the summer session.

An employed student should vary his/her course load according to the number of hours he/she works. A good "rule of thumb" is to plan for three hours per week for each semester credit hour taken, one hour for the formal class meeting and two hours for outside study and homework.

The number of semester hours that a student may take will be limited for those students on academic restriction.

College Graduate Guarantees

To assure the quality of its transfer and career degree programs, the college guarantees successful transfer of courses for graduates of the Associate in Arts and Associate in Science degree programs and guarantees job competencies for graduates of Associate in Applied Science programs according to procedures published annually in the Catalog.

Guarantee of Transfer Credit

The College of Lake County guarantees to its Associate in Arts, Associate in Science and Associate in Engineering Science graduates the transfer of course credits to Illinois public colleges and universities which have articulation agreements with the College of Lake County.

In addition, the guarantee of transfer credit is limited by the following conditions:

1. The student must complete the AA, AS, or AES degree at the College of Lake County within three years of his or her initial enrollment at the College of Lake County.
2. This guarantee applies only to courses taken at the College of Lake County.
3. The student must have earned a grade of C or better in the course in question.
4. The guarantee applies only to courses included in a written transfer/articulation plan which must be on file with the Transfer Coordinator.
5. A request for additional course work must be received by the College of Lake County no later than two years after the student has graduated.
6. The student must invoke the terms of the guarantee of transfer within 60 days of being notified that the course credit has been declined or refused by the transfer institution. Requests should be directed to the Assistant Vice President for Educational Affairs and must contain documentation that one or more of the courses included in the written transfer/articulation plan did not transfer. The request must specify the name, position, address, and telephone number of the person or office denying the transfer credit; the date that the denial was received; and the reasons, if any, for the denial.
7. CLC is not responsible for books, additional course fees, tools, activity fees, or any other course-related expenses.

Guarantee for Job Competency

College of Lake County makes certain guarantees to students who earn an Associate in Applied Science Degree or a Career Certificate. A person who completes an AAS Degree or a Career Certificate must be judged by his or her employer to be lacking in the technical job skills that have been identified as exit competencies for the specific degree or certificate program that the student completed. Graduates who have been so identified will be provided up to 15 tuition-free credit hours of additional and appropriate skill training by CLC under the following conditions:

1. The individual must have earned the AAS degree or guaranteed certificate after May, 1994 in a career program identified in the CLC catalog.
2. The individual must have completed all the skill-based courses at CLC within a four year period.
3. The individual must be employed full-time in an area directly related to the area of program concentration as certified by the Assistant Vice President for Educational Affairs.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by CLC as the employee's program competencies and must do so within 90 days of the individual's initial employment.
6. The individual with the employer, the appropriate associate dean, and a counselor will develop a written education plan

that will satisfy the student's skills requirements.

7. Retraining will be limited to 15 credit hours in courses that directly provide the skills required to attain competency on the job. These classes will be regularly scheduled CLC classes. All retraining must be completed within one year.
8. CLC is not responsible for books, additional course fees, tools, activity fees, or any other course-related expenses.
9. The completion of the additional course work does not imply that the graduate will achieve the required competencies or that the individual will pass any licensing or qualifying examination for a particular career.
10. The individual's sole remedy against CLC and its employees for skill deficiencies shall be limited to 15 credit hours of tuition-free education under the conditions as described above.
11. The individual must complete the formal process for application for the tuition-free credit hours through contact with the Assistant Vice President for Educational Affairs.

Final Examination

A final examination is generally required in all courses. Examinations will be administered at regularly scheduled times in accordance with an officially published examination schedule.

Except under emergency circumstances, a student may not be excused from these examinations. If a student is unable to appear, it is his/her responsibility to inform the instructor prior to the scheduled examination.

Grades and Grade-Points

Final letter grades are earned for each class, issued at the end of each semester, and recorded on the student's permanent academic record according to the following schedule:

	Grade	Significance	
Calculated in Grade Point Average	A	Excellent	4 Grade Points
	B	Good	3 Grade Points
	C	Average	2 Grade Points
	D	Below Average	1 Grade Point
	F	Failure	0 Grade Points
Not Calculated in Grade Point Average	I	Incomplete	
	N	Requirements Not Fulfilled	
	O	No Grade Received	
	P	Satisfactory	
	R	Repeated	
	W	Withdrew	
	X	Audit	
*	Reenrollment		

The "P" and "N" are used to grade credit-free Continuing Education and English modules. Adult Education, Continuing Education, and Basic Skills courses are not computed in a student's grade point average. Colleges and universities to which a student transfers will recalculate the grade point average to meet their standards.

Incompletes

An "I" (Incomplete) may be given to a student who finds it impossible to complete the work by the end of the semester or session because of a justifiable reason such as illness. Incompletes shall be given at the discretion of the instructor. The student, the instructor, and the associate dean shall sign a verification form which will include a justifiable reason for assigning the incomplete and will provide for a final grade to be recorded within the first 14 weeks of the following semester. The final grade shall be A, B, C, D, or F. An I becomes an F at the end of the 14 week period if no grade change is signed by the instructor. Exceptions may be granted by an instructor only in unusual circumstances and with the approval of the appropriate associate dean. In this instance students should contact the appropriate division office.

Independent Study

Students may pursue courses offered by the college on an independent study basis under the following conditions:

1. For a course appropriate to the student's program of study if the lack of enrollment in that course precludes its being offered as a scheduled class.
2. For documented, extenuating, personal circumstances which preclude an individual's enrollment in a scheduled class appropriate to his/her program of study.

Approval is granted upon the concurrence of a faculty member who agrees to guide the independent study and upon the authorization of the divisional associate dean.

Physical Education Credit

Any student who is eligible for the G.I. Bill or who has had two years of active duty in the armed services may be given two semester hours of credit for physical education.

Repeating a Course/ Re-Enrolling in a Course

Students may repeat courses that are identified as being repeatable. Repeatable courses are those that teach a skill that may be improved through continued practice or those whose subject matter changes from semester to semester.

The number of times these courses may be repeated is identified in the course description.

Students may also re-enroll in courses in an attempt to improve their grade or for other reasons. When a student re-enrolls in a course, the highest grade earned, or the most recent grade if all grades are the same, should be the only grade computed in the student's grade point average. A re-enroll symbol will be added to all those grades that are not computed.

Transfer of Credit

A student who has attended another college and who intends to earn a degree or certificate from the College of Lake County must have an official transcript from each college sent directly to the Admission Office.

Transfer evaluations are based on the student's program of study at the College of Lake County. Credit will be granted for acceptable work completed at other approved colleges and universities for courses in which a student has earned a grade of "C" or better. Credit will also be awarded for courses in which a grade "D" has been earned provided a student's over-all average is "C" or better for the credits transferred. Transfer credits accepted from other collegiate institutions will be entered on the student's permanent record at the College of Lake County, but the grades earned in these courses will not be used to compute the student's cumulative grade-point average.

Responsible Use of Technology

Acceptable Use of Information Technology

All use of Information Technology shall be for purposes of, or in support of:

1. teaching and learning;
2. administration;
3. economic development; or
4. research

Unacceptable Use of Information Technology

1. It is not acceptable to use the college's equipment or facilities for any illegal purposes which violate U.S. or state laws.
2. It is not acceptable to use the college's facilities in such a way as to interfere with or disrupt network users, services or equipment. Such interference or disruption includes, but is not limited to the following: conducting profit-making activities or distributing unsolicited advertising unrelated to College of Lake County; transmitting threatening, obscene, or harassing materials or otherwise unwelcome e-mail; propagating computer viruses; playing computer games; doing intentional damage or otherwise interfering with other individuals' use of the Internet or computer files or programs; copying college owned software for personal use; or using the network to make unauthorized entry to other computational, information, or communications devices or resources.

In pursuit of its teaching and learning mission, the college provides access to information technology facilities and resources for students, faculty, staff, and other authorized users within institutional priorities and financial capabilities.

Access to the college's IT facilities and resources is a privilege granted to students, faculty, staff and other authorized users. Access to facilities and resources may be granted by the college based on the college's judgement of the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the college. The college may require special training and the signing of a statement of responsibility before allowing access to IT facilities.

The college reserves the right to limit, restrict, extend or deny computing privileges and access to its IT resources. The college may allow individuals other than college students, faculty, or staff access to information so long as such access does not violate any license or contractual agreement; college policy; or any federal, state, county, or local law or ordinance.

Information technology provides important means of communication, both public and private. Authorized users and system administrators will respect the privacy of person-to-person communications in all forms, including voice (telephone), text (electronic mail, file transfer, fax), image (graphics, television, video conferencing, and satellite systems). The college reserves the right to monitor and record the usage of all information technology facilities and resources.

All members of the college community who use IT facilities and resources must act responsibly in their use of the resources. Every user is responsible for the integrity of the resources. All users of the college's IT facilities and resources must respect the rights of other users, respect the integrity of the physical facilities, comply with all pertinent licenses, contractual agreements, and operating procedures, and uphold the highest standard of ethics.

Enforcement

Intentional or negligent corruption or misuse of IT facilities and resources are direct violations of the college's standards for conduct. Alleged violations of this policy will be processed in accordance with the processes outlined in the college's Policy Manual, Collective Bargaining Agreements and the statement of Student Rights and Responsibilities. Access and use violations of information technology facilities and resources will be treated seriously. The college will pursue criminal and civil prosecution of violators as it deems necessary.

Programs of Instruction and Graduation Requirements



Associate Transfer Programs

From CLC's associate transfer programs, students transfer to schools throughout Illinois and across the United States.

In general, reports from state universities indicate that CLC transfer students generally perform as well as or better than the students who begin at four-year schools.

A five-year longitudinal study of students transferring from two-year colleges to four-year colleges and universities in Illinois reveal that students who transfer with an Associate in Arts or Associate in Science degree earn higher grade-point averages and have higher persistence rates than students who transfer without a transfer degree. Almost 70 percent of the AA/AS degree students had graduated or were still enrolled at the end of the study with an average GPA of 2.81; only 52 percent of those who transferred without a degree had graduated or were still enrolled with an average GPA of 2.58. The Illinois Community College Board released the study in 1986.

College of Lake County successfully prepares students for higher level courses. Students enjoy their programs at CLC and successfully transfer their credits to four-year schools. This is especially true for students who earn an Associate Transfer Degree.

Transfer Degrees - Associate in Arts Associate in Science Associate in Engineering Science

College of Lake County provides the Associate in Arts, the Associate in Science, the Associate in Engineering Science, and the Associate in Fine Arts degrees to individuals interested in pursuing a baccalaureate degree at a senior college or university. The degree the student chooses to pursue should be based on the student's proposed major at the transfer institution. To assure full transfer of coursework, students should work with an advisor who will be able to assist with verifying degree requirements for the specific senior college or university of the student's choice.

IAI Transfer Credits

This new agreement helps ensure your credits will transfer.

The IAI is limited to those students who are first-time college students since May 1998.

The Illinois Articulation Initiative (IAI) is a new agreement that will ensure that your CLC credits for specified courses will easily transfer to any community college or public university or many private colleges in Illinois. As part of each CLC transfer degree program, students are required to take "general education" courses in areas such as the humanities,

social sciences and physical sciences. The IAI ensures that a student who has completed the IAI core will have fulfilled the general education requirements for any participating college or university.

The IAI also covers courses in certain majors. If you are majoring in art, elementary education, engineering, psychology, music, business, criminal justice, early childhood education or secondary education, some of your courses may be designated as IAI courses. To find out which ones, contact the advisor for your major.

Inside this catalog, the general education courses covered by the new initiative have both a CLC number and an IAI number. The CLC course number is located in the usual position at the start of each course listing. The IAI number appears under the course description, in bold letters.

Students who want to have their transcripts audited for IAI general education core requirements should see their advisor, a counselor or the Admission and Records Office.

Transfer Courses of Study

For those students who have decided upon a major which they will pursue at the senior institution, courses of study relating to a variety of Baccalaureate majors can be found beginning on page 57. These listings are provided as a guide for students.

Career Programs

The College of Lake County offers the Associate in Applied Science degree and career certificates for students desiring to pursue employment in a specialized field. Obtaining this degree or certificate depends on the successful completion of requirements for a specific career program. College of Lake County career programs and their requirements are listed on pages 78-126.

CLC Career Programs

Business Operations

- Accounting
- Administrative Office Systems
- Computer Information Systems
- Food Service-Culinary Arts
- Food Service-Food Service Management
- Information Processing Specialist
- Microcomputers for Business
- Word Processing

Business, Sales and Management

- Business Management, Supervision
- Business Management, Marketing
- Real Estate

Continued on next page.

Programs of Instruction and Graduation Requirements

Creative Communications

Multimedia Communications
Professional Technical Communication
Technical Communication

Health Sciences

Certified Nurse Assisting
Health Information Technology
Medical Billing Specialist
Medical Imaging (Radiography)
Medical Laboratory Technology
Medical Transcription
Nursing (Registered)
Phlebotomy Technician

Natural Sciences

Chemical Technology
Water-Wastewater

Social and Personal Services

Criminal Justice
Human Services Program - Adult
Human Services Program - Exceptional Child
Human Services Program - Preschool
Human Services Program - Alcohol, Substance Abuse
and Addictive Disorders
Library Technical Assistant

Trades, Crafts and Industries

Auto Body Repair and Painting
Automotive Technology
Building Construction Technology
Computerized Numerical Control Programming
Electrical/Electronic Maintenance
Horticulture
Industrial Maintenance and Repair
Machine Tool Trades
Refrigeration & Air Conditioning
Tool & Mold Maker
Welding

Technologies

Architectural Technology
CAD-Drafting Technology
Civil Technology
Drafting
Electronic Software Technology
Electronics Engineering Technology
Fire Science Technology
Mechanical Engineering Technology
Quality Technician

Joint Agreement Programs

Students interested in joint agreement programs should contact the CLC Office of the Assistant Vice President, Educational Affairs, (847) 543-2422, for program information and authorization to register at the appropriate school.

Classes in these programs are held at the sponsoring institution, not at CLC.

Elgin Community College

(847) 697-1000

Elgin, Illinois
Dental Assisting
Thermoplastics Injection Molding
Truck Driving

Gateway Technical College

(414) 656-6900

Kenosha, Racine and Elkhorn, Wisconsin
Aeronautics-Pilot Training
Air Frame and Power Plant Mechanic
Automated Manufacturing Systems
Barber/Cosmetologist
Computer Information Systems - Microcomputer Specialist
Court and Conference Reporting
Dental Assistant
Desktop Publishing
Electromechanical Technology
Electronic Graphic Design
Engine Performance & Emissions Specialist
Fluid Power Maintenance
Fluid Power Technology
Graphics Technologies-Designer
Health Unit Coordinator
Hotel/Hospitality Management
Industrial Screen Printing
Interior Design
International Trade
Interpreter Training
Legal Secretary
Materials Management
Medical Assistant
Physical Therapist Assistant
Plastics Manufacturing
Practical Nursing
Radio Broadcasting Technician
Surgical Technician

William Rainey Harper College

(847) 925-6000

Palatine, Illinois
Banking and Savings Association Management
Bread and Pastry Arts
Building Codes and Enforcement
Cardiac Technology
Certified Professional Secretary
Commercial Credit Management
Dental Hygiene
Dietetic Technician
Fashion Design
Fashion Merchandising
Financial Management
Industrial and Retail Security
Interior Design
Journalism
Legal Secretary
Materials/Logistics Management
Medical Office Assistant
Paralegal Studies

Continued on next page

Pharmacy Technician
Real Estate (AAS only)
Operating Room Nurse Course - LLH 067
Sign Language Interpreting
Courses offered via interactive TV

McHenry County College (815) 455-3700

Crystal Lake, Illinois
Dispensing Opticianry
Firefighter II Certificate
Habilitation Aide
Industrial Engineering Technology
Industrial Work Measurement
Real Estate
Real Estate Appraisal
Small Business Specialist

Oakton Community College (847) 635-1600

Des Plaines, Illinois
Advanced LAN Management
Certified Professional Secretary
Desktop Design
Financial Services
Hotel Management
Hotel Management - Bed & Breakfast Operations
LAN Management
Materials Management
Physical Therapist Assistant
Real Estate
Real Estate Appraisal
Courses offered via interactive TV

Graduation Requirements for Associate in Arts, Associate in Science, and Associate in Engineering Science

Petition for Graduation

All students who intend to receive a degree or certificate must complete a Petition for Graduation. The student must meet the general requirements for associate degrees and must successfully complete the specific General Educational Requirements as defined by CLC's catalog at the time the student first enrolled or by CLC's catalog at the time the student petitions for graduation.

Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as inactive. Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.

General Requirements for Associate in Arts, Associate in Science, and Associate in Engineering Science Degrees

1. The satisfactory completion of no fewer than 60 semester hours for the A.A. and A.S. degrees and no fewer than 65 hours for the A.E.S. degree.
2. Completion of at least 15 of the last 30 semester hours of instruction while in attendance at the College of Lake County. (Does not include credit earned by examination or transfer.) Servicemembers and their spouses enrolled in the Servicemember's Opportunity College Program and Navy personnel enrolled in the Navy Campus for Achievement Program may meet the graduation requirements regarding semester hours at the college by completion of a minimum of 15 semester hours if his/her active duty assignment takes him/her to a base precluding his/her attendance in College of Lake County courses.
3. The maintenance of a "C" (2.00) average for all work at CLC used to compute the grade-point average.
4. Compliance with the requirement regarding the Constitution Examination (Senate Bill 195 of the 68th General Assembly of the State of Illinois) by any one of the following means:
 - a. Passing the College of Lake County proficiency examination covering the Constitution of the United States and the State of Illinois, and the proper use and display of the American flag.
 - b. Passing Political Science 121 or History 221 at CLC.
 - c. Presenting an official Illinois high school transcript which clearly gives evidence that this requirement was satisfied for high school graduation.
 - d. Completing the requirement at another institution of higher education in the State of Illinois.
5. The satisfactory completion of the General Education Requirements for the appropriate degree.

Special Notations for Associate Degree Requirements

- A. General Education Requirements must be fulfilled with middle digit 2, 4, or 6 courses, e.g. ENG 121. Exception: up to nine (9) hours of middle digit 1, 3, 5, 7, or 9 courses that have been articulated with three or more public Illinois universities may be used as general electives in the A.A. or A.S. degrees. For an approved list of articulated courses, contact the Counseling Center, Admission and Records, or division offices.

Programs of Instruction and Graduation Requirements

- B. One course in International Education must be taken from the following list.

Humanities & Fine Arts

ART 240	HUM 121
ART 241	HUM 122
ART 242	HUM 124
CHI (Any course)	HUM 128
ENG 228	ITL (Any course)
ENG 244	JPN (Any course)
ENG 246	PHI 123
ENG 247	PHI 125
FRN (Any course)	RUS (Any course)
GER (Any course)	SPA (Any course)

Social & Behavioral Science

ANT 121	HST 121
ANT 221	HST 122
ECO 225	HST 126
GEG 122	HST 127
GEG 123	PSC 221
GEG 223	SSI 124

Science

BIO 120

The course taken to fulfill the international education requirement will count toward the Humanities & Fine Arts, Science, or Social and Behavioral Science general education requirement.

- C. Except for the international education requirement, no course may be used to satisfy more than one general education requirement.
- D. No more than four credit hours earned in PDS 120 or PDS 121 may count as elective credit.
- E. The following courses cannot be used to satisfy degree requirements and do not count in the Grade Point Average.
- Course with a middle digit of "0," (ENG 108, ENG 109, and MTH 101).
 - Adult Education courses with a department prefix of ABE, ADE, ESL, GED or VST.
 - General Studies courses with a department prefix of "GS-" (GSV 038).
- F. Students must have a grade point average of 2.0 or higher to graduate.
- G. In special circumstances, exceptions will be made on an individual basis. Course substitution forms should be directed to the Assistant Vice President of Educational Affairs.

"1," "7," or "9" Courses That May *Not* Be Used As Electives In Any AA or AS Degrees For 1998-99

The following courses do not articulate with three or more public Illinois universities. Students pursuing an Associate of Arts or Associate of Science degree may not use these courses with a middle digit "1," "7," or "9" courses as elective credit. Any other substitutions must be approved by the student's academic advisor or counselor and requires submission of the Course Substitution Approval Form.

- BSS 175
- BUS 211
- CAD 276
- EWE 270
- MTH 114
- NUR 110
- WWW 119, 299

General Education Learning Outcomes

Students who receive an Associate in Arts or Associate in Science degree at the College of Lake County must complete 37 hours of general education which are distributed among five areas: communication arts, mathematics, humanities & fine arts, physical & life sciences, and social & behavioral sciences. To fulfill these requirements, students must meet specific course, credit hour, and distribution requirements in each area and maintain an appropriate grade point average. The distribution requirements were selected in relation to learning outcomes developed by the faculty and approved by the Board of Trustees.

Students who graduate from the College of Lake County with an Associate in Arts, Associate in Science, or Associate in Engineering Science degree should be able to demonstrate that they have attained skills in communication, critical thinking and mathematics and developed knowledge in humanities & fine arts, physical & life sciences, and social & behavioral sciences as defined by the following learning outcomes.

Communication and Critical Thinking

- Communicate by:
 - using language for a variety of purposes,
 - using language appropriate to a variety of audiences,
 - comprehending and using college-level vocabulary including specialized vocabulary of academic disciplines,
 - presenting ideas in an orderly way,
 - writing and speaking clearly, concisely and logically,
 - writing in a variety of formats,
 - writing a documented research paper,
 - using the conventions of standard written English.
- Gather information according to task.
- Organize and integrate information to support a thesis.
- Summarize information accurately.
- Draw logical inferences.
- Recognize the cultural, political, and ethical assumptions and the values underlying language and argument.
- Analyze strengths and weaknesses of arguments.
- Apply problem solving skills.
- Anticipate potential problems and generate possible solutions.

Mathematics

- Reach appropriate conclusions by using the structure of elementary symbolic logic to recognize the difference between valid and fallacious arguments.
- Analyze data that is given or gathered using elementary statistical techniques.
- Construct graphs, charts, or tables from data.
- Determine whether a proposed solution to a mathematical problem is reasonable from the context of the problem.
- Formulate and compare alternative solution strategies to mathematical problems to determine which techniques are efficient and generalizable.

Humanities & Fine Arts

1. Develop an appreciation for the creative processes in fields such as art, music, literature, theatre, architecture, dance, language, philosophy, and film.
2. Develop an appreciation for the diversity of the values and ideas of various periods and cultures.
3. Understand the importance of symbols, e.g. verbal, visual, musical in communicating human emotion, ideas, and values across a variety of disciplines.
4. Be able to analyze and evaluate artistic artifacts.

Physical & Life Sciences

1. Understand at an introductory level the major concepts of scientific disciplines.
2. Understand the scientific method.
3. Understand the nature and importance of basic scientific research in terms of its capabilities and limitations, its importance to the advancement of science and technology, its importance to seemingly unrelated disciplines.
4. Understand that scientific discoveries and technological developments often have unforeseen consequences which may be positive or negative.
5. Understand that scientific knowledge is not static, but is a dynamic, ever-changing body of knowledge based on reproducible experiments.
6. Be familiar with principles of precise measurement, data collection, reliability of information, and interpretation of data.
7. Understand and know how to use typical laboratory equipment and materials.
8. Apply scientific concepts learned in class to their personal lives.
9. Understand and evaluate technical information intended for the general public.

Social & Behavioral Sciences

1. Understand the scientific method as it is used and where it is applicable in the social sciences.
2. Learn the specialized language or vocabulary of terms and their application in the social science classes they have taken.
3. Understand the ways in which social science hypotheses are developed.
4. Understand the ways in which social science hypotheses are tested for validity.

Associate in Arts Degree

Students can obtain an Associate in Arts degree from the College of Lake County by successfully completing the 60 credits outlined below and by meeting the graduation requirements listed on page 45.

Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as *inactive*. Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.

The College of Lake County is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. The 60 credits needed for the Associate in Arts Degree contain the General Education Core. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. **The IAI course numbers are in bold (C1900). In order to meet the IAI General Education Core requirements, you must not select two courses with the same IAI course number.**

The IAI is limited to those students who are first-time college students since May 1998.

It is important to meet with an advisor to update your educational plan. Please check the courses you complete each term to assist you in this process.

Communication - 9 credit hours

Effective with freshmen entering in summer 1999, a grade of C or better will be required for satisfactory completion of the Communication writing requirement of the IAI.

- ENG 121 English Composition I (3) **C1 900**
- ENG 122 English Composition II (3) **C1 901**
- or*
- ENG 126 Advanced Composition:Scientific and Technical Communications (3) **C1 901**

- and*
- SPE 121 Fundamentals of Speech (3) **C2 900**
- _____ () _____
- _____ () _____
- _____ () _____

Programs of Instruction and Graduation Requirements

Mathematics - 3 credit hours

- MTH 121 Fundamentals of Mathematics I (3) **M1 904**
- MTH 127 Finite Mathematics I (3) **M1 906***
- MTH 145 Calculus and Analytic Geometry I (5) **M1 900**
- MTH 146 Calculus and Analytic Geometry II (4) **M1 900**
- MTH 221 Fundamentals of Mathematics II (3) **M1 903**
- MTH 222 Elementary Statistics (4) **M1 902**
- MTH 224 Introduction to Mathematical Analysis (4) **M1 900**
- MTH 244 Discrete Mathematics (3) **M1 905**
- MTH 246 Calculus and Analytic Geometry III (4) **M1 900**
- _____ () _____
- _____ () _____
- _____ () _____

Humanities & Fine Arts - 9 credit hours

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

Humanities

- CHI 222 Intermediate Chinese II (4) **H1 900**
- ENG 129 Women In Literature (3) **H3 911D**
- ENG 223 Survey of Major American Writers (3) **H3 914**
- ENG 225 Major Trends English Literature (3) **H3 912**
- ENG 226 Modern English Literature (3) **H3 913**
- ENG 227 Introduction to Shakespeare (3) **H3 905**
- ENG 228 World Literature (3) **H3 906**
- ENG 229 20th Century American Literature (3) **H3 915**
- ENG 241 Introduction to Poetry (3) **H3 903**
- ENG 243 Introduction to Fiction (3) **H3 901**
- ENG 244 Mythology and Fairy Tales (3) **H9 901**
- ENG 246 Latin American Writers (3) **H3 908N**
- ENG 247 International Women Writers (3) **H3 911D**
- FRN 222 Intermediate French II (4) **H1 900**
- FRN 223 French Civilization I (3) **H1 900**
- FRN 224 French Civilization II (3) **H1 900**
- GER 222 Intermediate German II (4) **H1 900**
- GER 223 German Civilization I (3) **H1 900**
- GER 224 German Civilization II (4) **H1 900**
- HUM 121 Introduction to Humanities I (3) **HF 902**
- HUM 122 Introduction to Humanities II (3) **HF 903**
- HUM 127 Critical Thinking (3) **H4 906**
- HUM 128 Introduction to Mid-Eastern Civilizations (3) **HF 904 N**
- HUM 221 American Decades (3) **HF 906 D**
- HUM 226 Women and the Arts (3) **HF 907D**
- ITL 222 Intermediate Italian II (4) **H1 900**
- ITL 223 Italian Civilization I (4) **H1 900**
- ITL 224 Italian Civilization II (4) **H1 900**
- JPN 222 Intermediate Japanese II (4) **H1 900**
- PHI 121 Introduction to Philosophy (3) **H4 900**

- PHI 122 Logic (3) **H4 906**
- PHI 123 Philosophy of Religion (3) **H4 905**
- PHI 125 Introduction to Ethics (3) **H4 904**
- RUS 222 Intermediate Russian II (4) **H1 900**
- SPA 222 Intermediate Spanish II (3) **H1 900**
- SPA 223 Spanish Civilization I (3) **H1 900**
- SPA 224 Spanish Civilization II (3) **H1 900**
- _____ () _____
- _____ () _____
- _____ () _____

Fine Arts

- ART 121 Introduction to Art (3) **F2 900**
- ART 240 History of Art I (3) **F2 901**
- ART 241 History of Art II (3) **F2 902**
- ART 242 History of Art III (3) **F2 902**
- HUM 121 Introduction to Humanities I (3) **HF 902**
- HUM 122 Introduction to Humanities II (3) **HF 903**
- HUM 123 Introduction to Film (3) **F2 905**
- HUM 125 Introduction to Fine Arts I (3) **F2 900**
- HUM 126 Introduction to the Performing Arts (3) **F9 900**
- HUM 128 Introduction to Mid-Eastern Civilizations (3) **HF 904 N**
- HUM 221 American Decades (3) **HF 906 D**
- HUM 222 Film and Society (3) **F2 905**
- HUM 225 The Art of Dance (3) **F1 906**
- HUM 226 Women and the Arts (3) **HF 907 D**
- MUS 124 Introduction to Music (3) **F1 900**
- MUS 140 20th Century Music (3) **F1 902**
- MUS 224 Music Literature (3) **F1 902**
- THE 121 Introduction to Theater I (3) **F1 907**
- _____ () _____
- _____ () _____
- _____ () _____

Physical & Life Sciences -7 credit hours

- One course must be selected from Physical Science and one course from Life Science
- At least one course must be a laboratory science course (LAB).

Physical Science

- AST 121 (LAB) Introduction to Astronomy (4) **P1 906L**
- CHM 120 (LAB) Chemical Concepts (4) **P1 902L**
- CHM 121 (LAB) General Chemistry I (5) **P1 902L**
- GEG 121 Physical Geography (3) **P1 909**
- GEO 120 Earth Science (4) **P1 905**
- GEO 121 (LAB) Physical Geology (4) **P1 907L**
- GEO 124 Oceanography (3) **P1 905**
- GEO 224 Environmental Geology (3) **P1 908**
- PHY 120 (LAB) Practical Aspects of Physics (4) **P1 901L**
- PHY 121 (LAB) General Physics I (5) **P1 900L**
- PHY 123 (LAB) Physics for Science and Engineers (5) **P2 900L**
- _____ () _____
- _____ () _____
- _____ () _____

Life Science

- BIO 120 (LAB) Environmental Biology (4) **L1 905L**
- BIO 121 (LAB) General Biology I (4) **L1 900L**
- BIO 127 Introduction to Evolution (3) **L1 907**
- _____ () _____
- _____ () _____
- _____ () _____

Social & Behavioral Sciences - 9 credit hours

• Courses must be selected from at least two different disciplines i.e. have different prefixes.

- ANT 121 Introduction to Anthropology (3) **S1 900N**
- ANT 221 Cultural Anthropology (3) **S1 901N**
- ANT 224 Introduction to Archaeology (3) **S1 903**
- ECO 221 Principles of Economics I (3) **S3 901**
- ECO 222 Principles of Economics II (3) **S3 902**
- GEG 122 Cultural Geography (3) **S4 900 N**
- GEG 123 World Regional Geography (3) **S4 900N**
- HST 121 History of Western Civilization I (3) **S2 902**
- HST 122 History of Western Civilization II (3) **S2 903**
- HST 126 History of Contemporary Non-Western Civilization (3) **S2 905N**
- HST 127 History of Chinese Culture and Society (3) **S2 909N**
- HST 221 United States History to 1876 (3) **S2 900**
- HST 222 United States History 1876 to Present (3) **S2 901**
- PSC 121 American National Politics (3) **S5 900**
- PSC 122 State and Local Politics (3) **S5 902**
- PSC 221 Comparative Political Systems (3) **S5 905**
- PSY 121 Introduction to Psychology (3) **S6 900**
- PSY 222 Child Growth and Development (3) **S6 903**
- PSY 225 Social Psychology (3) **S8 900**
- SOC 121 Introduction to Sociology (3) **S7 900**
- SOC 222 Social Problems (3) **S7 901**
- SOC 224 Sociology of the Family (3) **S7 902**
- _____ () _____
- _____ () _____
- _____ () _____

Additional College AA Degree Requirements

• Include one course in International Education which must be taken from the list on page 54.

* Courses with an asterisk have not been approved but in all likelihood will be.

General Elective hours - 23 credit hours

- Choose courses with an *even middle digit* that relate to intended major for electives. Students should choose electives only after consulting with an advisor.
- **Exception:** Up to nine hours of middle digit 1, 3, 5, 7, 9 courses that have been articulated with three or more public Illinois universities may be used as general electives in the AA degree. For an approved list of articulated courses, contact the Counseling Center, Admissions and Records, or division offices.

Total Degree Requirements: 60 credit hours

Please review lists of recommended courses for individual programs of study as listed on pages 57-76 in this catalog.

Other Graduation Requirements:

- Constitution Requirement (recommended methods: Illinois high school transcript showing a graduation date of 1953 or later, PSC 121, HST 221, or proficiency exam)
- Cumulative CLC GPA of 2.00 or higher
- Minimum of 15 of last 30 hours at CLC
- Petition to Graduate

**IAI approved courses are subject to change.
A list of currently approved courses is available in the Counseling Center or on the iTransfer website at <http://www.iTransfer.org>.**

Associate in Science Degree

Students can obtain an Associate in Science degree from the College of Lake County by successfully completing the 60 credits outlined below and by meeting the graduation requirements listed on page 45.

Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as *inactive*. Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.

College of Lake County is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows of transfer the completed Illinois General Education Core Curriculum between participating institutions. The 60 credits needed for the Associate in Science Degree contain the General Education Core. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. **The IAI course numbers are in bold (C1900). In order to meet the IAI General Education Core requirements, you must not select two courses with the same IAI course number.**

The IAI is limited to those students who are first-time college students since May 1998.

Programs of Instruction and Graduation Requirements

It is important to meet with an advisor to update your educational plan. Please check the courses you complete each term to assist you in this process.

Communication - 9 credit hours

Effective with freshmen entering in summer 1999, a grade of C or better will be required for satisfactory completion of the Communication writing requirement of the IAI.

- ENG 121 English Composition I (3) **C1 900**
- ENG 122 English Composition II (3) **C1 901**
- or*
- ENG 126 Advanced Composition: Scientific and Technical Communications (3) **C1 901**
- and*
- SPE 121 Fundamentals of Speech (3) **C2 900**
- _____ () _____
- _____ () _____
- _____ () _____

Mathematics - 8 credit hours

3 credits **MUST** be selected from the courses with an IAI number in order to meet the CLC requirements and IAI general education core.

- MTH 122 College Algebra (4)
- MTH 123 Trigonometry (3)
- MTH 127 Finite Mathematics I (3) **M1 906***
- MTH 145 Calculus and Analytic Geometry I (5) **M1 900**
- MTH 146 Calculus and Analytic Geometry II (4) **M1 900**
- MTH 221 Fundamentals of Mathematics II (3) **M1 903**
- MTH 222 Elementary Statistics (4) **M1 902**
- MTH 224 Introduction to Mathematical Analysis (4) **M1 900**
- MTH 225 Introduction to Linear Algebra (3)
- MTH 227 Ordinary Differential Equations (3)
- MTH 244 Discrete Mathematics (3) **M1 905**
- MTH 246 Calculus and Analytic Geometry III (4) **M1 900**
- _____ () _____
- _____ () _____
- _____ () _____

Humanities & Fine Arts - 9 credit hours

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

Humanities

- CHI 222 Intermediate Chinese II (4) **H1 900**
- ENG 129 Women In Literature (3) **H3 911D**
- ENG 223 Survey of Major American Writers (3) **H3 914**
- ENG 225 Major Trends English Literature (3) **H3 912**
- ENG 226 Modern English Literature (3) **H3 913**
- ENG 227 Introduction to Shakespeare (3) **H3 905**
- ENG 228 World Literature (3) **H3 906**

- ENG 229 20th Century American Literature (3) **H3 915**
- ENG 241 Introduction to Poetry (3) **H3 903**
- ENG 243 Introduction to Fiction (3) **H3 901**
- ENG 244 Mythology and Fairy Tales (3) **H9 901**
- ENG 246 Latin American Writers (3) **H3 908N**
- ENG 247 International Women Writers (3) **H3 911D**
- FRN 222 Intermediate French II (4) **H1 900**
- FRN 223 French Civilization I (3) **H1 900**
- FRN 224 French Civilization II (3) **H1 900**
- GER 222 Intermediate German II (4) **H1 900**
- GER 223 German Civilization I (3) **H1 900**
- GER 224 German Civilization II (4) **H1 900**
- HUM 121 Introduction to Humanities I (3) **HF 902**
- HUM 122 Introduction to Humanities II (3) **HF 903**
- HUM 127 Critical Thinking (3) **H4 906**
- HUM 128 Introduction to Mid-Eastern Civilizations (3) **HF 904 N**
- HUM 221 American Decades (3) **HF 906 D**
- HUM 226 Women and the Arts (3) **HF 907D**
- ITL 222 Intermediate Italian II (4) **H1 900**
- ITL 223 Italian Civilization I (4) **H1 900**
- ITL 224 Italian Civilization II (4) **H1 900**
- JPN 222 Intermediate Japanese II (4) **H1 900**
- PHI 121 Introduction to Philosophy (3) **H4 900**
- PHI 122 Logic (3) **H4 906**
- PHI 123 Philosophy of Religion (3) **H4 905**
- PHI 125 Introduction to Ethics (3) **H4 904**
- RUS 222 Intermediate Russian II (4) **H1 900**
- SPA 222 Intermediate Spanish II (3) **H1 900**
- SPA 223 Spanish Civilization I (3) **H1 900**
- SPA 224 Spanish Civilization II (3) **H1 900**
- _____ () _____
- _____ () _____
- _____ () _____

Fine Arts

- ART 121 Introduction to Art (3) **F2 900**
- ART 240 History of Art I (3) **F2 901**
- ART 241 History of Art II (3) **F2 902**
- ART 242 History of Art III (3) **F2 902**
- HUM 121 Introduction to Humanities I (3) **HF 902**
- HUM 122 Introduction to Humanities II (3) **HF 903**
- HUM 123 Introduction to Film (3) **F2 905**
- HUM 125 Introduction to Fine Arts I (3) **F2 900**
- HUM 126 Introduction to the Performing Arts (3) **F9 900**
- HUM 128 Introduction to Mid-Eastern Civilizations (3) **HF 904 N**
- HUM 221 American Decades (3) **HF 906 D**
- HUM 222 Film and Society (3) **F2 905**
- HUM 225 The Art of Dance (3) **F1 906**
- HUM 226 Women and the Arts (3) **HF 907 D**
- MUS 124 Introduction to Music (3) **F1 900**
- MUS 140 20th Century Music (3) **F1 902**
- MUS 224 Music Literature (3) **F1 902**
- THE 121 Introduction to Theater I (3) **F1 907**
- _____ () _____
- _____ () _____
- _____ () _____

Programs of Instruction and Graduation Requirements

Physical & Life Sciences - 8 credit hours

8 credit hrs. One course must be selected from Physical Science and one course from Life Science. Both courses must be Laboratory courses (LAB)

Physical Science

- AST 121 (LAB) Introduction to Astronomy (4) **P1 906L**
- CHM 120 (LAB) Chemical Concepts (4) **P1 902L**
- CHM 121 (LAB) General Chemistry I (5) **P1 902L**
- GEG 121 Physical Geography (4) **P1 909**
- GEO 120 Earth Science (4) **P1 905**
- GEO 121 (LAB) Physical Geology (4) **P1 907L**
- GEO 124 Oceanography (3) **P1 905**
- GEO 224 Environmental Geology (3) **P1 908**
- PHY 120 (LAB) Practical Aspects of Physics (4) **P1 901L**
- PHY 121 (LAB) General Physics I (5) **P1 900L**
- PHY 123 (LAB) Physics for Science and Engineering I (5) **P2 900L**
- _____ () _____
- _____ () _____
- _____ () _____

Life Science

- BIO 120 (LAB) Environmental Biology (4) **L1 905L**
- BIO 121 (LAB) General Biology I (4) **L1 900L**
- BIO 127 Introduction to Evolution (3) **L1 907**
- _____ () _____
- _____ () _____
- _____ () _____

Social & Behavioral Sciences - 9 credit hours

• Courses must be selected from at least two different disciplines i.e. have different prefixes.

- ANT 121 Introduction to Anthropology (3) **S1 900N**
- ANT 221 Cultural Anthropology (3) **S1 901N**
- ANT 224 Introduction to Archaeology (3) **S1 903**
- ECO 221 Principles of Economics I (3) **S3 900**
- ECO 222 Principles of Economics II (3) **S3 900**
- GEG 122 Cultural Geography (3) **S4 900N**
- GEG 123 World Regional Geography (3) **S4 900N**
- HST 121 History of Western Civilization I (3) **S2 902**
- HST 122 History of Western Civilization II (3) **S2 903**
- HST 126 History of Contemporary Non-Western Civilization (3) **S2 905N**
- HST 127 History of Chinese Culture and Society (3) **S2 909N**

- HST 221 United States History to 1876 (3) **S2 900**
- HST 222 United States History 1876 to Present (3) **S2 901**
- PSC 121 American National Politics (3) **S5 900**
- PSC 122 State and Local Politics (3) **S5 902**
- PSC 221 Comparative Political Systems (3) **S5 905**
- PSY 121 Introduction to Psychology (3) **S6 900**
- PSY 222 Child Growth and Development (3) **S6 903**
- PSY 225 Social Psychology (3) **S8 900**
- SOC 121 Introduction to Sociology (3) **S7 900**
- SOC 222 Social Problems (3) **S7 901**
- SOC 224 Sociology of the Family (3) **S7 902**
- _____ () _____
- _____ () _____
- _____ () _____

Additional College AS Degree Requirements

• Include one course in International Education which must be taken from the list on page 54.

* Courses with an asterisk have not been approved but in all likelihood will be.

General Elective hours - 17 credit hours

- Choose courses with an *even middle digit* that relate to intended major for electives. Students should choose electives only after consulting with an advisor.
- **Exception:** Up to nine hours of middle digit 1, 3, 5, 7, 9 courses that have been articulated with three or more public Illinois universities may be used as general electives in the AS degree. For an approved list of articulated courses, contact the Counseling Center, Admissions and Records, or division offices.

Total Degree Requirements: 60 credit hours

Please review lists of recommended courses for individual programs of study as listed on pages 57-76 in this catalog.

Other Graduation Requirements:

- Constitution Requirement (recommended methods: Illinois high school transcript showing a graduation date of 1953 or later, PSC 121, HST 221, or proficiency exam)
- Cumulative CLC GPA of 2.00 or higher
- Minimum of 15 of last 30 hours at CLC
- Petition to Graduate

IAI approved courses are subject to change. A list of currently approved courses is available in the Counseling Center or on the iTransfer website at <http://www.iTransfer.org>.

Associate in Engineering Science Degree

Students can obtain an Associate in Engineering Science degree from the College of Lake County by successfully completing the 60 credits outlined below and by meeting the graduation requirements listed on page 45.

Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as *inactive*. Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.

College of Lake County is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institution. The 60 credits needed for the Associate in Engineering Science Degree contain the General Education Core. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. **The IAI course numbers are in bold (C1900).**

The IAI is limited to those students who are first-time college students since May 1998.

It is important to meet with an advisor to update your educational plan. Please check the courses you complete each term to assist you in this process.

Communication - 6 credit hours

Effective with freshmen entering in summer 1999, a grade of C or better will be required for satisfactory completion of the Communication writing requirement of the IAI.

- ENG 121 English Composition I (3) **C1 900**
- or
- ENG 122 English Composition II (3) **C1 901**
- or
- ENG 126 Advanced Composition: Scientific and Technical Communications (3) **C1 901**
- _____ () _____
- _____ () _____
- _____ () _____

Mathematics - 16 credit hours minimum

- MTH 145 Calculus and Analytic Geometry I (5) **M1 900**
- MTH 146 Calculus and Analytic Geometry II (4) **M1 900**
- MTH 225 Introduction to Linear Algebra (3)
- MTH 227 Ordinary Differential Equations (3)
- MTH 246 Calculus and Analytic Geometry III (4)
- _____ () _____
- _____ () _____
- _____ () _____

Humanities & Fine Arts - 3 credit hours from either discipline

Humanities

- CHI 222 Intermediate Chinese II (4) **H1 900**
- ENG 129 Women In Literature (3) **H3 911D**
- ENG 223 Survey of Major American Writers (3) **H3 914**
- ENG 225 Major Trends English Literature (3) **H3 912**
- ENG 226 Modern English Literature (3) **H3 913**
- ENG 227 Introduction to Shakespeare (3) **H3 905**
- ENG 228 World Literature (3) **H3 906**
- ENG 229 20th Century American Literature (3) **H3 915**
- ENG 241 Introduction to Poetry (3) **H3 903**
- ENG 243 Introduction to Fiction (3) **H3 901**
- ENG 244 Mythology and Fairy Tales (3) **H9 901**
- ENG 246 Latin American Writers (3) **H3 908N**
- ENG 247 International Women Writers (3) **H3 911D**
- FRN 222 Intermediate French II (4) **H1 900**
- FRN 223 French Civilization I (3) **H1 900**
- FRN 224 French Civilization II (3) **H1 900**
- GER 222 Intermediate German II (4) **H1 900**
- GER 223 German Civilization I (3) **H1 900**
- GER 224 German Civilization II (4) **H1 900**
- HUM 121 Introduction to Humanities I (3) **HF 902**
- HUM 122 Introduction to Humanities II (3) **HF 903**
- HUM 127 Critical Thinking (3) **H4 906**
- HUM 128 Introduction to Mid-Eastern Civilizations (3) **HF 904 N**
- HUM 221 American Decades (3) **HF 906 D**
- HUM 226 Women in the Arts (3) **HF 907D**
- ITL 222 Intermediate Italian II (4) **H1 900**
- ITL 223 Italian Civilization I (4) **H1 900**
- ITL 224 Italian Civilization II (4) **H1 900**
- JPN 222 Intermediate Japanese II (4) **H1 900**
- PHI 121 Introduction to Philosophy (3) **H4 900**
- PHI 122 Logic (3) **H4 906**
- PHI 123 Philosophy of Religion (3) **H4 905**
- PHI 125 Introduction to Ethics (3) **H4 904**
- RUS 222 Intermediate Russian II (4) **H1 900**
- SPA 222 Intermediate Spanish II (3) **H1 900**
- SPA 223 Spanish Civilization I (3) **H1 900**
- SPA 224 Spanish Civilization II (3) **H1 900**
- _____ () _____
- _____ () _____
- _____ () _____

Programs of Instruction and Graduation Requirements

Fine Arts

- ART 121 Introduction to Art (3) **F2 900**
- ART 240 History of Art I (3) **F2 901**
- ART 241 History of Art II (3) **F2 902**
- ART 242 History of Art III (3) **F2 902**
- HUM 121 Introduction to Humanities I (3) **HF 902**
- HUM 122 Introduction to Humanities II (3) **HF 903**
- HUM 123 Introduction to Film (3) **F2 905**
- HUM 125 Introduction to Fine Arts I (3) **F2 900**
- HUM 126 Introduction to the
Performing Arts (3) **F9 900**
- HUM 128 Introduction to Mid-Eastern
Civilizations (3) **HF 904 N**
- HUM 221 American Decades (3) **HF 906 D**
- HUM 225 The Art of Dance (3) **F1 906**
- HUM 226 Women and the Arts (3) **HF 907 D**
- MUS 124 Introduction to Music (3) **F1 900**
- MUS 140 20th Century Music (3) **F1 902**
- MUS 224 Music Literature (3) **F1 902**
- THE 121 Introduction to Theater I (3) **F1 907**
- _____ () _____
- _____ () _____
- _____ () _____

Science- 19 credit hours minimum

- CHM 121 (LAB) General Chemistry I (5) **P1 902L**
- CHM 123 General Chemistry II (5)
- CHM 222 Organic Chemistry I (5)
- PHY 123 Physics for Science &
Engineering I (5) **P2 900L**
- PHY 124 Physics for Science & Engineering II (5)
- PHY 221 Physics for Science and
Engineering III (5)
- _____ () _____
- _____ () _____
- _____ () _____

Social & Behavioral Sciences - 3 credit hours

- ANT 121 Introduction to
Anthropology (3) **S1 900N**
- ANT 221 Cultural Anthropology (3) **S1 901N**
- ANT 224 Introduction to Archaeology (3) **S1 903**
- ECO 221 Principles of Economics I (3) **S3 901**
- ECO 222 Principles of Economics II (3) **S3 902**
- GEG 122 Cultural Geography (3) **S4 900 N**
- GEG 123 World Regional Geography (3) **S4 900N**
- HST 121 History of Western
Civilization I (3) **S2 902**
- HST 122 History of Western
Civilization II (3) **S2 903**
- HST 126 History of Contemporary
Non-Western Civilization (3) **S2 905N**
- HST 127 History of Chinese Culture
and Society (3) **S2 909N**

- HST 221 United States History to 1876 (3) **S2 900**
- HST 222 United States History 1876
to Present (3) **S2 901**
- PSC 121 American National Politics (3) **S5 900**
- PSC 122 State and Local Politics (3) **S5 902**
- PSC 221 Comparative Political
Systems (3) **S5 905**
- PSY 121 Introduction to Psychology (3) **S6 900**
- PSY 222 Child Growth and
Development (3) **S6 903**
- PSY 225 Social Psychology (3) **S8 900**
- SOC 121 Introduction to Sociology (3) **S7 900**
- SOC 222 Social Problems (3) **S7 901**
- SOC 224 Sociology of the Family (3) **S7 902**
- _____ () _____
- _____ () _____
- _____ () _____

Computer Science - 3 credit hours minimum

- MCS 140 Computer Programming I (3) or
- MCS 142 Computer Programming II (3)
- _____ () _____
- _____ () _____
- _____ () _____

Engineering - 7 credit hours

- EGR 121 Engineering Graphics (3)
- EGR 221 Statics and Dynamics (5)
- EGR 222 Engineering Mechanics of
Deformable Bodies (3)
- EGR 260 Introduction to Circuit Analysis (4)
- _____ () _____
- _____ () _____
- _____ () _____

Additional College AES Degree Requirements - 3 credit hours

- Includes one course in International Education which must be taken from the lists on page 54.

Total Degree Requirements: 60 credit hours

Other Graduation Requirements:

- Constitution Requirement (recommended methods: Illinois high school transcript showing a graduation date of 1953 or later, PSC 121, HST 221, or proficiency exam)
- Cumulative CLC GPA of 2.00 or higher
- Minimum of 15 of last 30 hours at CLC
- Petition to Graduate

IAI approved courses are subject to change.
A list of currently approved courses is available in
the Counseling Center or on the iTransfer
website at <http://www.iTransfer.org>.

**A.A., A.S., and A.E.S. Degrees
International Education Requirement**

• One course must be taken from the following list

- ANT 121 Introduction to Anthropology (3)
- ANT 221 Cultural Anthropology (3)
- ART 240 History of Art I (3)
- ART 241 History of Art II (3)
- ART 242 History of Art III (3)
- BIO 120 Environmental Biology (LAB) (4)
- CHI (ANY) Any Chinese Course (4)
- ECO 225 Comparative Economic Systems (3)
- ENG 228 World Literature (3)
- ENG 244 Mythology and Fairy Tales (3)
- ENG 246 Latin American Writers (3)
- ENG 247 International Women Writers (3)
- FRN (ANY) Any French Course (3-4)
- GEG 122 Cultural Geography (3)
- GEG 123 World Regional Geography (3)
- GEG 223 Geography of Latin America (3)
- GER (ANY) Any German Course (3-4)
- HST 121 History of Western Civilization I (3)
- HST 122 History of Western Civilization II (3)
- HST 126 History of Contemp. Non-Western Civilization (3)
- HST 127 History of Chinese Culture and Society (3)
- HUM 121 Introduction to Humanities I (3)
- HUM 122 Introduction to Humanities II (3)
- HUM 124 International and Regional Studies in the Humanities (1-4)
- HUM 128 Introduction to Mid-Eastern Civilizations (3)
- ITL (ANY) Any Italian Course (4)
- JPN (ANY) Any Japanese Course (4)
- PHI 123 Philosophy of Religion (3)
- PHI 125 Introduction to Ethics (3)
- PSC 221 Comparative Political Systems (3)
- RUS (ANY) Any Russian Course (4 hours)
- SPA (ANY) Any Spanish Course (3-4 hours)
- SPE 127 Intercultural Communication (3)
- SSI 124 International Studies in Social Science (3)
- _____ () _____
- _____ () _____
- _____ () _____

**Career Programs
Degree Requirements**

**General Requirements for the
Associate in Applied Science Degree**

1. Completion of at least 15 of the last 30 semester hours of instruction while in attendance at the College of Lake County. (Does not include credit earned by examination or transfer.) Servicemembers and their spouses enrolled in the Servicemember's Opportunity College Program and Navy personnel enrolled in the Navy Campus for Achievement Program may meet the graduation requirements regarding semester hours at the college by completion of a minimum of 15 semester hours if his/her active duty assignment takes him/her to a base precluding his/her attendance in College of Lake County courses.
2. The maintenance of a "C" (2.00) average for all work at CLC used to compute the grade-point average.
3. Compliance with the requirement regarding the Constitution Examination (Senate Bill 195 of the 68th General Assembly of the State of Illinois) by any one of the following means:
 - a. Passing the College of Lake County proficiency examination covering the Constitution of the United States and the State of Illinois, and the proper use and display of the American flag.
 - b. Passing Political Science 121 or History 221 at CLC.
 - c. Presenting an official Illinois high school transcript which clearly gives evidence that this requirement was satisfied for high school graduation.
 - d. Completing the requirement at another institution of higher education in the State of Illinois.
4. The satisfactory completion of the General Education Requirements for the appropriate degree.
5. The following courses cannot be used to satisfy degree requirements and do not count in the Grade Point Average.
 - a. Course with a middle digit of "0," (ENG 108, ENG 109 and MTH 101).
 - b. Adult Education courses with a department prefix of ABE, ADE, ESL, GED, IPT or VST.
 - c. General Studies courses with a department prefix of "GS-" (GSV 038).
6. Specific electives and total hours vary by program. See program descriptions, pages 78-119.
7. Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as *inactive*. Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.

General Education Requirements for the Associate in Applied Science Degree

1. Communication Arts6
 - a. Choose either ENG 120 or ENG 121 *and*
 - b. Choose one of the following speech courses: SPE 111, SPE 121, SPE 122, SPE 123, or SPE 128. Check the requirements of specific programs to determine which speech course you must take.
2. Social & Behavioral Science6

Anthropology, Economics, Education, Geography (except GEG 121), History, Political Science, Psychology, Social Science, Sociology
3. Science and/or Mathematics3

Biology, Business Mathematics (BSS 122), Chemistry, Geography (GEG 121), Geology, Mathematics, Physics
4. Humanities & Fine Arts3

Art, Humanities, Music, Theatre, Chinese, English (except ENG 122, 123, 124, and 126), Dance, French, German, Italian, Japanese, Philosophy, Russian, Spanish
5. No courses may be used to satisfy more than one General Education Requirement.

2. For certificates of 30 semester hours or less, students must complete at least one half of the hours required by the certificate while in attendance at the College of Lake County. For certificates in excess of 30 semester hours, students must complete at least 15 hours while in attendance at the College of Lake County. (Does not include credit earned by examination or transfer.) Servicemembers and their spouses enrolled in the Servicemember's Opportunity College Program and Navy personnel enrolled in the Navy Campus for Achievement Program, may meet the graduation requirements regarding semester hours at the college by completion of a minimum of 15 semester hours if his/her active duty assignment takes him/her to a base precluding his/her attendance in College of Lake County courses.
3. The maintenance of a "C" (2.0) average for all work at CLC used to compute the grade point average.

General Studies Certificates

General studies certificates are awarded to students who successfully complete 30 semester hours in a program which has been designed by the individual student and which has been **prearranged** with the Dean of Adult and Community Education. The program may consist entirely of general studies courses or it may combine general studies courses with appropriate career and/ or college transfer courses. Candidates for certificates must submit a completed Petition for Graduation. Contact the Office of Adult and Community Education at ext. 2402 for more information.

Class Certificates

A class certificate may be awarded upon completion of a course which fulfills a special educational objective within the adult and continuing education area. Courses for which certificates are awarded may or may not carry academic credit.

Certificates

The College of Lake County awards three types of certificates.

Career Certificates

Certificates in career areas are programs which require less than two years of full-time study. A certificate program is generally distinguished from a degree program by having fewer general education requirements. In order to determine the specific requirement of a certificate program, check the list of certificate programs that is included with the Career Program Descriptions which begin on page 78 in this catalog. Candidates for certificates must submit a completed Petition for Graduation.

All students must meet the following general graduation requirements to earn a career certificate from the college.

1. The satisfactory completion of the hours and courses required for the certificate.

Programs of Study

Associate in Arts/Associate in Science
Associate in Engineering Science



ACCOUNTING

(Associate in Arts)

Code 13AB

Business Division, Room A143, (847) 543-2041

The following courses are recommended for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

In addition to the following courses many four-year schools accept transfer of ACC 214 Cost Accounting.

First Semester

ENG	121	English Composition I	3
PSY	121	Introduction to Psychology	3
BUS	121	Introduction to Business	3
SPE	121	Fundamentals of Speech	3
		Mathematics Elective ²	4
			16

Second Semester

ENG	122	English Composition II or	
ENG	126	Advanced Composition	3
CIS	120	Introduction to Computers	3
		MTH Elective ²	3
		Humanities & Fine Arts Elective	3
		Physical & Life Science Elective (lab) ³	4-5
			16-17

Third Semester

ACC	121	Financial Accounting	4
ECO	221	Principles of Economics I	3
		Social & Behavioral Sciences Elective	4
		MTH Elective ²	3
			14

Fourth Semester

ACC	122	Managerial Accounting	4
ECO	222	Principles of Economics II.....	3
BUS	221	Business Law I.....	3
		Physical & Life Science	
		Elective (non lab) ³	3
		Humanities & Fine Arts Elective.....	3
			16

¹ PHI 122 or 125 recommended to fulfill one humanities elective.

² Most Illinois Universities and colleges and UW Parkside required MTH 222 and MTH 224 or MTH 145. MTH 122 is a prerequisite for MTH 224. Information regarding mathematics requirements at other schools is available in Counseling.

³ Two science courses, one life science and one physical science, one of which must include lab experience. A minimum of 7 hours are required.

⁴ Some transfer schools require a computer language course, such as MCS 140. A few schools now prefer DPR 175.

For more information on this course of study, students may contact either the division office listed or any of the following full-time faculty members.

Name	Office	Phone Number
Jay Chittal	A138	(847) 543-2520
Gary Thomas	A134	(847) 543-2524
Mary Zenner	A138	(847) 543-2522

ANTHROPOLOGY

(Associate in Arts)

Code 13AB

Social Science Division, Room A244, (847) 543-2047

The following courses are recommended for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ANT	121	Introduction to Anthropology	3
BIO	120	Environmental Biology or	
BIO	121	General Biology I.....	4
ENG	121	English Composition I	3
HST	121	History of Western Civilization I.....	3
SOC	121	Introduction to Sociology	3
			16

Second Semester:

ANT	221	Cultural Anthropology	3
ENG	122	English Composition II	3
HST	122	History of Western Civilization II	3
MTH	127	Finite Math1	3
PHI	121	Introduction to Philosophy.....	3

15

Associate in Arts/Associate in Science/Associate in Engineering Science

Third Semester:

ART	240	History of Art I.....	3
GEG	121	Physical Geography	3
GEG	122	Cultural Geography	3
PSY	121	Introduction to Psychology	3
		Humanities and Fine Arts ²	3-4

15-16

Fourth Semester:

ANT	224	Introduction to Archaeology	3
GEG	123	World Regional Geography	3
SPE	121	Fundamentals of Speech	3
		Humanities and Fine Arts ³	3-4
		Electives.....	3

15-16

¹ Math requirements vary at 4-year institutions

² The BA degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school you need only one more year of advanced study at CLC. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language

³ One course in the Fine Arts and one course in Humanities are required

Faculty who teach in this subject area are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Noel Stirrat	A251	(847) 543-2942
Jerry Hanson	A250	(847) 543-2931

ART

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG	121	English Composition I ¹	3
ART	124	Basic Drawing	3
ART	122	Basic Color and Design	3
*ART	240	History of Art I ¹	3
		Physical & Life Sciences Lab Elective ²	4

16



Second Semester

ENG	122	English Composition II ¹	3
ART	123	Color and Design Techniques	3
ART	127	Intermediate Drawing	3
ART	241	Art History II	3
		Social & Behavioral Sciences Elective ¹	3

15

Third Semester

SPE	121	Fundamentals of Speech	3
ART	225	Figure Drawing	3
ART	242	Art History III	3
		Mathematics Elective.....	3
		Social & Behavioral Sciences Elective	3

15

Fourth Semester

ART	221	Advanced Design.....	3
		Humanities & Fine Arts Elective ³	6
		Physical & Life Sciences Lab Elective ²	3
		Social & Behavioral Sciences Elective	3
		Electives	2

17

¹ Meets general education core requirements

² Two science courses, one physical science, one life science, one must include lab experience

³ May also satisfy International Education requirements

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty members.

Name	Office	Phone Number
Reginald Coleman	D112	(847) 543-2964
Nancy Cook	D113	(847) 543-2562
Anthony Holmes	L035	(847) 543-2437
Robert Lossmann	D110	(847) 543-2436

Associate in Arts/Associate in Science/Associate in Engineering Science

BIOLOGICAL SCIENCES (BOTANY, ECOLOGY, MICROBIOLOGY, WILDLIFE MANAGEMENT & ZOOLOGY)

(Associate in Science)

Code 11AB

Biological and Health Sciences Division

Room C-140, (847) 543-2042

The following courses are *recommended* for students who intend to complete the A.S. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. *Students should choose electives only after consulting with a department advisor.* All course prerequisites must be met.

This sequence delays physics until the junior year.

First Semester

BIO	121	General Biology I.....	4
CHM	121	General Chemistry I.....	5
ENG	121	English Composition I.....	3
		Humanities Elective.....	3
		Social & Behavioral Sciences Elective	3
			18

Second Semester

BIO	122	General Biology II.....	4
CHM	123	General Chemistry II.....	5
ENG	122	English Composition II or	
ENG	126	Advanced Composition.....	3
MTH	123	Trigonometry.....	3
		Social & Behavioral Sciences Elective	3
			18

Third Semester

BIO	222	General Botany.....	4
CHM	222	Organic Chemistry I.....	5
MTH	145	Calculus & Analytic Geometry I.....	5
		Fine Arts Elective.....	3
			17

Fourth Semester

BIO	221	General Zoology.....	4
CHM	223	Organic Chemistry II.....	5
SPE	121	Fundamentals of Speech.....	3
		Social & Behavioral Sciences Elective	3
		Humanities & Fine Arts Elective.....	3
			18

For more information on this course of study, students may contact either the division office listed or any of the following faculty members.

Name	Office	Phone Number
Linda Curtis	C145	(847) 543-2882
Scott Hickman	C147	(847) 543-2884
Jerry Hinkley	C145	(847) 543-2322
Richard Killen	C148	(847) 543-2328
Terry Larson	C148	(847) 543-2885
John Mathwig	C144	(847) 543-2324
Richard Meginniss	C147	(847) 543-2326
Cheena Wade	C146	(847) 543-2883

BUSINESS ADMINISTRATION

(Associate in Arts)

Code 13AB

Business Division, Room A143, (847) 543-2041

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG	121	English Composition I.....	3
PSY	121	Introduction to Psychology.....	3
BUS	121	Introduction to Business.....	3
SPE	121	Fundamentals of Speech.....	3
		Mathematics Elective ²	4
			16

Second Semester

ENG	122	English Composition II or	
ENG	126	Advanced Composition..... ⁴	3
CIS	120	Introduction to Computers..... ²	3
		Mathematics Elective ² ¹	3
		Humanities & Fine Arts Elective ¹	3
		Science Elective (lab) ³	4
			16

Associate in Arts/Associate in Science/Associate in Engineering Science

Third Semester

ACC 121	Financial Accounting	4
ECO 221	Principles of Economics I	3
	Humanities & Fine Arts Elective	3
	Mathematics Elective.....	3
	Social & Behavioral Sciences Elective	3
		<u>16</u>

Fourth Semester

ACC 122	Managerial Accounting	4
ECO 222	Principles of Economics II.....	3
BUS 221	Business Law I.....	3
	Physical or Life Science Elective (non-lab) ³	3
	Humanities & Fine Arts Elective	3
		<u>16</u>

¹ PHI 122 or 125 recommended to fulfill one humanities elective.

² Most Illinois Universities and colleges and UW Parkside required MTH 222 and MTH 224 or MTH 145. MTH 122 is a prerequisite for MTH 224. Information regarding mathematics requirements at other schools is available in Counseling

³ Two science courses, one life science, one physical science, one of which must include lab experience. A minimum of 7 hours is required.

⁴ Some transfer schools require a computer language course, such as MCS 140. A few schools now prefer DPR 175.

For more information on this course of study, students may contact either the division office listed or any of the following full-time faculty members.

Name	Office	Phone Number
Litsa Press	A137	(847) 543-2921
James Reinemann	A135	(847) 543-2523
Ellen Rubert	A137	(847) 543-2821
James Paradiso	A139	(847) 543-2525

CHEMISTRY

(Associate in Science)

Code 11AB

Biological and Health Sciences, Room C140,
(847) 543-2042

The following courses are *recommended* for students who intend to complete the A.S. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements

listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

CHM 121	General Chemistry I.....	5
ENG 121	English Composition I	3
MTH 145	Calculus and Analytic Geometry I.....	5
	Humanities Elective	3
		<u>16</u>

Second Semester

CHM 123	General Chemistry II	5
ENG 122	English Composition II or	
ENG 126	Advanced Composition	3
MTH 146	Calculus and Analytic Geometry II	4
	Social & Behavioral Sciences Elective	3
	Fine Arts Elective.....	3
		<u>18</u>

Summer Session

BIO 121	General Biology I <i>or</i>	
BIO 127	Introduction to Evolution.....	3-4
	Social & Behavioral Sciences Elective	3
		<u>6-7</u>

Third Semester

CHM 221	Analytical Chemistry	5
CHM 222	Organic Chemistry I.....	5
PHY 121	General Physics I	5
SPE 121	Fundamentals of Speech	3
		<u>18</u>

Fourth Semester

CHM 223	Organic Chemistry II	5
PHY 122	General Physics II	5
	Social & Behavioral Sciences Elective	3
	Humanities & Fine Arts Elective.....	3
		<u>16</u>

¹ A third semester of calculus may be required by some institutions.

For more information on this course of study, students may contact either the division office listed or any of the following faculty members.

Name	Office	Phone Number
Bob Brasile	B235	(847) 543-2876
Bob Hamilton	B235	(847) 543-2307
Darryl Johnson	B234	(847) 543-2877
Anne Loeb	B246	(847) 543-2308
Roger Weichman	B234	(847) 543-2309

Associate in Arts/Associate in Science/Associate in Engineering Science

COMPUTER SCIENCE

(Associate in Science)

Code 11AB

Engineering, Mathematics and Physical Science Division
Room B162, (847) 543-2044

The following courses are *recommended* for students who intend to complete the A.S. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Pay particular attention to the IAI general education requirements and stipulations. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

For those transferring to Northern Illinois University, Southern Illinois University and the University of Illinois a strong foreign language component is also required.

First Semester

MTH 145	Calculus and Analytic Geometry I.....	5
MCS 140	Computer Programming I	3
ENG 121	English Composition I	3
	Physical & Life Sciences Lab Elective ¹	4
		15

Second Semester

MTH 146	Calculus and Analytic Geometry II	4
MCS 142	Computer Programming II	3
ENG 122	English Composition II or	
	ENG 126	3
	International Education ³	3
	Physical & Life Sciences Lab Elective ¹	4
		17

Third Semester

MTH 246	Calculus and Analytic Geometry III	4
MTH 225	Linear Algebra	3
SPE 121	Fundamentals of Speech	3
PHI 122	Logic	3
	Social & Behavioral Sciences Elective	3
		16

Fourth Semester

MTH 244	Discrete Mathematics	3
MCS 240	Introduction to Computer Systems	3
	Humanities & Fine Arts Elective ²	6
	Social & Behavioral Sciences Elective	3
		15

Recommended additional courses:

MTH 127	Finite Mathematics I	3
MTH 222	Elementary Statistics	4
	Social & Behavioral Sciences	
	Elective for IAI	3

Note: Some transfer institutions are accepting MCS 240, Introduction to Computer Systems, as an elective course. An additional assembler course at the transfer institution may be necessary in order for you to complete your baccalaureate program.

Additional Note: Some students may require pre-calculus course work. As a result, "First Semester" in this program may not correspond to a student's first semester in college.

¹ Two science courses, one life science, one physical science, both courses must include a lab.

² At least one course must be a fine arts course.

³ See list on page 54 of this catalog.

For more information on this course of study students may contact either the division office listed or any of the following full-time faculty members.

Names	Office	Phone Number
James Fryxell	D114	(847) 543-2494
Marvin Johnson	B133	(847) 543-2744
Gary Nepstad	D114	(847) 543-2906
Wing Park	B135	(847) 543-2493
Scott Reed	B136	(847) 543-2909
Richard Wong	B137	(847) 543-2913

CRIMINAL JUSTICE

(Associate in Arts)

Code 13AB

Social Science Division, Room A244, (847) 543-2047

The following courses are *recommended* for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
CRJ 121	Introduction to Criminal Justice	3
SOC 121	Introduction to Sociology	3
PHI 125	Introduction to Ethics.....	3
MTH 127	Finite Mathematics I.....	3
		16

Associate in Arts/Associate in Science/Associate in Engineering Science

Second Semester

ENG 122	English Composition II	3
CRJ 123	Introduction to Criminology	3
GEG 121	Physical Geography	3
SPE 121	Fundamentals of Speech	3
	Humanities and Fine Arts ²	3-4
		15-16

Third Semester

CRJ 229	Juvenile Delinquency	3
BIO 120	Environmental Biology	4
PSC 121	American National Politics	3
HST 121	History of Western Civilization	3
	Humanities and Fine Arts ³	3-4
		16-17

Fourth Semester

PSY 121	Introduction to Psychology	3
CRJ 124	Penology and Corrections	3
CRJ 221	Criminal Law	3
ANT 221	Cultural Anthropology	3
	Electives	3
		15

¹Math requirements vary at 4-year institutions

²The BA degree at many four-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school, you need only one more year of advanced study at CLC. Students who have completed four years of foreign language at the high school level need not take any additional foreign language.

³One course in the Fine Arts and one course in Humanities are required

Faculty who teach in this subject area are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Roger Voltz	D118	(847) 543-2468
Thomas Arnold	D118	(847) 543-2944
William Anderson	A252	(847) 543-2539

ECONOMICS

(Associate in Arts)

Code 13AB

Social Science Division, Room A244, (847) 543-2047

The following courses are *recommended* for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ECO 221	Principles of Economics I	3
ENG 121	English Composition I	3
PHI 121	Introduction to Philosophy	3
MTH 127	Finite Mathematics or	
MTH 145	Calculus & Analytic Geometry II	3-5
	Elective	3
		15-17

Second Semester

ECO 222	Principles of Economics II	3
ENG 122	English Composition II	3
PSC 121	American National Politics	3
	Life Science (Lab)	4
	Humanities and Fine Arts ²	3-4
		16-17

Third Semester

SPE 121	Fundamentals of Speech	3
ECO	Economics Elective	3
	Humanities and Fine Arts ³	3-4
	Physical Science	3
	Elective	3
		15-16

Fourth Semester

MTH 222	Elementary Statistics	3
HST 121	History of Western Civilization I	3
SOC 121	Introduction to Sociology	3
PSC 122	State and Local Politics	3
	Electives	3
		15

¹Math requirements vary at 4-year institutions

²The BA degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school you need only one more year of advanced study at CLC. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language.

³One course in the Fine Arts and one course in Humanities are required

Faculty who teach in this subject area are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Robert Kerr	A237	(847) 543-2533
Ed Starshak	A252	(847) 543-2939
Dale Warnke	A237	(847) 543-2943

ELEMENTARY EDUCATION

(Associate in Arts)

Code 13AB

Social Sciences Division, Room A244, (847) 543-2047

The following courses are *recommended* for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
BIO 120	Environmental Biology or	
BIO 121	General Biology	4
PSC 121	American National Politics	3
PSY 121	Introduction to Psychology	3
	Humanities and Fine Arts ¹	3
		15

Second Semester:

ENG 122	English Composition II	3
GEG 121	Physical Geography	3
MTH 121	Fundamentals of Mathematics I ²	3
EDU 221	Introduction to Teaching	3
	Humanities and Fine Arts ³	3
		15

Third Semester:

SPE 121	Fundamentals of Speech	3
PSY 222	Child Growth and Development	3
	Third World Culture Course ⁴	3
	Humanities and Fine Arts	3
	Elective.....	3
		15

Fourth Semester:

HST 221	U.S. History to 1876	3
PSY 221	Educational Psychology.....	3
HUS 222	The Exceptional Child	3
ANT 221	Cultural Anthropology	3
	Elective.....	3
		15

¹ One of the Humanities and Fine Arts courses should be an advisor-approved literature.

² Math requirements vary at 4-year institutions

³ One course in the Fine Arts and one course in Humanities are required

⁴ Approved Third World Culture Courses include, HST 126, HST 127, GEG 223

Faculty are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Joan Kerr	A155	(847) 543-2533
John Lumber	A242	(847) 543-2531
Elizabeth Pirman	A153	(847) 543-2543

TRANSFER ENGINEERING PROGRAM

(Associate in Engineering Science)

Code 12AB

Engineering, Mathematics and Physical Science Division, Room B162, (847) 543-2044

The College of Lake County offers a program designed to parallel the first two years of engineering programs at most universities accredited by the Accrediting Board for Engineering and Technology (ABET). Since minor differences in course requirements exist at different universities and in different engineering disciplines within the same university, students are strongly advised to meet with a faculty advisor from the engineering department and to consult the college catalog of their intended transfer institution.

The following course selections are *recommended* for most efficient transfer to a university with junior standing. Some variation in course selection may be advisable, depending on the intended engineering discipline and on transfer institution requirements.

First Semester

MTH 145	Calculus and Analytic Geometry I.....	5
CHM 121	General Chemistry I.....	5
EGR 121	Engineering Graphics.....	3
ENG 121	English Composition I	3
		16

Second Semester

MTH 146	Calculus and Analytic Geometry II	4
CHM 123	General Chemistry II	5
ENG 122	English Composition II or	
ENG 126	Advanced Composition	3
PHY 123	Physics for Science and Engineering.....	5
		17

Third Semester

MCS 140	Computer Programming I	3
PHY 124	Physics for Science and Engineering II....	5
	Humanities & Fine Arts Elective	3
MTH 227	Differential Equations	3
	Elective per transfer institution	
	requirement (e.g. MCS 142, MTH 225)	3
		17

Associate in Arts/Associate in Science/Associate in Engineering Science

Fourth Semester

MTH 246	Calculus and Analytical Geometry III	4
	Social & Behavioral Sciences Elective	3
EGR 260	Introduction to Circuit Analysis.....	4
EGR 221	Statics and Dynamics	5
		16

Summer Sessions (As required by Transfer Institution)

PHY 221	Physics for Science and Engineering II....	4
EGR 222	Engineering Mechanics of Deformable Bodies	3
	Humanities & Fine Arts Elective or Social & Behavioral Sciences Elective	3
		10

Courses Offered in Selected Semesters Only

Course	Fall		Spring		Summer	
	Day	Night	Day	Night	Day	Night
MTH 224				X		X
MTH 225			X			
MTH 227	X			X		
MTH 244	<i>Fall of Odd Years</i>					
MTH 246	X	X	X	X	X	
MCS 140	X	X	X		X	
MCS 142				X		
PHY 123	X	X	X			
PHY 124	X		X	X		
PHY 221					X Odd Years	X Even Years
EGR 260			X			
EGR 221				X		
EGR 222						X

*Night classes begin no earlier than 5:00 P.M.
Above schedule assumes sufficient enrollment.*

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty members.

Name	Office	Phone Number
Jack Hudson	B131	(847) 543-2902
Ross Lyman	A236	(847) 543-2904
Toby Ward, Coordinator	B132	(847) 543-2490

ENGLISH

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
	Humanities Elective (non-ENG)	3
	Social & Behavioral Sciences Elective	3
	Math Elective	3
	Foreign Language ¹	4
		16

Second Semester

ENG 122	English Composition II	3
ENG 223	Major American Writers or	
ENG 225	Major English Writers	3
SPE 121	Fundamentals of Speech	3
	Social & Behavioral Sciences Elective	3
	Foreign Language ¹	4
		16

Third Semester

ENG 229	20th Century American Literature or	
ENG 226	Modern English Literature.....	3
	Fine Arts Elective (non-ENG)	3
	Physical & Life Sciences Lab Elective ²	4
	Social & Behavioral Sciences Elective	3
	Elective.....	3
		16

Fourth Semester

ENG 244	Mythology & Fairy Tales or	
ENG 222	Creative Writing	3
ENG 228	World Literature or	
ENG 227	Introduction to Shakespeare.....	3
	Physical & Life Sciences Elective ²	4
	Humanities & Fine Arts Elective	3
	Elective.....	3
		15

¹ The B.A. degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school you need only one more year at CLC at an advanced level. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language.

² One Physical science, one life science, one must include a lab.

Associate in Arts/Associate in Science/Associate in Engineering Science

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty members.

Name	Office	Phone Number
Theresa Aguinaldo	D116	(847) 543-2955
Lynne Curtis	B260	(847) 543-2558
Penne Devery	B263	(847) 543-2561
Rita Eastburg	D116	(847) 543-2743
Elizabeth Flores	B252	(847) 543-2949
Eibhlin Glennon	P221	(847) 543-2567
Patrick Gonder	D110	(847) 543-2555
Martin Ley	B262	(847) 543-2969
George Liu	A239	(847) 543-2948
Jerry Pinkham	B251	(847) 543-2553
De Rionne Pollard	B251	(847) 543-2947
Judy Rosenberg	B252	(847) 543-2546
Paulette Roeske	B250	(847) 543-2956
Ted Schaefer	A235	(847) 543-2535
Nick Schevera	B249	(847) 543-2959
Larry Starzec	A235	(847) 543-2557
Jacinta Thomas	A240	(847) 543-2565
Diane Williams	L230	(847) 543-2364
Mary Winter	B260	(847) 543-2963

FRENCH

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

FRN 121	Beginning Conversational French I or	
FRN 221	Intermediate French I ¹	4
ENG 121	English Composition I	3
	Social & Behavioral Sciences Elective	3
	Humanities & Fine Arts Elective	3
	(non-French) Elective	3
		16

Second Semester

FRN 122	Beginning Conversational French II or	
FRN 222	Intermediate French II ¹	4
ENG 122	English Composition II	3
	or ENG 126 Advanced Composition ²	
	Social & Behavioral Sciences Elective	3
	Math Elective	3
	Humanities & Fine Arts Elective	3

16

65

Third Semester

FRN 221	Intermediate French I or	
FRN 223	French Civilization I ¹	4
SPE 121	Fundamentals of Speech	3
	Physical & Life Sciences Lab Elective ⁴	4
	Elective	3
	Elective	2
		16

Fourth Semester

FRN 222	Intermediate French II or	
FRN 224	French Civilization II ¹	4
	Social & Behavioral Sciences Elective	3
	Science Elective	3
	Elective	3
	Elective	3
		16

¹ Students with at least two recent years of successful high school French should enroll in FRN 221-222.

² Students wishing to coordinate French with Business or other technical study should opt for ENG 126.

³ Students who have completed the intermediate courses should enroll in FRN 223-224 (French Civilization).

⁴ One physical science, one life science, one must include a lab.

For more information about this course of study, students may contact either the division office listed or the following full-time faculty member.

Name	Office	Phone Number
Jaime Perez	A239	(847) 543-2564

GEOGRAPHY

(Associate in Arts)

Code 13AB

Social Science Division, Room A244, (847) 543-2047

The following courses are *recommended* for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
GEG 121	Physical Geography	3
MTH 127	Finite Math ¹	3
	Humanities and Fine Arts ²	3-4
	Science Elective	3-4
		16-17

Associate in Arts/Associate in Science/Associate in Engineering Science

Second Semester:

ANT	121	Introduction to Anthropology	3
ENG	122	English Composition II	3
BIO	121	General Biology	4
MTH		Math Elective	3-4
		Humanities and Fine Arts ³	3
			16-17

Third Semester:

ECO	221	Principles of Economics I	3
GEG	122	Cultural Geography	3
HST	121	History of Western Civilization I	3
SPE	121	Fundamentals of Speech	3
		Humanities and Fine Arts Elective	3-4
			15-16

Fourth Semester:

ANT	221	Cultural Anthropology	3
GEG	123	World Regional Geography	3
HST	122	History of Western Civilization II	3
		Math or Science Elective	3-4
		Electives	3
			15-16

¹ Math requirements vary at 4-year institutions

² The BA degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school you need only one more year of advanced study at CLC. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language.

³ One course in the Fine Arts and one course in Humanities are required

Students planning to major in geography at a baccalaureate institution are strongly recommended to have word processing skills prior to entering their junior year.

Faculty who teach in this subject area are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Noel Stirrat	A251	(847) 543-2942

GEOLOGY

(Associate in Science)

Code 11AB

Engineering, Mathematics and Physical Science Division
Room B162, (847) 543-2044

The following courses are *recommended* for students who intend to complete the A.S. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or

A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

For those transferring to the University of Illinois a strong foreign language component is also required.

First Semester

ENG	121	English Composition I	3
MTH	145	Calculus and Analytic Geometry I	5
CHM	121	General Chemistry I	5
GEO	121	Physical Geology	4
			17

Second Semester

ENG	126	Advanced Composition: Scientific and Technical Communications	3
		Social & Behavioral Sciences Elective	3
CHM	123	General Chemistry II	5
GEO	122	Historical Geology	4
		Humanities & Fine Arts Elective ¹	3
			18

Third Semester

SPE	121	Fundamentals of Speech	3
MTH	146	Calculus and Analytic Geometry II	4
PHY	123	Physics for Science and Engineering I	5
		Humanities & Fine Arts Elective ¹	3
		Social & Behavioral Sciences Elective	3
			18

Fourth Semester

MTH	246	Calculus and Analytic Geometry III	4
PHY	124	Physics for Science and Engineering II	5
		Humanities & Fine Arts Elective	3
		Social & Behavioral Sciences Elective ¹	3
		Life Science Elective	4
			19

¹ At least one humanities and one fine arts are required.

Students will also need an international education course (see page 45.)

Note: Some students may require pre-calculus course work. As a result "First Semester" in this program may not correspond to a student's first semester in college.

For more information on this course of study students may contact either the division office listed or either of the following full-time faculty members.

Name	Office	Phone Number
Ron Riepe	B141	(847) 543-2491
Doug Sherman	B140	(847) 543-2505

HISTORY

(Associate in Arts)

Code 13AB

Social Science Division, Room A244, (847) 543-2047

The following courses are *recommended* for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
HST 121	History of Western Civilization I.....	3
HUM 121	Introduction to Humanities	3
PSC 121	American National Politics	3
	Humanities and Fine Arts ¹	3-4
		15-16

Second Semester

ENG 122	English Composition II	3
HST 122	History of Western Civilization II	3
MTH 127	Finite Math2.....	3
ANT 221	Cultural Anthropology	3
	Humanities and Fine Arts ³	3-4
		15-16

Third Semester

SPE 121	Fundamentals of Speech	3
HST 221	U.S. History to 1876	3
ECO 221	Principles of Economics I	3
BIO 120	Environmental Biology <i>or</i>	
BIO 121	General Biology	4
	Electives	3
		16

Fourth Semester

HST 222	U.S. from 1876.....	3
PHI 121	Introduction to Philosophy.....	3
GEG 121	Physical Geography	3
ENG 226	Modern English Literature.....	3
	Electives	3
		15

¹The BA degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school you need only one more year of advanced study at CLC. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language.

²Math requirements vary at 4-year institutions

³One course in the Fine Arts and one course in Humanities are required

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty.

Name	Office	Phone Number
Gregory Gordon	D119	(847) 543-2945
David Groeninger	A253	(847) 543-2540
John Lumber	A241	(847) 543-2532
Septimus Paul	A154	(847) 543-2936
Liz Pirman	A154	(847) 543-2543

HUMANITIES

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
HUM 121	Introduction to Humanities I	3
HUM 125	Introduction to the Fine Arts <i>or</i>	
MUS 124	Introduction to Music.....	3
HST 121	History of Western Civilization I.....	3
	Math Elective	3
		15

Second Semester

ENG 122	English Composition II	3
HUM 122	Introduction to Humanities II	3
	Social & Behavioral Sciences Elective	3
	Physical & Life Science Elective ¹	3
	Elective.....	5
		17

Third Semester

SPE 121	Fundamentals of Speech	3
ENG 228	World Literature	3
HUM 128	Introduction to Mid-Eastern	
	Civilizations	3
PHI 121	Introduction to Philosophy.....	3
ART 240	History of Art I.....	3
	Physical & Life Sciences Lab Elective ¹	4
		19

Associate in Arts/Associate in Science/Associate in Engineering Science

Fourth Semester

ART	241	History of Art II	3
ANT	221	Cultural Anthropology or Social & Behavioral Sciences Elective	3
PHI	123	Philosophy of Religion	3
THE	121	Introduction to Theatre or HUM 126 English Elective	3

15

¹ One physical science, one life science, one must include a lab.

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty.

Name	Office	Phone Number
Nancy Cook	D113	(847) 543-2562
Eibhlin Glennon	P221	(847) 543-2567
Leslie Hopkins	B263	(847) 543-2961
Steve Infantino	B261	(847) 543-2559
Ken Simonsen	B249	(847) 543-2554
Rebecca Thall	B262	(847) 543-2559

MATHEMATICS

(Associate in Science)

Code 11AB

Engineering, Mathematics and Physical Science Division
Room B162, (847) 543-2044

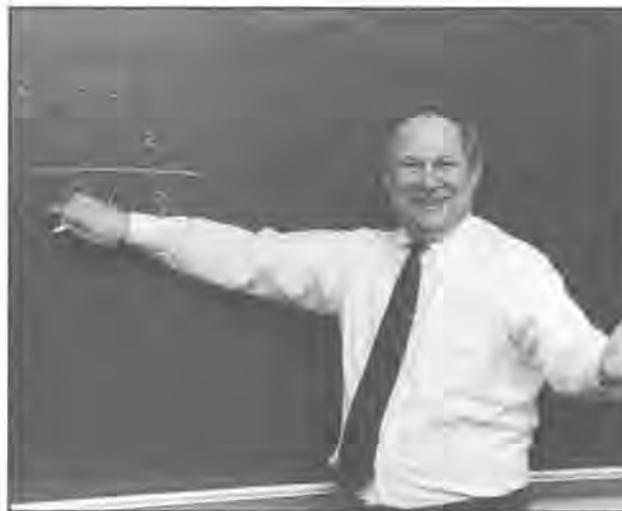
The following courses are *recommended* for students who intend to complete the A.S. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Pay particular attention to the IAI general education requirements and stipulations. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

For those transferring to NIU, SIU and the University of Illinois a strong foreign language component is also required.

First Semester

MTH	145	Calculus and Analytic Geometry I.....	5
CHM	121	General Chemistry I or BIO 121 General Biology I' or GEO 121 Physical Geology	4
ENG	121	English Composition I	3
PHI	122	Logic	3

15



Second Semester

MTH	146	Calculus and Analytic Geometry II
MCS	140	Computer Programming I
ENG	122	English Composition II or ENG 126..... Social & Behavioral Sciences Elective Humanities & Fine Arts Elective ²

Third Semester

MTH	246	Calculus and Analytic Geometry III
MTH	227	Ordinary Differential Equations.....
PHY	123	Physics for Science & Engineering I..... Social & Behavioral Sciences Elective

Fourth Semester

MTH	225	Linear Algebra
SPE	121	Fundamentals of Speech
MCS	142	Computer Programming II or MTH 244 Discrete Mathematics..... Social & Behavioral Sciences Elective Humanities & Fine Arts Elective ²
		International Education ³

¹ Two science courses, one life science, one physical science both courses must include a lab.

² At least one course must be a fine arts course.

³ See list on page 54 of this catalog for International Education.

Note: Some students may require pre-calculus course work. As a result "First Semester" in this program may not correspond to a student's first semester in college. Discussing your particular situation with a mathematics advisor is the best way to plan an appropriate program.

Associate in Arts/Associate in Science/Associate in Engineering Science

For more information on this course of study students may contact either the division office listed or any of the following full-time faculty members.

Name	Office	Phone Number
Donna Carlson	B135	(847) 543-2900
Natalia Casper	B133	(847) 543-2801
James Fryxell	D114	(847) 543-2494
James Hodge	B139	(847) 543-2497
Tracey Hoy	B139	(847) 543-2901
Marvin Johnson	B133	(847) 543-2744
Gary Nepstad	D114	(847) 543-2906
Wing Park	B135	(847) 543-2493
Scott Reed	B136	(847) 543-2909
David Schaefer	B138	(847) 543-2910
Kimberly Shryock	B136	(847) 543-2924
John Thomas	B137	(847) 543-2912
John Wilmot	B138	(847) 543-2496
Richard Wong	B137	(847) 543-2913

MUSIC

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met. *Non-music courses may be taken in any sequence.*

Summer Session

MUS 127	Fundamentals of Music ¹	2
	Social & Behavioral Sciences Elective	3
		5

First Semester

MUS 128	Theory of Music I	4
MUS 145	Piano Class or MUS 143, 144	1
MUS 141	or MUS 143 or MUS 160-188	1-2
MUS 120	Vocal Ensembles <i>or</i>	
MUS 123	Wind Ensemble <i>or</i>	
MUS 223	Jazz Ensemble	1
ENG 121	English Composition I	3
	Humanities & Fine Arts Elective.....	3
	(non-music) ²	
		13-14

Second Semester

MUS 129	Theory of Music II.....	4
MUS 143	or MUS 144 (Applied Music)	1
MUS 141	or MUS 143 or MUS 160-188.....	1-2
MUS 120	Vocal Ensembles <i>or</i>	
MUS 123	Wind Ensemble <i>or</i>	
MUS 223	Jazz Ensemble	1
MUS 224	Music Literature.....	3
ENG 122	English Composition II <i>or</i>	
ENG 126	Advanced Technical Composition	3
	International Studies Elective	3
		16-17

Third Semester

MUS 228	Theory of Music III	4
MUS 241	or MUS 243, 244, 260-288	1-2
MUS 120	Vocal Ensembles <i>or</i>	
MUS 123	Wind Ensemble <i>or</i>	
MUS 223	Jazz Ensemble	1
SPE 121	Fundamentals of Speech	3
	Physical & Life Science Elective	3-4
	Social & Behavioral Science Elective	3
		15-17

Fourth Semester

MUS 229	Theory of Music IV	4
MUS 241	or MUS 243, 244, 260-288	1-2
MUS 120	Vocal Ensembles <i>or</i>	
MUS 123	Wind Ensemble <i>or</i>	
MUS 223	Jazz Ensemble	1
	Physical & Life Science Elective	3-4
	Social & Behavioral Science Elective	3
	Math Elective	3
		15-17

¹ Students unfamiliar with keys, scales, intervals, and basic rhythms should take MUS 127 prior to MUS 128. MUS 127 may be waived for those who are familiar with these elements of music.

² Add a Social & Behavioral Elective if not taken during the summer session.

The B.A. degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school, you need only one more year at CLC at an advanced level. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language.

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty.

Name	Office	Phone Number
Tom Hoekstra	P218	(847) 543-2569
Bruce Mack	P218	(847) 543-2566

Associate in Arts/Associate in Science/Associate in Engineering Science

PHILOSOPHY

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
PHI 121	Introduction to Philosophy.....	3
	Humanities Elective (non-philosophy).....	3
	Social & Behavioral Sciences Elective	3
	Physical & Life Science Elective ¹	4
		16

Second Semester

ENG 122	English Composition II	3
SPE 121	Fundamentals of Speech	3
PHI 122	Logic	3
	Social & Behavioral Sciences Elective	3
	Fine Arts Elective (non-Philosophy)	3
		15

Third Semester

PHI 125	Ethics	3
MTH 121	Fundamentals of Math I or	
MTH 221	Fundamentals of Math II	3
PSY 121	Introduction to Psychology or	
SOC 121	Introduction to Sociology	3
	Physical & Life Science Elective ¹	4
	Humanities & Fine Arts Elective.....	3
		15

Fourth Semester

PHI 123	Philosophy of Religion	3
ANT 121	Introduction to Anthropology or	
ANT 221	Cultural Anthropology	3
	Humanities & Fine Arts Elective.....	6
	General Elective.....	6
		18

¹ One physical science, one life science, one must include a lab.

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty.

Name	Office	Phone Number
Leslie Hopkins	B263	(847) 543-2961
Steve Infantino	B262	(847) 543-2560
Ken Simonsen	B249	(847) 543-2554
Brian Smith	B262	(847) 543-2960
Rebecca Thall	B261	(847) 543-2559

PHYSICAL EDUCATION

(Associate in Arts)

Code 13AB

Health, Physical Education and Recreation Division,
Building 7, Physical Education Center, (847) 543-2046

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

In addition, individual four year colleges may specify certain courses required of their physical education majors. Students are urged to check the school catalog of their choice.

First Semester

ENG 121	English Composition I	3
PED 129	Fundamentals of Youth Programming	4
PSC 121	American National Politics	3
PED 221	Introduction to Physical Education	2
PED 140	Contemporary Health Issues (CPR required)	2
	Coaching Strategies Elective	2
		16

Second Semester

ENG 122	English Composition II	3
MUS 124	Introduction to Music.....	3
PED 220	Physical Education in Elementary School	3
PED 228	First Aid (CPR certification required)	2
PED 123	Team Sports Elective	1
	Humanities & Fine Arts Elective.....	3
		15

Associate in Arts/Associate in Science/Associate in Engineering Science

Third Semester

SPE 121	Fundamentals of Speech	3
PED 242	Philosophy of Coaching	3
SOC 121	Introduction to Sociology	3
GEO 224	Environmental Geology	3
	International Education Elective*	3
		15

Fourth Semester

PSY 121	Introduction to Psychology	3
BIO 120	Environmental Biology	4
MTH 121	Fundamentals of Math	3
PED 123	Team Sports Elective	1
	Humanities & Fine Arts Elective	3
		14

*List of electives on page 45.

Suggested course offerings. Check with major university to determine acceptability.

For more information on this course of study, students may contact the division office listed.

PHYSICS

(Associate in Science)

Code 11AB

Engineering, Mathematics and Physical Science Division
Room B162, (847) 543-2044

The following courses are *recommended* for students who intend to complete the A.S. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

For those transferring to the University of Illinois a strong foreign language component is also required.

First Semester

ENG 121	English Composition I	3
CHM 121	General Chemistry I	5
MTH 145	Calculus and Analytic Geometry I	5
	Social & Behavioral Sciences Elective	3
		16

Second Semester

ENG 122	English Composition II or	
ENG 126	Advanced Composition: Scientific	
	and Technical Communications	3
CHM 123	General Chemistry II	5
MTH 146	Calculus and Analytic Geometry II	4
PHY 123	Physics for Science and Engineering I	5
		17

Third Semester

SPE 121	Fundamentals of Speech	3
PHY 124	Physics for Science and Engineering II	5
MTH 246	Calculus and Analytic Geometry III	4
	Social & Behavioral Sciences Elective	3
	Humanities & Fine Arts Elective ¹	3
		18

Fourth Semester

MTH 227	Ordinary Differential Equations	3
MCS 140	Computer Programming I	3
	Social & Behavioral Sciences Elective	3
	Humanities & Fine Arts Elective ¹	6
		15

Summer Session

PHY 221	Physics for Science and	
	Engineering III	4
		4

¹ At least one course must be a Fine Arts course. Students who need to complete IAI general education core requirements will also need a life science course.

Note: Some students may require pre-calculus course work. As a result "First Semester" in this program may not correspond to a student's first semester in college.

For more information on this course of study students may contact either the division office listed or one of the following full-time faculty members.

Name	Office	Phone Number
Dave Boyke	B132	(847) 543-2911
Toby Ward	B132	(847) 543-2490

POLITICAL SCIENCE

(Associate in Arts)

Code 13AB

Social Science Division, Room, A244, (847) 543-2047

The following courses are *recommended* for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
PSC 121	American National Politics	3
SPE 121	Fundamentals of Speech	3
MTH 127	Finite Math ¹	3
	Electives	3
		15

Associate in Arts/Associate in Science/Associate in Engineering Science

Second Semester

ENG 122	English Composition II	3
PSC 122	State and Local Politics	3
PHI 121	Introduction to Philosophy.....	3
BIO 120	Environmental Biology <i>or</i>	
BIO 121	General Biology	4
ANT 221	Cultural Anthropology	3
		16

Third Semester

PSC 221	Comparative Political Systems	3
HST 121	History of Western Civilization I.....	3
GEG 121	Physical Geography	3
	Humanities and Fine Arts ²	3
	Elective.....	3
		15

Fourth Semester

PSC 222	United States Foreign Policy	3
HST 122	History of Western Civilization II	3
	Humanities and Fine Arts ³	3
	Electives	6
		15

¹ Math requirements vary at 4-year institutions

² The BA degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school you need only one more year of advanced study at CLC. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language.

³ One course in the Fine Arts and one course in Humanities are required

Name	Office	Phone Number
Maureen Starshak	A237	(847) 543-2940

PRE-DENTISTRY, PRE-MEDICINE, PRE-OCCUPATIONAL THERAPY, PRE-PHARMACY or PRE-PHYSICAL THERAPY

(Associate in Science)

Code 11AB

Biological and Health Sciences Division
Room C140, (847) 543-2042

Students who plan to transfer to a four-year college or university to pursue a baccalaureate degree in these pre-professional programs ordinarily follow the Biological Sciences or Chemistry curricula. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. *Students should choose electives only after consulting with an advisor.* All course prerequisites must be met.

For more information on these courses of study, students may contact the division office listed or the following faculty members:

Name	Office	Phone Number
Pre-Dentistry		
Anne Loeb	B246	(847) 543-2308
Dick Meginniss	C147	(847) 543-2326
Pre-Medicine		
Dick Meginniss	C147	(847) 543-2326
Pre-Occupational Therapy		
Jerry Hinkley	C145	(847) 543-2322
Pre-Pharmacy		
Anne Loeb	B246	(847) 543-2308
Dick Meginniss	C147	(847) 543-2326
Pre-Physical Therapy		
John Mathwig	C144	(847) 543-2324

PRE-VETERINARY MEDICINE

(Associate in Arts)

Code 13AB

Biological and Health Sciences Division
Room C140, (847) 543-2042

The following courses are *recommended* for students who intend to complete a degree at the College of Lake County and prepare for transfer to a pre-vet program at a four-year institution. All students must complete the general education requirements listed on page 45 in the CLC catalogue in order to earn the A.A. degree. All course prerequisites must be met.

First Semester

BIO 121	General Biology I.....	4
CHM 121	General Chemistry	5
ENG 121	English Composition I	3
	Humanities Elective	3
	Social & Behavioral Sciences Elective	3
		18

Second Semester

BIO 122	General Biology II	4
CHM 123	General Chemistry II	5
ENG 122	English Composition II ¹ <i>or</i>	
ENG 126	Advanced Composition ¹	3
MTH 222	Elementary Statistics	4
		16

Summer Session

	Social & Behavioral Sciences Elective	3
		3

Associate in Arts/Associate in Science/Associate in Engineering Science

Third Semester

PHY 121	General Physics I	5
CHM 125	Elementary Organic Chemistry	5
SPE 121	Fundamentals of Speech	3
	Fine Arts Elective.....	3
		16

Fourth Semester

BIO 221	General Zoology ²	4
CHM 224	Biochemistry	3
PHY 122	General Physics II	5
	Humanities & Fine Arts Elective ¹	3
	Social & Behavioral Sciences Elective ¹	3
		18

¹ Not required by U of I, College of Veterinary Medicine, but meets CLC's A.A. degree general education requirements.

² Strongly recommended. Required by University of Wisconsin, School of Veterinary Medicine. Not required by U of I, College of Veterinary Medicine

For more information on this course of study, students should contact the division office listed or Scott Hickman, office C146, (847) 543-2884.

PSYCHOLOGY

(Associate in Arts)

Code 13AB

Social Science Division, Room A244, (847) 543-2047

The following courses are *recommended* for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
BIO 121	General Biology I.....	4
PSY 121	Introduction to Psychology	3
	Humanities and Fine Arts ¹	3-4
	Electives	3
		16-17

Second Semester

ENG 122	English Composition II	3
BIO 122	General Biology II	4
HST 121	History of Western Civilization I.....	3
PSY 222	Child Growth and Development	3
	Elective.....	3
		16

Third Semester

SPE 121	Fundamentals of Speech	3
PSC 121	American National Politics	3
MTH 127	Finite Math ²	3
PSY 223	Abnormal Psychology	3
	Humanities and Fine Arts ³	3
		15

Fourth Semester

ANT 221	Cultural Anthropology	3
PSY 225	Social Psychology	3
	Humanities and Fine Arts	3
	Physical Science.....	3-4
	Electives	3
		15-16

¹The BA degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school you need only one more year of advanced study at CLC. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language.

²Math requirements vary at 4-year institutions

³One course in the Fine Arts and one course in Humanities are required

Faculty who teach in this subject area are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Mario Benassi	A253	(847) 543-2930
Joan Kerr	A155	(847) 543-2545
Diane Krumm	A154	(847) 543-2544
Karen Owens	A155	(847) 543-2934
James Romaniuk	A251	(847) 543-2538
Suzanne Valentine-French	A154	(847) 543-2935

RECREATION

(School and Community Recreation)

(Associate in Arts)

Code 13AB

Health, Physical Education & Recreation Division, Building 7, P.E. Center, (847) 543-2046

The following courses are *recommended* for students who intend to complete the A.S. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

Associate in Arts/Associate in Science/Associate in Engineering Science

First Semester

ENG 121	English Composition I	3
MUS 124	Introduction to Music	3
GEO 224	Environmental Geology	3
PED 128	Introduction to Recreation	3
PED 129	Fundamentals of Youth Programming	4
		16

Second Semester

ENG 122	English Composition II	3
PSY 121	Introduction to Psychology	3
PED 229	Experience in the Out of Doors	3
	Humanities & Fine Arts Elective	3
	International Education Elective ²	3
		15

Third Semester

SPE 121	Fundamentals of Speech	3
BIO 120	Environmental Biology	4
PED 228	First Aid (CPR certification required)	2
PSC 121	American National Politics	3
PED 140	Contemporary Health Issues (CPR required)	2
		14

Fourth Semester

PED 221	Recreation Fieldwork	4
SOC 121	Introduction to Sociology	3
MTH 121	Fundamentals of Math	3
PED 149	Leisure Sports	2
	Humanities & Fine Arts Elective ¹	3
		15

¹ One Humanities course is required.

² List of electives on page 45.

For more information on this course of study, students may contact the division office listed.

SOCIOLOGY

(Associate in Arts)

Code 13AB

Social Science Division, Room A244, (847) 543-2047

The following courses are *recommended* for students who wish to complete the AA or AS degree at the College of Lake County and then transfer to a four-year college or university. All students who complete the AA or AS degree must complete the general education requirements listed on page 45 of the College Catalog. Students should become familiar as soon as possible with the requirements of the institution they plan to transfer. Students should also choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I	3
SOC 121	Introduction to Sociology	3
HST 121	History of Western Civilization I	3
MTH 127	Finite Math ¹	3
	Elective	3
		15

Second Semester

ENG 122	English Composition II	3
SOC 222	Social Problems	3
ECO 221	Principles of Economics I	3
BIO 120	Environmental Biology <i>or</i>	
BIO 121	General Biology	4
ENG 228	Humanities and Fine Arts ²	3-4
		16-17

Third Semester

SPE 121	Fundamentals of Speech	3
SOC 224	Sociology of the Family	3
PSY 121	Introduction to Psychology	3
GEG 121	Physical Geography	3
	Elective	3
		15

Fourth Semester

ANT 121	Introduction to Anthropology <i>or</i>	
ANT 221	Cultural Anthropology	3
PSC 121	American National Politics	3
PHI 121	Introduction to Philosophy	3
	Humanities and Fine Arts ³	3-4
	Elective	3
		15-16

¹Math requirements vary at 4-year institutions

²The BA degree at many 4-year institutions requires two years of foreign language at the college level. If you had two years of a foreign language in high school you need only one more year of advanced study at CLC. Students who have completed 4 years of foreign language at the high school level need not take any additional foreign language.

³One course in the Fine Arts and one course in Humanities are required

Students planning to major in sociology at a baccalaureate institution should have word processing skills prior to their junior year.

Faculty who teach in this subject area are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Bill Anderson	A252	(847) 543-2539
James Dorsey	D120	(847) 543-2932
Jerry Hanson	A250	(847) 543-2931
Mike Kuchera	A255	(847) 543-2933
John Tenuto	A250	(847) 543-2537
Li-hua Yu	D119	(847) 543-2741

Associate in Arts/Associate in Science/Associate in Engineering Science

SPANISH

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

SPA 121	Beginning Conversational Spanish I or SPA 221 ¹	4
ENG 121	English Composition I.....	3
	Social & Behavioral Sciences Elective	3
	Humanities & Fine Arts Elective ⁴	3
	(non-Spanish)	
	Elective.....	3
		16

Second Semester

SPA 122	Beginning Conversational Spanish II or SPA 222 ¹	4
ENG 122	English Composition II or.....	3
	ENG 126 Advanced Composition ²	
	Social & Behavioral Sciences Elective	3
	Math Elective.....	3
	Humanities & Fine Arts Elective.....	3
		16

Third Semester

SPA 221	Intermediate Spanish I or SPA 223 Spanish Civilization I ³	4
SPE 121	Fundamentals of Speech.....	3
	Physical & Life Sciences Lab Elective ⁵	4
	Elective.....	3
	Elective.....	2
		16

Fourth Semester

SPA 222	Intermediate Spanish II or SPA 224 Spanish Civilization II ³	4
	Social & Behavioral Sciences Elective	3
	Physical & Life Science Elective ⁵	3
	Elective.....	3
	Elective.....	3
		16

¹ Students with at least two recent years of successful high school Spanish should enroll in SPA 221-222.

² Students wishing to coordinate Spanish with Business or other technical study should opt for ENG 126.

³ Students who have completed the intermediate courses should enroll in SPA 223-224 (Spanish Civilization).

⁴ One course must be a Fine Arts course.

⁵ One course must be a physical science, one life science, one must be a lab.

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty members.

Name	Office	Phone Number
Jáime Perez	A237	(847) 543-2564
Theresa Ruiz Velasco	B247	(847) 543-2579
Ray Salazar	A235	(847) 543-2363

SPEECH

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG 121	English Composition I.....	3
SPE 121	Fundamentals of Speech.....	3
ENG 123	Mass Communications.....	3
	Social & Behavioral Science Elective.....	3
	Lab Science Elective.....	4
		16

Second Semester

ENG 122	English Composition II.....	3
SPE 122	Business & Professional Speaking.....	3
	Physical Life Science Elective.....	3
	Social & Behavioral Science Elective.....	3
	General Elective.....	3
		15

Third Semester

SPE 123	Group Discussion.....	3
ENG 244	Mythology and Fairy Tales.....	3
	Math Elective.....	3
	Social & Behavioral Science Elective.....	3
	General Elective.....	3
PED	Elective.....	1
		16

Associate in Arts/Associate in Science/Associate in Engineering Science

Fourth Semester

SPE	124	Oral Interpretation <i>or</i>	
SPE	128	Interviewing	3
ENG	128	Linguistics and Society	3
PHI	121	Introduction to Philosophy.....	3
HUM	123	Introduction to Film	3
		General Elective.....	3
PED		Elective.....	1
			16

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty.

Speech Faculty

Name	Office	Phone Number
Nedra Adams-Soller	B259	(847) 543-2957
Michael Butterworth	B258	(847) 543-2946
Robert Coscarelli	P221	(847) 543-3623
Fred Gifford	B258	(847) 543-2556
Rick Soller	B259	(847) 543-2958

THEATRE

(Associate in Arts)

Code 13AB

Humanities Division, Room B237, (847) 543-2040

The following courses are *recommended* for students who intend to complete the A.A. degree at the College of Lake County and transfer to a four-year college or university. All students must complete the general education requirements listed on page 45 of this catalog in order to earn the A.A. or A.S. degree. Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer. Students should choose electives only after consulting with an advisor. All course prerequisites must be met.

First Semester

ENG	121	English Composition I	3
SPE	121	Fundamentals of Speech	3
THE	125	Principles of Acting I <i>or</i> SPE 126	3
		Social & Behavioral Sciences Elective	3
		Physical & Life Sciences Lab Elective ¹	4
			16

Second Semester

ENG	122	English Composition II	3
SPE	225	Acting I <i>or</i>	
THE	222	Stage Makeup.....	3
		Physical & Life Sciences Elective ¹	3
		Social & Behavioral Sciences Elective	3
		Elective.....	3
			15

Third Semester

SPE	228	Directing <i>or</i>	
THE	121	Introduction to Theatre	3
ENG	228	World Literature.....	3
		Math Elective	3
		Social & Behavioral Sciences Elective	3
		Elective.....	3
			15

Fourth Semester

SPE	124	Oral Interpretation <i>or</i>	
SPE	129	Theatre Practicum	3
ENG	227	Introduction to Shakespeare.....	3
PHI	121	Introduction to Philosophy.....	3
HUM	123	Introduction to Film <i>or</i>	
THE	126	Stagecraft	3
MUS	121	Voice Class.....	1
PED		(Dance or Fencing)	1
			14

¹ One course must be a physical science, one life science, one must be a lab.

For more information about this course of study, students may contact either the division office listed or any of the following full-time faculty.

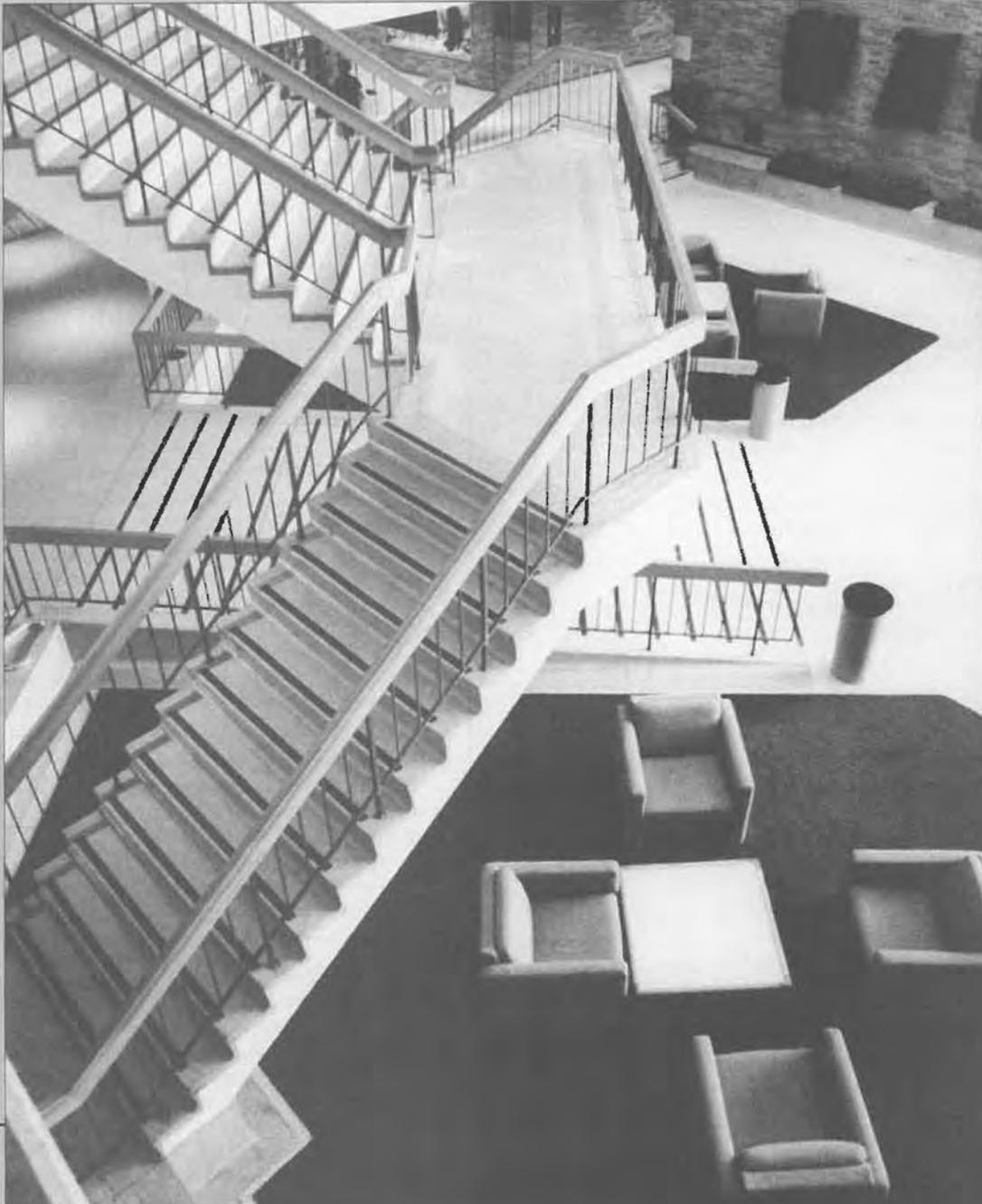
Theatre Faculty

Name	Office	Phone Number
Robert Coscarelli	P221	(847) 543-3623
Eibhlin Glennon	P221	(847) 543-2567
Thomas Mitchell	P123b	(847) 543-2967



Programs of Study

Associate in Applied Science and Career Certificate



Associate in Applied Science and Career Certificates

ACCOUNTING

(Associate in Applied Science)

Code 22AA

Business Division, Room A143, (847) 543-2041

Students are prepared to compile and analyze business records and prepare financial reports such as income statements, balance sheets, costs studies and reports. Graduates may be employed wherever business, industrial or governmental organizations are located.

General Education Requirements:

Speech.

SPE 111	Communications II or	
SPE 121	Fundamentals of Speech or	
SPE 128	Interviewing Practices	3

English

ENG 121	English Composition I and	
BSS 111	Business Communications or	
ENG 126	Advanced Composition: Scientific & Technical Communications	6

Social Sciences

PSY 122	Psychology in Business and Industry or	
PSY 121	Introduction to Psychology	3
ECO 110	Economics for Business and Industry or	
ECO 221	Principles of Economics I and	
ECO 222	Principles of Economics II.....	3-6

Humanistic Studies

	Elective (recommend PHI 122 or PHI 125)	3
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Math

BSS 122	Business Mathematics or	
MTH 222	Elementary Statistics or	
MTH 127	Finite Math I or	
MTH 224	Introduction to Mathematical Analysis	3-4
		21-25

Accounting Core Courses Required:

ACC 121	Financial Accounting	4
ACC 122	Managerial Accounting	4
ACC 212	Federal Tax Accounting I.....	3
ACC 214	Cost Accounting I	3
ACC 221	Intermediate Accounting I	3
ACC 222	Intermediate Accounting II	3
		20

Business Courses Required:

CIS 120	Introduction to Business Computers or	
DPR 175	Business Computer Applications	3
BUS 221	Business Law I.....	3
BUS 121	Introduction to Business	3
		9

Business Electives (10 hours)

ACC 112	Accounting Procedures	3
ACC 114	Payroll Accounting.....	3
ACC 171	Accounting Information- Computer Systems	4
ACC 213	Federal Tax Accounting II	3
ACC 215	Cost Accounting II	3
ACC 223	Intermediate Accounting III.....	3
ACC 270	Advanced Accounting	3
ACC 271	Auditing	3
BSS 122	Business Mathematics	3
BUS 222	Business Law II	3
MTH 122	College Algebra or higher level math course.....	3-4
DPR or CIS	Electives (DPR 175 recommended).....	1-7
BUS	Electives	3-6
BSS	Electives	1-4
EWE 220	Cooperative Work Experience I.....	3
	Total Hours	10

Minimum hours to complete A.A.S 60

Complete CPA Requirements at CLC

To apply for the CPA examination before the year 2001, the Illinois Public Accounting Act states that the candidate must have successfully completed 120 semester hours (180 quarter hours) of college/university credit at schools acceptable to the Board of Examiners-University of Illinois. This study must include 27 semester hours of accounting, auditing, and/or business law. No more than six hours (nine quarter hours) of business law will count towards the 27 hours. The other 93 hours may be in accounting or any subjects of the candidate's choice. The act does not require a bachelor's degree, although 120 semester hours is the equivalent in many colleges and universities.

At CLC it is recommended that the total accumulation of hours include ACC 121, 122, 212, 213, 214, 221, 222, 223, 270, 271, BUS 221, 222, CIS 120, and MTH 222. Additional information and application can be obtained from the Committee on Accountancy, University of Illinois, 506 S. Wright St., Urbana, IL 61801-3688, or telephone (217) 333-1566. (ICPA Society home page: www.icpas.org/)

New Requirements Effective in 2001

Effective in the year 2001, the requirements to become a CPA in Illinois will change. New requirements state that candidates must successfully complete 150 hours of college/university credit, including a baccalaureate degree with an accounting concentration, in order to sit for the CPA exam. If candidates sit for the exam for the first time in 2001, these requirements will apply, but if candidates sit for the exam prior to that time, the old provisions apply.

CMA Certificate

The CMA (Certified Management Accountant) is a national program with no state affiliates. The candidate must have senior standing at an accredited college or university, or must hold a baccalaureate degree, in any field, or have passed the U.S. CPA examination: Anyone who has passed the U.S. CPA examination is given credit for part 2 of the CMA examination. Recommended courses at CLC include ACC 121, 122, 214, 221, 222, 223, 271, BUS 111, 221, 222, 223, CIS 120, ECO 221, 222, 223, MTH 222, 224, and HUM 127. Additional information can be obtained by phoning ICMA, (800) 638-4427.

Associate in Applied Science and Career Certificates

Accounting Clerk

(Certificate)
Code 22AI

ACC 112	Accounting Procedures I or	
ACC 121	Financial Accounting	3-4
ACC 113	Financial Statement Analysis or	
ACC 122	Managerial Accounting	3-4
ACC 114	Payroll Accounting or	
ACC 212	Federal Tax Accounting I.....	3
ACC 171	Accounting Information and Computer Systems	4
BSS 111	Business Communications	3
BSS 122	Business Mathematics	3
DPR 175	Business Computer Applications.....	3

Total Hours 22-24

Professional Accounting Certificate

(Certificate)
Code 22AB

This certificate covers the body of knowledge necessary to prepare for the Certified Public Accounting Exam. It is designed for individuals who already possess a non-accounting bachelor's degree or who will have accumulated 120 semester credit hours upon the completion of this certificate. The Illinois Public Accounting Act currently states that the candidate must have successfully completed 120 semester hours including 27 semester hours of accounting. New requirements become effective in 2001. Please read the boxed information preceding this certificate. Students are responsible for meeting the prerequisites* to the courses in this certificate. It is strongly recommended that you take a CPA Review course prior to sitting for the exam.

ACC 221	Intermediate Accounting I	3
ACC 222	Intermediate Accounting II	3
ACC 223	Intermediate Accounting III.....	3
ACC 212	Federal Tax Accounting I.....	3
ACC 213	Federal Tax Accounting II	3
ACC 214	Cost Accounting.....	3
ACC 270	Advanced Accounting	3
ACC 271	Auditing	3
BUS 221	Business Law I.....	3
BUS 222	Business Law II	3
Total Hours		30

* If you have taken a year of accounting principles at the undergraduate level, the prerequisite for ACC 221, ACC 212, and ACC 214 will have been met. It is recommended that you have computer courses and statistics in your background as well.

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Accounting

Name	Office	Phone Number
Jay Chittal	A138	(847) 543-2520
Gary Thomas	A134	(847) 543-2524
Mary Zenner	A138	(847) 543-2522

ADMINISTRATIVE OFFICE SYSTEMS ADMINISTRATIVE ASSISTANT

(Associate in Applied Science)

Code 22SM

Business Division, Room A143, (847) 543-2041

The Administrative Office Systems degree provides a blend of office automation skills including word processing and related computer applications leading to positions as administrative assistants in an office environment. In addition, students establish essential skills in business communication and general business skills and practices.

First Semester

BSS 112	Automated Office Technologies	3
BSS 128	Intermediate Typing	4
BSS 172	Business English	3
BSS 122	Business Mathematics	3
BUS 121	Introduction to Business	3
		16

Second Semester

BSS 111	Business Communications	3
BSS 223	Advanced Typing	4
BSS 119	Records Management.....	2
BSS 113	Comprehensive Word Processing	3
CIS 111	Comprehensive Spreadsheet	3
		15

Third Semester

BSS 118	Advanced Word Processing/ Desktop Publishing	2
BSS 117	Machine Transcription	3
BSS 215	Presentation Software	2
ACC 112	Accounting Procedures I or	
ACC 121	Financial Accounting	3-4
ENG 121	English Composition I	3
SPE 111	Communication II or	
SPE 128	Interviewing Practices or	
SPE 121	Fundamentals of Speech	3

16-17

Associate in Applied Science and Career Certificates

Fourth Semester

BSS 214	Administrative Office Procedures	3
PSY 121	Introduction to Psychology <i>or</i>	
PSY 122	Psychology in Business	3
	Humanities & Fine Arts Elective	3
	AOS Electives	3
	Social & Behavior Sciences Elective	3
		15
	Total Hours	62-63

Elective Courses

BSS 175	Typing Speed & Accuracy Building	2
BSS 299	Selected Topics in Office Automation	1-4
CIS 230	Comprehensive Database	3
HIT 111	Medical Terminology	3
	BUS Electives	1-4
	CIS Electives	1-3
	DPR Electives	1-3
	EWE	2-4

Other electives may be chosen with consent of an AOS Advisor.

General Office

(Certificate)
Code 22SP

The General Office certificate prepares individuals for entry-level positions in the office with such titles as general office clerk, general office assistant, and clerk-typist. This certificate emphasizes general office skills and related skills needed for entry-level positions and career advancement.

BSS 170	Beginning Typing	2
BSS 171	Beginning Typing II	2
BSS 128	Intermediate Typing	4
BSS 113	Comprehensive Word Processing	3
BSS 112	Introduction to the Automated Office	3
BSS 172	Business English <i>or</i>	
BSS 111	Business Communication	3
	Total Hours	17

Office Assistant

(Certificate)
Code 22SO

The Office Assistant certificate prepares individuals to perform a variety of advanced tasks and assume responsibility in the general office environment in positions with titles as general office secretary and word processor. This program emphasizes word processing and related office skills for both entry-level positions and career advancement.

Required Courses

BSS 112	Automated Office Technologies	3
BSS 128	Intermediate Typing	4
BSS 113	Comprehensive Word Processing	3
BSS 118	Advanced Word Processing/ Desktop Publishing	2
BSS 215	Presentation Software	2
BSS 172	Business English	3
BSS 111	Business Communications	3
BSS 117	Machine Transcription	3
BSS 119	Records Management	2
CIS 111	Comprehensive Spreadsheet	3
	Electives	2
		30

Elective Courses

BSS 122	Business Mathematics	3
BSS 175	Typing Speed and Accuracy Building	2
BSS 214	Administrative Office Procedures	3
BSS 223	Advanced Typing	4
CIS 291	CorelDRAW	3
ACC 112	Accounting Procedures <i>or</i>	
ACC 121	Financial Accounting	3-4
BSS 299	Selected Topics in Office Automation	1-3

Other electives may be chosen with consent of an AOS Advisor.

Information Processing Specialist

(Certificate)
Code 22SN

The Information Processing Specialist certificate prepares individuals for positions using current industry software. Students complete advanced word processing, presentation software and spreadsheet courses and then select an additional computer-based course in order to specialize their skills.

Required Courses

BSS 113	Comprehensive Word Processing	3
BSS 118	Advanced Word Processing/ Desktop Publish	2
BSS 215	Presentation Software	2
CIS 111	Comprehensive Spreadsheets	3
	Elective Hours	2
	Total Hours	12

Elective Courses

BSS 112	Automated Office Technologies	3
BSS 299	Selected Topics in Office Automation	1-3
BUS 114	Training Practices & Principles	3
CIS 120	Introduction to Computers	3
CIS 230	Comprehensive Database	3
CIS 231	Managing Microcomputer System	3
CIS 290	Desktop Publishing	3
CIS 291	CorelDRAW	3
CIS 292	Advanced Desktop Publishing	2
CIS 299	Selected Topics in Computer Information Systems	3
COM 116	Online Publishing	3
	Total Hours	12

Associate in Applied Science and Career Certificates

AOS students may choose other elective courses with consent of an AOS Advisor based on their specific needs.

For more information on these AOS courses of study, students may contact either the division office listed or one of the following faculty members.

Administrative Office Systems

Name	Office	Phone Number
Yvonne Block	A134	(847) 543-2819
Lauren LoPresti	A133	(847) 543-2925
Lynn Steffen	A133	(847) 543-2817

ARCHITECTURAL TECHNOLOGY

(Associate in Applied Science)

Code 24CB

Engineering, Math, Physical Sciences Division

Room B162, (847) 543-2044

This program prepares graduates to assume a variety of duties in the architectural profession including drawing construction working drawings, design development drawings, renderings, cost estimating, specification writing, structural design and detailing, construction supervision, sales of materials and equipment, facilities engineering, building inspection and other building and zoning work. Graduates may be employed with architects, engineers, contractors, government agencies or others in the industry.

First Semester

ARC 121	Architectural Graphics	3
BCT 113	Construction Materials	3
MTH 117	Technical Math I or Higher Level math ..	3-4
PHY 121	General Physics or Higher Physics	5
DPR 190	Introduction to IBM PC & IBM-PC DOS <i>and</i> DPR 191 Introduction to Windows, <i>or</i>	
CAD 110	CAD-CAM Concepts	2-3
		16-18

Second Semester

ARC 170	Architectural Design	3
CAD 117	Introduction to AutoCAD	3
EGR 115	Applied Mechanics Statics	3
ENG 120	Technical Composition I or	
ENG 121	English Composition I	3
MTH 118	Technical Math II or Higher	3-4
		15-16

Third Semester

ARC 171	Architectural Working Drawings	3
CAD 214	Architectural Applications	3
Social & Behavioral Sciences Elective <i>or</i>		
ECO 110	Economics for Business & Industry	3
EGR 215	Mechanics of Materials	3
Social & Behavioral Sciences Elective <i>or</i>		
PSY 122	Psychology in Business & Industry	3
SPE 111	or SPE 121 or SPE 122 or	
	SPE 123 or SPE 128 Speech	3
		18

Fourth Semester

ARC 216	Architectural Illustration	3
ARC 271	Architectural Working Drawings II	3
ARC 228	History of Architecture	3
BCT 118	Mechanical & Electrical Equipment	3
BCT 119	Specifications & Bldg Codes	3
CAD 179	CAD Animation & Rendering	3
		18

Total Hours 67-70

Select any of the following math sequences:

- MTH 122 & 123
- MTH 145 & MCS 140.

Architectural Technology

(Certificate) • Code 24CF

Thirty-four semester hours credit must be completed for the certificate in Architectural Technology with courses selected from the following; other subjects may be taken as part of the program, with advisor approval.

ARC 121	Architectural Graphics	3
ARC 170	Architectural Design	3
ARC 171	Architectural Working Drawings	3
ARC 215	Architectural Planning	3
ARC 216	Architectural Illustration	3
ARC 228	History of Architecture	3
ARC 271	Architectural Working Drawings II	3
BCT 113	Construction Materials I	3
BCT 117	Construction Methods	3
BCT 118	Mechanical & Electrical Equipment	3
BCT 119	Specifications & Bldg Codes	3
BCT 214	Construction Estimating	3
CAD 117	Introduction to AutoCAD	3
CAD 177	Site Plan Drafting	3
CAD 179	CAD Animation & Rendering	3
CAD 214	Architectural Applications	3
CAD 217	AutoCAD II	3
CIV 111	Surveying I	3
DPR 190	Introduction to the IBM PC & IBM-PC DOS	1
DPR 191	Introduction to Windows	1
ENG 120	Technical Composition I or	3
ENG 121	English Composition I	3
IMR 115	Carpentry I	3
MTH 117	Technical Mathematics I	3
		Total Hours 34

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Architectural Technology

Name	Office	Phone Number
Douglas Beitel	A234	(847) 543-2504

Associate in Applied Science and Career Certificates

AUTO BODY REPAIR AND PAINTING

(Certificate) • Code 24AG
 Engineering, Math, Physical Science Division
 Room B162, (847) 543-2044

This program prepares the student for employment in the auto body repair and painting industry. A minimum of 25 credit hours are required for the certificate.

ABR 110	Auto Body I	5
ABR 111	Auto Body II	5
WLD 170	General Welding <i>or</i>	
WLD 171	Gas Welding, Cutting & Brazing	2-3
MTH 114	Applied Mathematics	3
AUT 175	Braking Systems	5
AUT 176	Suspension and Alignment.....	5
Total Hours		25-26

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Auto Body Repair and Painting

Name	Office	Phone Number
Jerry Kroll	TEC 150F	(847) 543-2512

AUTOMOTIVE TECHNOLOGY

(Associate in Applied Science)
 Codes 24AH, 24AI, 24AJ
 (Certificates)
 Codes 24AV, 24AX, 24AY
 Engineering, Math, Physical Science Division
 Room B162, (847) 543-2044

The Automotive Technology programs offer courses leading to three Associate in Applied Science degrees: Under Hood Technician, Transmission Technician and Under the Car Technician. These programs will provide students with a solid foundation and a variety of skills to enter the automotive industry, or to pursue further undergraduate study. The three certificate programs have been designed to give students an opportunity to specialize and concentrate their efforts in related areas of automotive repair. The program is certified in all eight areas by ASEs National Automotive Technicians Education Foundation, Inc. (NATEF). This is the highest level of certification that ASE awards.



Under Hood Technician

(Certificate & A.A.S. Specialty)
 Codes 24AV & 24AH

Phase I		
AUT 171	Engine Rebuilding	5
AUT 172	Auto Electrical I.....	5
AUT 170	General Automotive <i>or</i>	
AUT 174	Applied Mechanics (Auto).....	4
MTH 114	Applied Math I.....	3
		17
Phase II		
AUT 173	Auto Electrical II	5
AUT 215	Automotive Management.....	3
AUT 271	Fuel Systems I	5
AUT 275	Air Conditioning & Heating	5
		18
Phase III		
AUT 272	Fuel Systems II	5
AUT 276	Engine Systems Diagnosis.....	5
AUT 277	Advanced Specialization	5
		15
Total Hours for Certificate		50

For A.A.S. Degree add the following:
 • general education courses listed on page 55.*

Total Hours for A.A.S. degree 65

Associate in Applied Science and Career Certificates

Transmission Technician

(Certificate & A.A.S.)
Codes 24AX & 24AI

Completion of these programs prepares the student for employment in diagnosing, testing, and repairing transmissions and drivelines.

Phase I

AUT 171	Engine Rebuilding	5
AUT 172	Auto Electrical I.....	5
AUT 170	General Automotive or	
AUT 174	Applied Mechanics (Auto).....	4
AUT 273	Transmissions I	5

19

Phase II

AUT 215	Automotive Management.....	3
AUT 274	Transmissions II.....	5
AUT 277	Advanced Specialization	5
MTH 114	Applied Math I.....	3

16

Total Hours for Certificate 35

Automotive courses:

AUT 175	Braking Systems	5
AUT 176	Suspension & Alignment	5
AUT	Elective or EWE 220	3-5

13-15

For A.A.S. Degree add the following:

- general education courses listed below.*

Total Hours for A.A.S. degree 63-65

Under The Car Technician

(Certificate & A.A.S.)
Codes 24AY & 24AJ

These programs prepare the student for employment in diagnosing, testing, and repairing brakes, suspension and alignment, and driveline systems.

Phase I

AUT 170	General Automotive <i>or</i>	
AUT 174	Applied Mechanics (Auto).....	4
AUT 175	Braking Systems	5
AUT 273	Transmissions I	5
MTH 114	Applied Math I.....	3

17

Phase II

AUT 176	Suspension & Alignment	5
AUT 215	Automotive Management.....	3
AUT 277	Advanced Specialization	5

13

Total Hours for Certificate 30

Automotive courses:

AUT 171	Engine Rebuilding	5
AUT 172	Auto Electrical I.....	5
AUT 274	Transmissions II.....	5
AUT	Elective or EWE 220	3-5

18-20

For A.A.S. Degree add the following:

- general education courses listed below.*

Total Hours for A.A.S. degree 63-65

* General Education Courses	15
Communication Arts	6
Suggestions: ENG 121, SPE 111 or SPE 121	

Social & Behavioral Science	6
Suggestions: SOC 121, ECO 110, PSY 121, PSY 122, PSC 121, HST 221	

Humanities & Fine Arts	3
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For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Automotive Technology

Name	Office	Phone Number
Rod Cummins	1201	(847) 543-2508
Roger Garross	1201	(847) 543-2509

BUILDING CONSTRUCTION TECHNOLOGY

(Associate in Applied Science)

Code 24BA

Engineering, Math, Physical Science Division

Room B162, (847) 543-2044

This program prepares the graduate for employment in the building construction and the building industry.

First Semester

MTH 117	Technical Math I or higher	4
BCT 111	Construction Layout.....	3
BCT 112	Construction Blueprint Reading	3
BCT 113	Construction Materials.....	3
ENG 121	English Composition I <i>or</i>	
ENG 120	Technical Composition I	3

16

Second Semester

BCT 117	Construction Methods	3
BCT 118	Mechanical and Electrical Equipment.....	3
ARC 121	Architectural Graphics <i>or</i>	
ARC 171	Architectural Working Drawings	3
BCT 119	Specifications and Building Codes	3
SPE 111	Communications II or SPE 121	3

15

Associate in Applied Science and Career Certificates

Third Semester

BCT	213	Construction Law & Documents	3
BCT	214	Construction Estimating.....	3
CIV	112	Heavy Construction Methods or	
BCT	212	Principles of Heavy Construction	3
ECO	110	Economics for Business & Industry	3
		Construction Elective*	3
			15

Fourth Semester

CIV	214	Soils and Foundations	3
BCT	211	Job Scheduling and Control.....	3
BCT	215	Construction Management	3
PSY	122	Psychology in Business & Industry.....	3
		Construction Elective*.....	3
		Humanities & Fine Arts Elective.....	3
			18
Total Hours			64

*Construction Electives:

ARC	121	Architectural Graphics	3
ARC	171	Architectural Working Drawings	3
CAD	117	Introduction to AutoCAD	3
CAD	177	Site Plan Drafting.....	3
CIV	111	Surveying I.....	3
CIV	113	Construction Inspection	3
CIV	211	Surveying II	3
CIV	213	Subdivision Planning & Design.....	3
DPR	175	Business Computer Applications	3
EWE	220	Cooperative Work Experience I.....	1-4
IMR	113	Plumbing & Pipefitting I	3
IMR	114	Plumbing & Pipefitting II	3
IMR	115	Carpentry I.....	3
IMR	116	Carpentry II	3
ISE	110	Industrial Electricity.....	2

* and other technical electives as approved by advisor.

Building Construction Technology

(Certificate)

Code 24BF

Twenty-two semester-hours must be completed for the certificate in Building Construction Technology. Courses are to be selected from the following. Substitutions may be made with division approval.

ARC	121	Architectural Graphics	3
ARC	171	Architectural Working Drawings	3
BCT	118	Mechanical and Electrical Equipment.....	3
BCT	119	Specifications & Building Codes.....	3
BCT	213	Construction Law & Documents	3
BCT	214	Construction Estimating.....	3
BCT	117	Construction Methods	3
BCT	111	Construction Layout.....	3
BCT	112	Construction Blueprint Reading	3
BCT	113	Construction Materials.....	3

BCT	211	Job Scheduling and Control.....	3
BCT	215	Construction Management	3
CAD	117	Introduction to AutoCAD	3
CIV	111	Surveying I.....	3
CIV	113	Construction Inspection	3
MTH	117	Technical Mathematics I	4
PSY	122	Psychology in Business and Industry	3
Total Hours			22

For more information on this course of study students may contact the division office.

BUSINESS MANAGEMENT

(Associate in Applied Science)
Business Division,
Room A143, (847) 543-2041

This program is designed for students interested in entry and middle level management positions. It uses the umbrella concept with a common core of 39 semester hours. Associate degree and/or certificate options are available in Marketing, and Supervision.

General Education Requirements

Communications:

ENG	121	English Composition I	3
BSS	111	Business Communications or	
ENG	126	Advanced Composition	3

Social Science

ECO	110	Economics for Business and Industry or	
ECO	221	Principles of Economics I	3
PSY	122	Psychology in Business and Industry or	
PSY	121	Introduction to Psychology	3

Speech

SPE	128	Interviewing Practices or	
SPE	121	Fundamentals of Speech or	
SPE	111	Communications II.....	3

Mathematics

BSS	122	Business Mathematics or	
MTH	122	or higher level math	3-4

Humanities

Elective.....	3
(HUM 127 or PHI 125 recommended)	
21-22	

General Business Required Courses

BUS	121	Introduction to Business	3
ACC	112	Accounting Procedures I or	
ACC	121	Financial Accounting	3-4
BUS	111	Fundamentals of Finance or	
ACC	122	Managerial Accounting	3-4
BUS	221	Business Law I.....	3

Continued on next page.

Associate in Applied Science and Career Certificates

BUS 223	Principles of Management	3
DPR 175	Business Computer Applications or	
CIS 120	Introduction to Computers	3
	18-20	

Specialty Option: Supervision or Marketing	15
Electives: (ACC, BUS, CIS, DPR, MCD, MFG, SPE, EWE 220 - 4-credit limit)	6
Total hours	60-63

Specialty Options - Marketing (Code 22BC)

BUS 122	Principles of Marketing	3
BUS 212	Industrial Marketing.....	3
BUS 214	Advertising.....	3
BUS 213	Principles of Salesmanship	3
BUS 299	Selected Topics in Business or	
BUS 114	Training Principles and Practices.....	3
	15	

Specialty Options - Supervision (Code 22BD)

BUS 115	Supervision.....	3
BUS 113	Human Resource Management	3
BUS 114	Training Principles and Practices.....	3
BUS 215	Production and Inventory Control	3
BUS 219	Small Business Management.....	3
	15	

Marketing Certificate

The Marketing certificate prepares students for marketing positions such as sales, promotion, and marketing management.

Marketing • Code 22BG

BUS 121	Introduction to Business	3
BUS 122	Principles of Marketing	3
BUS 212	Industrial Marketing.....	3
BUS 213	Principles of Salesmanship	3
BUS 214	Advertising.....	3
BUS 299	Selected Topics in Business or	
BUS 114	Training Principles and Practices.....	3
BUS 223	Principles of Management	3
	Total hours	21

Supervision Certificate

The Supervision certificate prepare students for various areas of management which require skills in communications, interpersonal relations, and general business operations.

Supervision • Code 22BK

BUS 115	Elements of Supervision	3
BUS 121	Introduction to Business	3
BUS 113	Human Resource Management	3
BUS 114	Training Principles and Practices.....	3
BUS 215	Production and Inventory Control	3
BUS 219	Small Business Management.....	3
BUS 223	Principles of Management	3
	Total hours	21

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Business Management

Name	Office	Phone Number
James Paradiso	A139	(847) 543-2525
Litsa Press	A137	(847) 543-2921
James Reinemann	A135	(847) 543-2523
Ellen Rubert	A137	(847) 543-2821

CAD-DRAFTING TECHNOLOGY

(Associate in Applied Science)

Engineering, Math, Physical Science Division
Room B162, (847) 543-2044

Provides a solid foundation in general CAD-Drafting or any of five major fields of, Architectural, Survey, Mechanical, or Electronic Drafting, and CAD Systems Operations. Drawings are produced in various views using pencil, ink, mechanical lettering devices and CAD/CAM systems. Graduates work in engineering departments as drafters, CAD operators or system operators with engineers or designers and advance to designer, checker or supervisor with additional education and experience. See Technology programs in Architectural, Civil, CNC, Electronic Engineering, and Mechanical Engineering.

First Semester

CAD 110	CAD/CAM Concepts	3
DFT 111	Drafting I	5
MTH 115	Applied Math II or	
MTH 117	Technical Math I (if Opt 24DG)	3-4
	Course #1 (See OPTIONS below).....	2-3
	13-15	

Second Semester

CAD 117	Introduction to AutoCAD	3
DFT 112	Drafting II	5
	Course #2 (See OPTIONS below).....	2-4
	Course #3 (See OPTIONS below) (for 24DC-take in Summer Session)	3-4
SPE	SPE 111 or SPE 121 or SPE 122 or SPE 123 or SPE 128	3
	16-19	

Third Semester

DFT 113	Technical Illustration or	
CAD 179	CAD Animation and Rendering or Technical Elective	3
ENG 120	Technical Composition I or	
ENG 121	English Composition I.....	3
	Course #4 (See OPTIONS below).....	3
	Course #5 (See OPTIONS below).....	3
	Social & Behavioral Sciences Elective or PSC 122, or ECO 110 or ECO 221	3

15

Associate in Applied Science and Career Certificates



Fourth Semester

CAD 217	AutoCAD II	3
	Course #6 (See OPTIONS below).....	3
CAD 276	PRO-Engineer II <i>or</i> Technical Elective (See electives below)..	3
ARC 228	Architectural History <i>or</i> Humanities & Fine Arts Elective	3
	Social & Behavioral Sciences Elective <i>or</i> PSC 122, <i>or</i> ECO 110 <i>or</i> ECO 221	3
		15

Options: An AAS in CAD-Drafting Technology may be earned in any and all of the options shown below by completing the courses above plus the required courses in the desired option(s).

Electives: Any of the optional courses shown below, as well as: CAD 118, CAD 273, or EWE 220 Cooperative Work Experience can be used as technical electives.

CAD-DRAFTING OPTIONS: Choose one option from the lists below.

General (Option 24DH)

Course#1	MCD 111	Manufacturing Processes	3
Course#2	ELT 111	Electronic Drafting	2
Course#3	ARC 121	Architectural Graphics	3
Course#4	CAD 177	Site Plan Drafting	3
Course#5	CAD 176	Introduction to PRO-Engineer	3
Course#6	CAD 119	Introduction to Microstation	3
		Total hours per option	60

Architecture (Option 24DB)

Course#1	ARC 121	Architectural Graphics	3
Course#2	ARC 170	Architectural Design	3
Course#3	ARC 216	Architectural Illustration	3
Course#4	ARC 171	Architectural Working Drawings	3
Course#5	CAD 214	Architectural Applications	3
Course#6	ARC 271	Architectural Working Drawings II	3
		Total hours per option	61

Survey (Option 24DD)

Course#1	CIV 111	Surveying I	3
Course#2		Technical Elective	3
Course#3	CIV 211	Surveying II.....	3
Course#4	CAD 177	Site Plan Drafting	3
Course#5	CAD 119	Introduction to Microstation	3
Course#6	CIV 213	Subdivision Planning	3
		Total hours per option	61

Mechanical (Option 24DC)

Course#1	ISM 111	Machine Shop <i>or</i> ISM 215 Machining Principles	3
Course#2	MCD 111	Manufacturing Processes	3
Course#3	CAD 176	Introduction to PRO-Engineer (summer)	3
Course#4	CAD 175	AutoCAD 3D	3
Course#5	MCD 214	Mechanical Design & Drafting	3
Course#6	CAD 211	Mechanical Detailing	3
		Total hours per option	61

Electronic (Option 24DE)

Course#1	ELT 111	Electronic Drafting	2
Course#2	ELT 117	Industrial Digital Electronics I <i>or</i> ELT 213 Introduction to Digital Electronics	3-4
Course#3	ELT 170	DC Circuit Fundamentals <i>and</i> ELC 172 Applied AC Circuit Theory.....	4
Course#4	ELT 173	Applied Analog Circuits	3
Course#5		Technical Elective	3
Course#6	CAD 219	Introduction to AutoLISP	3
		Total hours per option	61-62

Systems Operations (Option 24DG)

Course#1	ELT 111	Electronic Drafting	2
Course#2	DPR 175	Business Computer Applications	3
Course#3	MCS 124	Programming in BASIC <i>or</i> DPR 190 Introduction to the IBM PC and PC-DOS <i>and</i> DPR 191 Introduction to Windows.....	2
Course#4	CIS 112	Introduction to Local Area Networks	3
Course#5	ELT 116	Technical Programming	3
Course#6	CAD 219	Introduction to AutoLISP	3
		Total hours per option	61

Associate in Applied Science and Career Certificates

Graphics, Animation & Presentations (Option 24DJ)

Course #1	COM 111	Introduction to Multimedia	3
Course #2	ART 222	Computer Art.....	3
Course #3	ARC 216	Architectural Illustration	3
Course #4	DFT 113	Technical Illustration.....	3
Course #5	CAD 179	Animation and Rendering	3
Course #6	CAD 279	Animation and Rendering II.....	3
Total hours per option			61

Graphics, Animation and Presentations

(Certificate) • Code 24DK

COM 171	Introduction to Computer Graphics	3
ART 222	Computer Art	3
ARC 216	Architectural Illustration	3
DFT 113	Technical Illustration	3
CAD 179	Animation and Rendering	3
CAD 279	Animation and Rendering II	3
COM 111	Introduction to Multimedia <i>or</i>	
COM 112	Multimedia Platforms <i>or</i>	
COM 115	Internet Fundamentals <i>or</i>	
COM 116	Online Publishing <i>or</i>	
	Technical Elective	3
Total hours		21

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Name	Office	Phone Number
Doug Beitel	A234	(847) 543-2504
Jerry Digilio	TEC 150b	(847) 543-2625
Steve Dulmes	TEC 150d	(847) 543-2330

CHEMICAL TECHNOLOGY

(Associate in Applied Science)

Code 21CA, 21CB

Biological & Health Sciences Division

Room C140, (847) 543-2042.

Technicians normally work under the direction of graduate chemists or chemical engineers. They are employed in various phases of industry in chemical process development, product control, and research. A minimum of 60 semester hours must be completed for an A.A.S. degree in Chemical Technology.

General Requirements for all students:

SPE	Speech Communications (Choose from SPE 111, SPE 121, SPE 122, SPE 123, or SPE 128)	3
ENG 120	Technical Composition I <i>or</i>	
ENG 121	English Composition I.....	3

Social & Behavioral Sciences Electives ..	6	
Humanities & Fine Arts Elective.....	3	
MTH 117	Technical Mathematics I <i>and</i>	
MTH 118	Technical Mathematics II <i>or</i>	
MTH 122	College Algebra <i>and</i>	
MTH 222	Elementary Statistics	8
23		

Core Courses (required for both Chemical Technology degree options)

CHM 121	General Chemistry I.....	5
CHM 123	General Chemistry II	5
CHM 125	Elementary Organic Chemistry <i>or</i>	
CHM 222	Organic Chemistry I <i>and</i>	
CHM 223	Organic Chemistry II	5-10
CHM 221	Analytical Chemistry	5
PED 228	First Aid	2
22-27		

Choose one of the following options:

Chem-Tech Option (21CA)

PHY 121	General Physics I <i>and</i>	
PHY 122	General Physics II	10
	General Electives	7
17		

Bio-Tech Option (21CB)

BIO 121	General Biology I.....	4
BIO 124	Anatomy and Physiology.....	5
BIO 125	Introduction to Microbiology.....	4
	General Electives	2
15		

Total Hours for A.A.S 60-67

Chemical Technology

(Certificate) • Code 21CF

CHM 121	General Chemistry I.....	5
CHM 123	General Chemistry II <i>or</i>	
CHM 125	Elementary Organic Chemistry	5
ENG 120	Technical Composition I <i>or</i>	
ENG 121	English Composition I	3
MTH 117	Technical Mathematics I	4
PHY	Physics (Choose from PHY 111, PHY 121, or PHY 123).....	4
PED 228	First Aid	2
	General Electives	4
	Social & Behavioral Sciences Elective	3

Total Hours 30

Associate in Applied Science and Career Certificates

For more information on this program, students may contact the division office listed or one of the following faculty members:

Name	Office	Phone Number
Bob Brasile	B235	(847) 543-2876
Bob Hamilton	B235	(847) 543-2307
Darryl Johnson	B234	(847) 543-2877
Anne Loeb	B246	(847) 543-2308
Roger Weichman	B234	(847) 543-2309

CIVIL TECHNOLOGY

(Associate in Applied Science)
Code 24VA and 24VB
Engineering, Math, Physical Science Division
Room B162, (847) 543-2044

This program prepares students to work in water supply, wastewater treatment, civil engineering, and construction industries. They generally assume positions as engineer aides, designer/drafting technicians, surveyors, and inspectors or positions in water operations and wastewater treatment.

Core Courses

MTH 117	Technical Math I and	
MTH 118	Technical Math II or higher (MTH 122 & 123)	7-8
PHY 111	Technical Physics I <i>or</i>	
PHY 121	General Physics I	4-5
EGR 121	Engineering Graphics	3
ENG 121	English Composition I <i>or</i>	
ENG 120	Technical Composition	3
ECO 110	Economics For Business and Industry <i>or</i>	
ECO 221	Principles of Economics I	3
SPE 111	Communications II <i>or</i>	
SPE 121	Fundamentals of Speech	3
CIV 111	Surveying I	3
CIV 212	Sanitation Systems	4
DPR 175	Business Computer Applications <i>or</i> DPR 191 and DPR 197 and DPR 279 ..	3
	Humanities & Fine Arts	3
	Social & Behavioral Sciences	3
	Technical Electives	6
	Core Total	45-47

Design/Construction Option (Code 24VA)

CIV 213	Subdivision Planning & Design	3
CIV 214	Soils and Foundations	3
CIV 211	Surveying II	3
EGR 115	Applied Mechanics: Statics	3
EGR 215	Mechanics of Materials	3
CAD 117	Introduction to AutoCad <i>or</i>	
CAD 119	Introduction to Microstation	3
		18

Environmental Option (Code 24VB)

WWW 114	Introduction to Water/Wastewater Analysis	3
WWW 117	Intermediate Water/Wastewater Analysis	3
WWW 113	Basic Waterworks Operations <i>and</i>	
WWW 119	Intermediate and Advanced Waterworks Operations	
	<i>or</i>	
WWW 112	Fundamentals of Wastewater Treatment <i>and</i>	
WWW 116	Intermediate Wastewater Plant Operations	6
	Technical Electives	6
		18

(Core plus option) Program Total 63-65

Technical Electives for Design or Environmental Option:

CIV 113	Construction Inspection	3
CIV 215	Special Problems	3
ARC 170	Architectural Design	3
ARC 171	Architectural Working Drawings	3
BCT 113	Construction Materials	3
BCT 114	Materials Testing	2
BCT 117	Construction Methods	3
BCT 118	Mechanical and Electrical Equipment	3
BCT 211	Job Scheduling and Control	3
BCT 212	Principles of Heavy Construction	3
BCT 213	Construction Law and Documents	3
BCT 214	Construction Estimating	3
CAD 117	Introduction to AutoCad	3
CAD 119	Introduction to Microstation	3
CAD 177	Site Plan Drafting	3
CIV 112	Heavy Construction Methods	3
MCS 140	Computer Programming I	3
ELT 116	Technical Programming	3
WWW 111	Maintenance of Mechanical and Electrical Equipment	3
WWW 112	Fundamentals of Wastewater Treatment	3
WWW 113	Basic Waterworks Operations	3
WWW 114	Introduction to Water & Wastewater Analysis	3
WWW 116	Intermediate Wastewater Plant Operations	4
WWW 117	Intermediate Water & Wastewater Analysis	3
WWW 118	Advanced Waterworks Operations	3
WWW 119	Intermediate and Advanced Waterworks Operations	3
WWW 299	Special Topics/WWW	1-3
EWE 220	Cooperative Work Experience I	1-4
EWE 270	Cooperative Work Experience II	3
EGR 122	Descriptive Geometry	3

Technical Electives for Environmental Option only:

- BCT 119, 212, 215
- BIO 120, 121, 122, 125, 211, 221, 225
- CHM 120, 121, 123, 125, 221, 222
- EWE 220, 270
- IMR 110
- PED 228
- RAC 119, 174, 175
- ROB 112

Associate in Applied Science and Career Certificates

Civil Technology

(Certificate) • Code 24VF

CIV 111	Surveying I	3
CIV 211	Surveying II	3
CIV 112	Heavy Construction Methods or	
BCT 212	Principles of Heavy Construction	3
CIV 113	Construction Inspection	3
CIV 212	Sanitation Systems	4
CIV 213	Subdivision Planning and Design	3
CIV 214	Soils and Foundation	3
MTH 117	Technical Mathematics I	4
Total Hours		26

For more information on this course of study students may contact division office.

Business Courses Required

BUS 121	Introduction to Business	3
ACC 112	Accounting Procedures I or	
ACC 121	Financial Accounting	3-4
ACC 113	Financial Statement Analysis or	
ACC 122	Managerial Accounting or	
BUS 111	Fundamentals of Finance	3-4
Total Hours		9-11

CIS Courses Required

CIS 120	Introduction to Computers	3
CIS 110	Introduction to Programming using QBASIC	3
CIS 111	Comprehensive Spreadsheets	3
Total Hours		9

Specialty Option: C Programmer, PC/LAN Support Specialist, COBOL Programmer or Microcomputer Applications

24

COMPUTER INFORMATION SYSTEMS

Total Hours 60-63

(Associate in Applied Science)

Code 22CA, 22CB, 22CC, 22CD

Business Division, Room A143, (847) 543-2041

The Computer Information Systems degree program provides four specialty options with a common core of general education, business and introductory computer courses. The title of each specialty option indicates the job title or function for which the graduate would be qualified.

The computer technology emphasis of this degree program is a WINDOWS-based programming and software applications environment.

General Education Requirements

SPE 111	Communications II or	
SPE 121	Fundamentals of Speech or	
SPE 128	Interviewing Practices	3
ENG 121	English Composition I	3
PSY 122	Psychology in Business and Industry or	
PSY 121	Intro to Psychology	3
MTH 122	College Algebra or higher Math or	
BSS 122	Business Mathematics	3-4
	Social & Behavioral Sciences Elective	3
	Humanities & Fine Arts Elective (Recommended HUM 127, PHI 122, or PHI 125)	3

18-19

Specialty Option - COBOL Programmer (Code 22CA)

CIS 230	Comprehensive Database	3
CIS 250	Introduction to COBOL Programming	3
CIS 256	Comprehensive COBOL	3
CIS 258	Systems Analysis	3
CIS	Electives	9
CIS	Electives or EWE 220	3

24

Specialty Option - Microcomputer Applications (Code 22CB)

CIS 210	Introduction to Visual Basic Programming	3
CIS 230	Comprehensive Database	3
CIS 231	Managing Microcomputer Systems	3
BSS 113	Comprehensive Word Processing	3
CIS	Electives	9
CIS	Electives or EWE 220	3

24

Specialty Option - C Programmer (Code - 22CC)

CIS 210	Introduction to Visual Basic Programming	3
CIS 211	Introduction to C Programming	3
CIS 216	Programming in C++	3
CIS 218	Programming in Visual C++	3
CIS	Elective (CIS 115 recommended)	9
CIS	Electives or EWE 220	3

24

Associate in Applied Science and Career Certificates

Specialty Option - PC/LAN Support Specialist (Code 22CD)

CIS	112	Introduction to Local Area Network	3
CIS	231	Managing Microcomputer Systems	3
CIS	232	Teleprocessing	3
CIS	236	LAN Administration	3
CIS	115	PC Operating Systems	3
CIS		Electives or ELT 152 or EWE 220	6
ELT	151	PC Hardware Fundamentals	3
			24

CIS Electives

CIS 112	3	CIS 218	3	CIS 258	3
CIS 115	3	CIS 230	3	CIS 271	3
CIS 170	3	CIS 231	3	CIS 276	3
CIS 210	3	CIS 232	3	CIS 290	2
CIS 211	3	CIS 236	3	CIS 291	3
CIS 215	3	CIS 250	3	CIS 292	2
CIS 216	3	CIS 256	3	CIS 299	1-4

Desktop Publishing

(Certificate) Code 22CH

The Desktop Publishing certificate prepares individuals to utilize desktop publishing technologies to integrate graphics and text in producing effective communications. With these desktop publishing skills individuals could be employed as media designers or use this skill as a specialty in a variety of information processing support positions.

ART	111	Printing Production	3
DPR	191	Introduction to Windows	1
BSS	113	Comprehensive Word Processing	3
BSS	215	Presentation Software	2
CIS	290	Desktop Publishing	3
CIS	292	Advanced Desktop Publishing	2
CIS	291	CorelDRAW	3
		Elective.....	2
			19

Electives:

BSS	118	Advanced Word Processing/ Desktop Publishing	2
CIS	299	Selected Topics in CIS	1-4
COM	116	Online Publishing.....	3
ENG	124	Newswriting I.....	3

Microcomputers for Business

(Certificate) Code 22CG

The Microcomputers for Business certificate prepares students to apply information technology to solve problems

and increase efficiency in the workplace. The certificate develops proficiency in software applications involving data manipulation and management. Through the electives the student can add proficiency in such applications as WINDOWS based programming, desktop publication or graphics.

Business Courses Required

ACC	121	Financial Accounting or	
ACC	112	Accounting Procedures I	3-4
BUS	121	Introduction to Business	3
			6-7

CIS Courses Required

CIS	120	Introduction to Computers	3
CIS	111	Comprehensive Spreadsheets.....	3
CIS	110	Introduction to Programming using QBASIC	3
CIS	231	Managing Microcomputer Systems	3
CIS	230	Comprehensive Database	3
CIS		Electives	6
			21

Total Hours 27-28

PC Technician

(Certificate) Code 22CI

The PC technician certificate provides career training for students entering the computer technical support field. The skill sets involved in this certificate provides the training for individuals who install, maintain, upgrade and repair PC hardware and software. This certificate helps prepare the student for the A+ Certification exam. Proficiency credit through examination is available for CIS 120 and ELT 170.

CIS	120	Introduction to Computers	3
CIS	115	PC Operating Systems	3
ELT	170	DC Circuit Fundamentals	2
ELT	151	PC Hardware Fundamentals	3
ELT	152	PC Peripherals & Troubleshooting	3
			Total Hours 14

For more information on these courses of study students may contact either the division office listed or one of the following faculty members.

Name	Office	Phone Number
Roger Anderson	A140	(847) 543-2518
Oscar Andrade	A140	(847) 543-2818
Ruth Bond	A138	(847) 543-2820
Carol Mason	A136	(847) 543-2517
John North	A236	(847) 543-2507
Daniel Petrosko	A139	(847) 543-2442

Associate in Applied Science and Career Certificates

CNC PROGRAMMING

(Associate in Applied Science)

Code 24NA

Engineering, Math, Physical Science Division

Room B162, (847) 543-2044

The Computerized Numerical Control program is designed to provide knowledge and skills needed for employment and advancement in CNC Programming. Programming on the latest FANUC CNC controlled lathes and milling machines. Advanced placement in the program may be arranged for experienced programmers and operators. All machine tool courses are approved by the United States Department of Labor, Bureau of Apprenticeship Training.

Phase I

ISM	215	Machining Principles (or ISM 111 & 112)	3
ISM	213	CNC Operations I	3
EGR	121	Engineering Graphics.....	3
ENG	121	English Composition I	3
MTH	117	Technical Mathematics I	4
			16

Phase II

ISM	115	CNC Programming I	3
IST	113	Jig and Fixture Design	3
CAD	112	Introduction to Personal Designer	3
ECO	110	Economics for Business and Industry	3
MTH	118	Technical Mathematics II.....	4
			16

Phase III

ISM	118	CNC Programming II.....	3
CAD	113	3D Modeling & Surfacing	3
SPE	111	Communications II.....	3
		Humanities & Fine Arts Elective	3
		Technical Elective	3
			15

Phase IV

ISM	119	APT Part Programming	3
CAD	118	CAD/CAM Numerical Control	3
ISM	212	CNC Specialization or	3
EWE	220	Cooperative Work Experience I.....	4
		Technical Elective	3
		Social & Behavioral Sciences Elective	3
			16

Total Hours 63

Technical Electives:

Approval of technical electives must be obtained from the program advisor.

ISM	214	CNC Operations II.....	2
ELT	116	Technical Programming	3
ELT	117	Industrial Digital Electronics I.....	3
ISM	211	Moldmaking I.....	3
IST	110	Basic Diemaking	3
MCD	111	Manufacturing Processes	3
MFG	210	Manufacturing Materials	3
MFG	215	Manufacturing Analysis	3
MCS	124	Programming in BASIC Language	2
ROB	111	Introduction to Robotics	3

CNC Programming/Operations

(Certificate)

Code 24NG

This certificate program provides knowledge and skills needed for entry level employment in CNC programming operating. Operations and programming on FANUC CNC controlled machine tools is performed. Advanced placement may be arranged for experienced machinists.

Phase I

ISM	215	Machining Principles (or ISM 111 & 112)	3
ISM	213	CNC Operations I	3
EGR	121	Engineering Graphics.....	3
MTH	117	Technical Mathematics I	4
			13

Phase II

ISM	115	CNC Programming I	3
ISM	214	CNC Operations II.....	2
IST	113	Jig and Fixture Design	3
ENG	121	English Composition I	3
			11

Phase III

ISM	118	CNC Programming II.....	3
			3

Total Hours 27

Associate in Applied Science and Career Certificates

CNC Operations

(Certificate)
Code 24NH

Students are provided the opportunity to learn the operations of a modern industrial CNC controlled vertical mill, turning center, and vertical machining center. Bridgeport, FANUC manual and conversational controls are used.

Phase I

ISM	110	Machine Trades Blueprint Reading	3
ISM	215	Machining Principles	3
ISM	213	CNC Operations I	3

Phase II

MTH	114	Applied Mathematics I.....	3
ISM	214	CNC Operations II.....	2
Total Hours			14

For more information on this course of study students may contact either the division office listed or the following faculty member.

Name	Office	Phone Number
Don Ruesch	TEC150c	(847) 543-2506

CRIMINAL JUSTICE

(Associate in Applied Science)

Code 25CE

Social Science Division, Room A244, (847) 543-2047

This program is structured to prepare students for a variety of careers in the criminal justice system at local, state, and federal levels. Students can specialize in a number of areas, including law enforcement, criminal investigation, juvenile justice, court services, as well as community-based and institutional corrections. Students pursuing the A.A.S. degree are required to complete twenty-seven credit hours of general education, twenty-one credit hours of criminal justice core courses, and fifteen credit hour of criminal justice electives. All students are urged to consult with a criminal justice advisor in planning their program of study.

General Education Requirements:

ENG	121	English Composition I	3
SPE	121	Fundamentals of Speech	3
SOC	121	Introduction to Sociology	3
SOC	222	Social Problems or	
SOC	223	Deviance.....	3
PSC	121	American National Politics	3

PSC	122	State and Local Politics	3
PSY	121	Introduction to Psychology	3
		Humanities & Fine Arts Elective.....	3
		Science or Math Elective	3
Total			27

Criminal Justice Core (Required Courses)

CRJ	121	Introduction to Criminal Justice	3
CRJ	111	Introduction to Policing	3
CRJ	123	Introduction to Criminology	3
CRJ	124	Penology and Corrections	3
CRJ	221	Criminal Law	3
CRJ	211	Criminal Procedural Law.....	3
CRJ	229	Juvenile Delinquency	3
Total			21

Criminal Justice Electives (Select 15 credit hours)

CRJ	117	Community-Based Corrections	3
CRJ	118	Evidence Technology	3
CRJ	119	Principles of Direct Supervision	3
CRJ	212	Traffic Law Enforcement.....	3
CRJ	213	Community Policing	3
CRJ	214	Vice and Drug Control.....	3
CRJ	215	Issues in Criminal Justice	3
CRJ	216	Police Management and Supervision.....	3
CRJ	218	Criminal Justice Internship	3
CRJ	219	Principles of Criminal Investigation	3
CRJ	220	Independent Research	3
HUX	170	Introduction to Substance Abuse	3
HUS	112	Community Social Services.....	3
EWE	220	Cooperative Work Experience I.....	3
EWE	270	Cooperative Work Experience II	3
Total Hours			63

Criminal Justice

(Certificate)
Code 25CF

CRJ	121	Introduction to Criminal Justice	3
CRJ	123	Introduction to Criminology	3
SOC	121	Introduction to Sociology	3
PSY	121	Introduction to Psychology	3
CRJ	221	Criminal Law	3
		Approved Criminal Justice Courses	15
Total Hours			30

Faculty who teach in this subject area are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Roger Voltz	D118	(847) 543-2468
William Anderson	A252	(847) 543-2539
Thomas Arnold	D118	(847) 543-2944

Associate in Applied Science and Career Certificates

DATA PROCESSING

See Computer Information Systems on page 89.

DRAFTING

(Certificate)

Code 24DI

Engineering, Math, Physical Science Division

Room B162, (847) 543-2044

This program prepares students to work as junior and senior drafters in a variety of area industries from electronics to motor vehicles to health care laboratories. Graduates typically work in the engineering departments under the supervision of an engineer or designer making revisions or preparing new drawings from sketches using pencil, ink, or computer aided drafting systems. Drafters can advance to designer, checker, or supervisor with additional education or experience.

NOTE: An A.A.S. degree in CAD-Drafting Technology is also available. See page 85.

First Semester

DFT 111	Drafting I	5	
	Electives	9	
		14	

Second Semester

DFT 112	Drafting II	5	
	Electives	12	
		17	

Total Hours 31

Electives - 21 Hours

ARC 121	Architectural Graphics	3
CAD 110	CAD-CAM Concepts	3
CAD 117	Introduction to AutoCAD	3
CAD 119	Introduction to Microstation	3
CAD 175	AutoCAD 3D	3
CAD 176	Introduction to PRO-Engineer	3
CAD 177	Site Plan Drafting	3
CAD 217	Auto CAD II	3
DFT 113	Technical Illustration	3
DFT 115	Model Making I	2
DFT 116	Model Making II	2
ELT 111	Electronic Drafting	2
ENG 120	Technical Composition I <i>or</i>	
ENG 121	English Composition I	3
EGR 122	Description Geometry	3
EWE 220	Cooperative Work Experience	2-4
ISM 111	Machine Shop I	3
ISM 215	Machining Principles	3
MCD 111	Manufacturing Processes	3

MCD 112	Basic Metallurgy I	3
MCD 114	Dimensional Metrology	3
MCD 214	Mechanical Design & Drafting	3
MTH 115	Applied Math or higher	3-4

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Drafting

Name	Office	Phone Number
Doug Beitel	A234	(847) 543-2504

ELECTRONIC SOFTWARE TECHNOLOGY

(Associate in Applied Science)

Code 24EB

Engineering, Math, Physical Science Division

Room B162, (847) 543-2044

This program is intended to provide students with a broad-based training in basic science, electronics, and software development as applied to microprocessors. In terms of employment, the graduate should be capable of working with computer engineers or scientists as part of the overall design and development team.

First Semester

MTH 117	Technical Mathematics I ²	4
ELC 172	Applied AC Circuit Theory	2
ELT 116	Technical Programming	3
ELT 170	DC Circuit Fundamentals	2
ENG 120	Technical Composition I <i>or</i>	
ENG 121	English Composition I	3
	Social & Behavioral Sciences Elective	3

17

Second Semester

MTH 118	Technical Mathematics II ²	3-4
ELT 117	Industrial Digital Electronics I	3
ELT 175	Microprocessor Programming I	3
SPE 111	Communications II <i>or</i>	
SPE 121	Fundamentals of Speech	3
ECO 110	Economics for Business & Industry <i>or</i>	
ECO 221	Principles of Economics I	3

15-16

Third Semester

ELT 173	Applied Analog Circuits	3
ELT 176	Microprocessor Programming II	3
PHY 111	Technical Physics I <i>or</i>	
PHY 120	Practical Aspects of Physics	4
	Programming Language Elective ¹	3
	Humanities & Fine Arts Elective	3

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Associate in Applied Science and Career Certificates

Fourth Semester

ELT 172	Applied Communication Systems	3
ELT 270	Microprocessor Programming III	3
PHY 112	Technical Physics II	4
	Programming Language Elective ¹	3
	Technical Elective	3
		<u>16</u>

Total Hours 64-65

Technical Electives:

- ELC 171 - Programmable Logic Controllers
- ELT 216 - Microprocessors I
- ELT 217 - Microprocessors II
- ROB 111 - Introduction to Robotics
- EWE 220 - Cooperative Work Experience

¹ Programming Language Elective should typically be selected from the following:

- MCS 140 Computer Programming I
- MCS 142 Computer Programming II
- or others as approved by the advisor.

² For students who may pursue a four-year degree in computer software, these courses may be substituted:

- MTH 122 - College Algebra
- MTH 123 - Trigonometry

Please see an advisor in Electronics before selecting these courses.

ELECTRONICS ENGINEERING TECHNOLOGY

(Associate in Applied Science)

Code 24ED

Engineering, Math, Physical Science Division

Room B162, (847) 543-2044

Students are prepared to work in research, electronic layout, instrumentation, design, field service, communications and service laboratories.

First Semester (Fall)

ELT 111	Electronic Drafting	2
ELT 170	DC Circuit Fundamentals	2
ELC 173	DC Analysis-Network Theorems	2
MTH 117	Technical Mathematics I*	4
ELT 116	Technical Programming	3
ENG 120	Technical Composition I or	
ENG 121	English Composition I	3
		<u>16</u>

Second Semester (Spring)

ELT 213	Introduction to Digital Electronics	4
ELC 174	AC Fundamentals	2
ELC 175	AC Analysis & Circuit Theorems	2
MTH 118	Technical Mathematics II*	3-4
SSC 111	Contemporary American Problems or	
SOC 121	Introduction to Social Studies	3
	Humanities & Fine Arts Elective	3
		<u>17-18</u>

Third Semester (Fall)

ELT 113	Transistor Electronics	4
ELT 216	Microprocessors I	3
MTH 211	Technical Mathematics III*	3-5
PHY 120	Practical Aspects of Physics*	4
SPE 111	Communications II or	
SPE 121	Fundamentals of Speech	3
		<u>17-19</u>

Fourth Semester (Spring)

ELT 115	Electronic Laboratory Techniques or approved technical elective	2
ELT 211	Advanced Solid State Electronics	3
ELT 212	Electronic Communication Systems	3
ELT 217	Microprocessors II	3
ECO 110	Economics for Business & Industry or	
ECO 221	Principles of Economics I	3
		<u>14</u>

Total Hours 64-67

*For Students who may pursue a Bachelor Degree in BSEET these courses may be substituted:

- MTH 122 College Algebra, MTH 123 Trigonometry, MTH 145, Calculus, PHY 121 General Physics

Please see an advisor in the Electronics area before selecting these courses.

Electronics Technology

(Certificate)

Code 24EF

A minimum of 35 semester hours credit must be completed for the certificate. Although courses are generally selected from the following, other subjects may be taken as part of a program with division approval.

PHY 120	Practical Aspects of Physics	4
MTH 117	Technical Mathematics I	4
MTH 118	Technical Mathematics II	4
ELT 111	Electronic Drafting	2
ELT 170	DC Circuit Fundamentals and	
ELC 173	DC Analysis-Network Theorems	4
ELC 174	AC Fundamentals and	
ELC 175	AC Analysis & Circuit Theorems	4
ELT 113	Transistor Electronics	4

Continued on next page.

Associate in Applied Science and Career Certificates

ELT 116	Technical Programming	3
ELT 211	Advanced Solid State Electronics	4
ELT 212	Electronic Communications Systems	3
ELT 213	Introduction to Digital Electronics	4
ELT 216	Microprocessors I.....	3
ELT 217	Microprocessors II	3
Total Hours		35

For more information on this course of study students may contact either the division office listed above or one of the following faculty members.

Electronics Technology

Name	Office	Phone Number
Tony Gundrum	B131	(847) 543-2489
Jack Hudson	B131	(847) 543-2902
Greg Morris	B140	(847) 543-2905

Electrical/Electronic Maintenance

(Certificate)

Code 24EH

Engineering, Math, Physical Science Division
Room B162, (847) 543-2044

This program is intended to provide students with skills necessary to perform trouble-shooting and maintenance procedures in industry. Students with experience in the field and demonstrating appropriate knowledge may be given advanced standing in the program.

First Semester (Fall)

ELT 170	DC Circuit Fundamentals	2
ELC 172	Applied AC Circuit Theory	2
ELT 117	Industrial Digital Electronics I.....	3
ELC 113	Basic Instrumentation and Shop Practices	2
MTH 114	Applied Mathematics or MTH117.....	3-4
ENG 120	Technical Composition I or	
ENG 121	English Composition I	3
		15-16

Second Semester (Spring)

ELT 118	Industrial Digital Electronics II	3
ELT 171	Industrial Control Systems.....	3
ELT 172	Applied Communication Systems	3
ELT 173	Applied Analog Circuits	3
	Technical Elective	3-4
		15-16
Total Hours		30-32

Technical Electives may be selected from the following:

- ELC 114 - Motor and Machine Control
- ELC 171 - Programmable Logic Controllers
- ELC 211 - Electrical Machinery
- ELC 215 - Power Transmission and Distribution
- ROB 111 - Introduction to Robotics

For more information on this course of study students may contact either the division office listed above or one of the following faculty members.

Electrical/Electronic Maintenance

Name	Office	Phone Number
Tony Gundrum	B131	(847) 543-2489
Jack Hudson	B131	(847) 543-2902
Greg Morris	B140	(847) 543-2905

EMERGENCY MEDICAL SERVICES

Biological & Health Sciences Division
Room C140, (847) 543-2042

Emergency Medical Technician - Basic

(Certificate) • Code 21EM

Emergency medical technicians provide emergency medical care for illness and injury at site and en route to hospital. They provide pre-hospital and inter-hospital emergency medical services and medical transport services at the basic life support level. Graduates are employed primarily by ambulance services, and by fire and rescue departments. Graduates will understand the emergency services system, the responsibilities of emergency services personnel, as well as assessment, stabilization and initial pre-hospital medical treatment of injured and ill patients. Completion of this certificate prepares students to take the licensing examination of the Illinois Department of Public Health to become an EMT-B (Emergency Medical Technician-Basic). Courses are offered at associated hospitals and fire/reserve departments in Lake County.

EMT 111	Emergency Medical Technician-Basic.....	7
Total Hours		7

Emergency Medical Technician - Paramedic

(Certificate) • Code 21EP

Paramedics provide emergency medical care for illness and injury at site and en route to hospital. Paramedics are trained to provide pre-hospital and inter-hospital emergency medical services and medical transport services at the advanced life support level, including administration of intravenous lines, intubation, and defibrillation. Paramedics are employed primarily by fire and rescue departments and by ambulance services. Students entering this program must have already earned the EMT-B or EMT-I license. Completion of this certificate prepares students to take the licensing examination of the Illinois Department of Public Health to become an EMT-P (Emergency Medical Technician-Paramedic). Courses are offered at associated hospitals in Lake County.

Associate in Applied Science and Career Certificates

EMT 113	EMT Paramedic-Classroom/ Lab Experience	11
EMT 114	EMT Paramedic-Clinical Practicum	2
EMT 115	EMT Paramedic-Field Experience Practicum	2
Total Hours		15

FIRE SCIENCE TECHNOLOGY

(Associate in Applied Science)

Code 24FA

Engineering, Math, Physical Science Division

Room B162, (847) 543-2044

Fire Science Technology is a career program that leads to an Associate in Applied Science Degree. It is designed to serve the needs of students in the Fire Service, and to prepare others to enter the service.

Many of the Fire Science courses are articulated with the Office of the State Fire Marshal and count toward the requirements for INSTRUCTOR I, INSTRUCTOR II, FIRE OFFICER I, FIRE OFFICER II, APPARATUS ENGINEER, AND HAZMAT 1ST RESPONDER.

General Education Requirements

ENG 120	Technical Composition I <i>or</i>	
ENG 121	English Composition I	3
SPE	(SPE 111, 121, 122, 123, or 128).....	3
PSY 121	Introduction to Psychology	3
PSC 122	State and Local Government	3
	Humanities electives	6
PHY 120	Practical Aspects of Physics (or higher level)	4
MTH	(The mathematics requirement may be met by completing one of the following sequences.)	
	MTH 114 & 115 Applied Mathematics I & II	6
	MTH 117 & 118 Technical Mathematics I & II	8
	MTH 122 & 123 College Algebra, Trigonometry	7
	MTH 124 College Algebra & Trigonometry	5
	MTH 127 & 222 Finite Mathematics & Elementary Statistics	7
	MTH 121 Fundamentals of Mathematics and CIS 120 Introduction to Computers <i>or</i> DPR 175 Business Computer Applications	6
Total General Education		27-30

Note: Only those mathematics courses numbered 121 or higher will meet the core requirements for Fire Science Management degree at SIU.

Required Fire Science Courses

FST 116	Tactics and Strategy I.....	3
FST 173	Fire Instructor I	3
FST 177	Fire Prevention Principles I	3
FST 218	Fire Officer Supervision (MGMT I)	3
FST 217	Fire Officer Communications (MGMT II)	3
Total (required FST)		15

Fire Science Electives - 18 Credit Hours

Pick six courses from the following:

FST 111	Intro to Fire Science (Not for active firemen)	3
FST 117	Tactics and Strategy II	3
FST 119	Fire Apparatus Engineer	3
FST 174	Fire Instructor II.....	3
FST 273	Fire Science Business & Operations (MGMT III)	3
FST 274	Fire Administration & The Law (MGMT IV)	3
FST 192	Hazardous Materials First Responder	3
FST 118	Incident Command.....	3
FST 279	Special Topics in the Fire Service	3

Total FST Electives- 18 hrs.

Total Hours 60

For more information on this course of study students may contact the division office listed above.

FOOD SERVICE

(Associate in Applied Science)

Code 22FB

Business Division, Room A143, (847) 543-2041

The Food Service program is designed to provide students with technical skills in food preparation, food operations and food service management.

Food Service Management is designed to prepare students for managerial positions in the food service industry. It emphasizes course work in business management and supervision, food service operations and sufficient food preparation to manage kitchen activities. Students selecting this option would be preparing for such positions as food service supervisor, manager in a chain or independent restaurant, owner-manager, catering manager or managerial positions with food and food equipment manufacturers.

Associate in Applied Science and Career Certificates

Food Service Management (22FB)

First Semester

FSM 110	Introduction to Professional Food Service	3
FSM 111	Principles of Food Preparation I	4
FSM 113	Applied Food Service Sanitation	1
BUS 121	Introduction to Business	3
ENG 121	English Composition I or	
ENG 120	Technical Composition I	3
		14

Second Semester

FSM 170	Principles of Food Preparation II.....	4
FSM 175	Nutrition	3
DPR 175	Business Computer Applications	3
ACC 112	Accounting Procedures I	3
	Math or Science Elective	3
		16

Third Semester

FSM 212	Menus/Merchandising/Facilities Planning	3
FSM 213	Quantity Food Purchasing	3
BUS 221	Business Law I.....	3
EWE 220	Cooperative Work Experience I or	
BUS 115	Elements of Supervision or	
BUS 219	Small Business Management or	
FSM 299	Selected Topics in Food Service	3
	Communications Elective (SPE 128, SPE 121, SPE 122, or SPE 123 recommended)	3
		15

Fourth Semester

FSM 271	Food Service Management	4
FSM 273	Food, Beverage, and Labor Control	3
PSY 122	Psychology in Business and Industry	3
	Social & Behavioral Sciences Elective	3
	Humanities & Fine Arts Elective	3
		16
	Total Hours	61

FSM 110	Introduction to Professional Food Service	3
FSM 111	Principles of Food Preparation I	4
FSM 113	Applied Food Service Sanitation	1
FSM 170	Principles of Food Preparation II	4
FSM 175	Nutrition	3
FSM 212	Menus/Merchandising/Facilities Planning	3
FSM 213	Quantity Food Purchasing	3
FSM 271	Food Service Management	4
FSM 273	Food, Beverage, Labor Control	3
EWE 220	Cooperative Work Experience I or	
	FSM Elective	3-4
	Total Hours	31-32

Culinary Arts

(Certificate)

Code 22FH

Business Division, Room A143, (847) 543-2041

This program prepares students for employment as cooks and bakers in the food service industry. Graduates of the program are able to profitably plan menus, utilize recipes, choose ingredients, use equipment properly and safely, coordinate production, and maintain records to satisfy discriminating customers. Appropriate experience and expertise in the industry leads to "chef" status."

FSM 110	Introduction to Professional Food Service	3
FSM 111	Principles of Food Preparation I	4
FSM 112	Culinary Arts I	3
FSM 113	Applied Food Service Sanitation	1
FSM 170	Principles of Food Preparation II.....	4
FSM 171	Culinary Arts II	3
FSM 175	Nutrition	3
FSM 213	Quantity Food Purchasing	3
EWE 220	Cooperative Work Experience I or	
	FSM Elective	3-4
	Total Hours	27-28

For more information on this program of study students may contact either the division office listed above or the following faculty member.

Food Service

Name	Office	Phone Number
Cliff Wener	A135	(847) 543-2823

Food Service Management

(Certificate)

Code 22FG

Business Division, Room A143, (847) 543-2041

This program prepares students for entry level employment in restaurants, clubs, caterers, bakeries and institutional food service as members of the management team. Professional food service managers are able to profitably plan menus, purchase products and services, and recruit and motivate employees in appropriately designed facilities to market prepared food and beverage services to customers.

Associate in Applied Science and Career Certificates

HEALTH INFORMATION TECHNOLOGY

(Associate in Applied Science)

Code 21HM

Biological & Health Sciences Division

Room C140, (847) 543-2042

The program is designed to prepare health information technicians for middle level responsibilities in medical record departments of hospitals and other health facilities. The Health Information Technology Program is accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation. Graduates of the program are eligible to apply to write the accreditation examination of the American Health Information Management Association for the designation ART (Accredited Record Technician).

The HIT Program is limited in terms of the number of students who can be admitted any given academic year.

Preference will be given to residents of Community College District 532 (including other community college districts with which CLC has a Joint Educational Agreement.)

To be considered for admission to the Health Information Technology Program, you must:

1. Submit the following records to the Admission and Records Office:

- A. Application for admission to the college.
- B. HIT request for screening.
- C. Official transcript (sent directly to CLC from appropriate institution) of your record from the last high school you attended. If you did not or will not graduate from high school, you must submit a copy of your High School Equivalency (GED) Certificate.
- D. Official transcripts of your records from all previous colleges that show coursework relevant to the HIT selection criteria, sent directly to CLC by the college(s).

2. Schedule an interview with the HIT Coordinator, Denise Anastasio. To make an appointment, please call (847) 543-2338.

3. Minimum Selection Criteria: Your records must show that you satisfy the following:

- A. High school graduate or the equivalent.
- B. Category I admission status.
- C. Demonstrate a typing proficiency of at least 35 words per minute for five minutes with a maximum of five errors.

Screening deadline: First Wednesday in October. If space is available in the program after screening deadline, qualified students will be accepted on a first completed, first admitted basis.

A student must maintain a minimum grade of "C" in each Health Information course to continue in and graduate from the program.

General Education and Support Courses:

ENG 121	English Composition I <i>or</i>	
ENG 120	Technical Composition	3
BIO 121	General Biology I.....	4
DPR 175	Business Computer Applications <i>or</i>	
BSS 112	Automated Office Technology <i>or</i>	
CIS 120	Introduction to Computers	3
BIO 124	Anatomy & Physiology	5
	Social and Behavioral	
	Science Electives	6
	Humanities and /Fine Arts Elective	3
	Speech Elective	
	(choose from SPE 111, 121, 122,	
	123, or 128).....	3
		27

Health Information Technology Courses:

HIT 111	Medical Terminology	3
HIT 112	Health Care Delivery Systems.....	2
HIT 113	Ethical/Legal Aspects.....	2
HIT 115	Health Data Content and Structure	3
HIT 117	Basic CPT Coding	2
HIT 118	Basic ICD9CM Coding	2
HIT 119	Pharmacology.....	1
HIT 172	Health Statistics and Registries	2
HIT 211	Adv. Coding & Reimbursement.....	2
HIT 212	Clinical Practicum I	4
HIT 213	Clinical Practicum II	2
HIT 214	Organization and Supervision	2
HIT 215	Medical Science.....	3
HIT 217	Health Information Systems	
	and Data Literacy	3
HIT 218	Seminar in Health Information	2
HIT 219	Quality Management and	
	Performance Improvement	2
		37

Total Hours for A.A.S. Degree 64

The following courses will be offered in the spring of even years (spring of 2000, spring of 2002) ONLY:
HIT 214 and HIT 219

The following courses will be offered in the spring of odd years (spring of 2001, spring of 2003) ONLY:
HIT 172 and HIT 217

Students are recommended to seek the advice of HIT faculty on course scheduling every semester.

Associate in Applied Science and Career Certificates

Medical Transcription

(Certificate)

Code 21MH

Biological & Health Sciences Division

Room C140, (847) 543-2042

This program prepares students for employment in medical record departments and special adjunct professional service departments (radiology, pathology, etc.) of hospitals and other health facilities. Graduates of this program will understand and use medical terminology, transcribe all types of medical reports with accuracy and speed and handle clerical and telephone duties in a medical record department or a physician's office.

Typing proficiency of at least 35 words per minute with a maximum of three errors. If this requirement cannot be satisfied, the student is expected to take BSS 170 Beginning Typing I.

Summer Session

HIT	111	Medical Terminology	3
			3

Fall Semester

BIO	121	General Biology	4
BSS	113	Comprehensive Word Processing	3
HIT	215	Medical Science	3
HIT	114	Medical Transcription	2
HIT	115	Health Data Content and Structure	3
			15

Spring Semester

BIO	124	Anatomy and Physiology	5
BSS	172	Business English	3
BSS	175	Typing Speed & Accuracy Building	2
HIT	119	Pharmacology.....	1
HIT	116	Advanced Medical Transcription.....	3
HIT	112	Survey of Health Care	2
			16

Total Hours 34

Medical Billing Specialist

(Certificate)

Code 21HN

Biological & Health Sciences Division

Room C140, (847) 543-2042

This curriculum prepares students for billing positions in physician offices and billing offices. Students take courses in computing, insurance procedures, CPT and ICD-9-CM coding and medical terminology. They will work with computer software that automates the billing process.

HIT	111	Medical Terminology	3
HIT	117	Basic CPT Coding	2
HIT	118	Basic ICD-9-CM Coding	2
A computer applications course: (CIS 120 <i>or</i> BSS 112 <i>or</i> DPR 175).....			3
HIT	119	Pharmacology.....	1
HIT	171	Insurance Procedures for the Medical Office.....	4
			15

Medical Office Specialist

(Certificate)

Code 21HO

Biological & Health Sciences Division

Room C140, (847) 543-2042

The Medical Office Specialist certificate is designed to meet the needs of students who wish to gain competency in the knowledge, skills and abilities required for employment in a physician's (or other health care provider's) front office. This will benefit the patients, the physicians and other health care practitioners, and the medical office specialists themselves.

HIT	111	Medical Terminology	3
HIT	114	Medical Transcription	2
HIT	173	Medical Office Procedures	3
HIT	112	Health Care Delivery Systems.....	2
HIT	113	Ethical/Legal Aspects of Medical Records	2
HIT	119	Pharmacology.....	1
BSS	214	Administrative Office Procedures	3
BSS	112	Automated Office Systems	3
BSS	175	Typing Speed & Accuracy Building	2

Total Hours 21

For more information on these programs students may contact the division office listed or the following faculty members.

Health Information Technology

Name	Office	Phone Number
Denise Anastasio	C143	(847) 543-2338
Margaret Kyriakos	C143	(847) 543-2879

Associate in Applied Science and Career Certificates

HORTICULTURE

(Associate in Applied Science)
Code 21HA, 2111B, 21HC
Biological & Health Sciences Division
Room C140, (847) 543-2042

The curriculum is designed to provide a foundation in one of three occupational areas: Floriculture, Landscape Design, or Turf and Landscape Maintenance. Course work is intended for persons who are already employed in horticulture as well as those who want to enter the field. Supervised fieldwork is provided for students with sophomore status, and is required of those students with no work experience in horticulture.

General Requirements for all students:

SPE	Speech Communications (Choose from SPE 111, SPE 121, SPE 123 or SPE 128)	3
ENG 120	Technical Composition I or	
ENG 121	English Composition I	3
	Social & Behavior Sciences Elective	6
	Humanities & Fine Arts Elective.....	3
	Science and/or Math	3
		18

Horticulture Core Courses (required for all students)

HRT 111	Basic Horticulture	3
HRT 112	Tree Identification	3
HRT 113	Shrub Identification	3
HRT 114	Soils, Fertilizers and Water	3
HRT 116	Entomology	3
HRT 119	Plant Pathology	3
HRT 217	Plant Propagation	3



Horticulture Program Options (Choose one of the following options.)

Floriculture Option (21HA)

HRT 172	Interior Plant Maintenance.....	3
HRT 173	Perennial Flowers.....	3
HRT 174	Basic Floral Design	3
HRT 210	Greenhouse Crop Production.....	3
	Work Experience (Choose from EWE 220 or HRT 276).....	3
	Horticulture or General Electives	6
		21

Landscape Design Option (21HB)

HRT 118	Landscape Graphics	3
HRT 213	Landscape Design	3
HRT 214	Landscape Construction.....	3
HRT 215	Computer Landscape Design	3
	Work Experience (Choose from EWE 220 or HRT 276).....	3
	Horticulture or General Electives	6
		21

Turf and Landscape Maintenance Option (21HC)

HRT 110	Grounds Maintenance	3
HRT 173	Perennial Flowers.....	3
HRT 176	Small Engine Repair and Maintenance ...	3
HRT 212	Turf Management	3
	Work Experience (Choose from EWE 220, HRT 276)	3
	Horticulture or General Electives	6
		21
	Total Hours	60

Arboriculture

(Certificate)
Code 21HL

HRT 110	Grounds Maintenance	3
HRT 111	Basic Horticulture	3
HRT 112	Tree identification	3
HRT 116	Entomology	3
HRT 119	Plant Pathology	3
HRT 170	Arboriculture	3
	Total Hours	18

Landscape Maintenance

(Certificate)
Code 21HH

HRT 110	Grounds Maintenance	3
HRT 112	Tree Identification	3
HRT 113	Shrub Identification	3
HRT 173	Perennial Flowers.....	3
HRT 176	Small Engine Repair and Maintenance	3
	Total Hours	15

Floral Design

(Certificate)
Code 21HI

HRT 111	Basic Horticulture	3
HRT 172	Interior Plant Maintenance.....	3
HRT 174	Basic Floral Design	3
HRT 175	Advanced Floral Design	3
HRT 210	Greenhouse Crop Production.....	3
	Total Hours	15

Interior Landscaping

(Certificate)
Code 21HJ

HRT 111	Basic Horticulture	3
HRT 114	Soils, Fertilizers and Water	3
HRT 116	Entomology	3
HRT 118	Landscape Graphics	3
HRT 119	Plant Pathology	3
HRT 172	Interior Plant Maintenance.....	3
HRT 174	Basic Floral Design	3
HRT 210	Greenhouse Crop Production.....	3
	Total Hours	24

For more information on these programs, students may contact the division office listed or the following faculty members.

Name	Office	Phone Number
Don Lloyd	C144	(847) 543-2881
Mark Zampardo	Bldg. 14	(847) 543-2320

HUMAN SERVICES PROGRAM

(Associate in Applied Science)
Codes 25HB, 25HC, 25HD, 25HI
Social Science Division,
Room A244, (847) 543-2047

This program prepares students for entry and middle level positions in agencies and programs specialized in helping people. This includes organizations such as full-day and half-day preschool programs, programs for the exceptional child, and adult care programs provided through hospitals, nursing homes, institutions for the developmentally disabled, community human service programs, and treatment programs for alcohol and substance abuse. The degree seeking student completes general education courses, HUS core courses, plus one of the four options. All students are encouraged to consult with the program coordinator. Human Services courses may transfer to four year institutions with related programs.

General Education Requirements

ENG 121	English Composition I	3
SPE 111	Communications II or	
SPE 121	Fundamentals of Speech or	
SPE 128	Interviewing Practices	3
PSY 121	Introduction to Psychology	3
SOC 121	Introduction to Sociology	3
PSY 222	Child Growth and Development	3
	Humanities & Fine Arts Elective	3
	Math 121 or higher or Science Elective ..	3-4
	Total General Requirements	21-22

Human Services Core for Adult Services, ASAAD and Exceptional Child Services Options

HUS 111	Health and Nutrition	3
HUS 113	Group Processes.....	3
HUS 112	Community Social Services.....	3
HUX 170	Introduction to Substance Abuse	3
HUS 223	Adolescent and Adult Development	3
HUS 118	Professional Helping Skills	3
SOC 224	Sociology of the Family	3
	Total	21

Human Services Core for Preschool Services Option

HUS 111	Health and Nutrition	3
HUS 113	Group Processes.....	3
HUS 112	Community Social Services.....	3
HUX 170	Introduction to Substance Abuse	3
HUS 223	Adolescent and Adult Development	3
HUS 118	Professional Helping Skills	3
	Total	18

Associate in Applied Science and Career Certificates

Human Services Program Options

Adult Services Option Code 25HC 22 hours (AAS degree requires 64 hours)

HUS 210	Principles of Residential Care	3
HUS 116	Principles of Foster Care	1
HUS 114	Human Services Supervision	3
*HUS 170	Human Service Practicum I	4
*HUS 171	Human Service Practicum II	4
HUS 213	Mental Retardation	3
HUS 218	Psycho-Social Aspects of Aging	
CRJ 117	Community-Based Corrections	3
CRJ 121	Introduction to Criminal Justice	3
CRJ 114	Penology and Corrections	3
PSC 122	State and Local Politics	3
*PSY 223	Abnormal Psychology or	3
*SOC 223	Deviance	3

HUX courses qualify for electives

*Required courses

Alcohol, Substance Abuse, and Addictive Disorders (ASAAD) Option Code 25HD 25 hours (A.A.S. degree requires 67 hours)

*HUX 171	Assessment and Diagnosis of Alcoholism & Substance Abuse Disorders	2
*HUX 172	Other Addictive Disorders	2
*HUX 173	Special Populations and Addictive Disorders	2
*HUX 174	Ethics, Law Regulations, Records & Documentation	2
*HUX 175	Pharmacological & Other Medical Terminology	1
*HUX 176	Advanced Counseling Skills for Addictive Disorders	3
*HUX 177	Advanced Group Counseling Skills	3
*HUX 178	Assessment & Treatment of Addictive Families	2
*HUS 170	Human Services Practicum I	4
*HUS 171	Human Services Practicum II	4
HUX 179	Psycho-Social Aspects of HIV	2

Students who enter the ASAAD option should either have no history of alcohol, substance abuse or any other addictive disorders or have been recovering without relapse for at least one year. Students who do not meet one of these criteria may not be eligible to participate in required practica or to be certified to work in the field.

*Required Courses

Exceptional Child Services Option Code 25HB 22 hours (AAS degree requires 64 hours)

HUS 116	Principles of Foster Care	1
HUS 117	Behavior Assessment	4
HUS 210	Principles of Residential Care	3
*HUS 222	The Exceptional Child	3
HUS 217	Creative Activities II	3

*HUS 170	Human Service Practicum I	4
*HUS 171	Human Service Practicum II	4
HUS 213	Mental Retardation	3
CRJ 229	Juvenile Delinquency	3
CRJ 121	Introduction to Criminal Justice	3
CRJ 114	Penology & Corrections	3
PSC 122	State and Local Politics	3

HUX courses qualify for electives

*Required courses

Preschool Services Option Code 25HI 29 hours

(AAS degree requires 68 hours)

HUS 115	Music Activities for Young Children	2
*HUS 119	Language Development and Activities for Young Children	2
*HUS 221	Principles of Early Childhood Education	3
*HUS 214	Group Care of Infants and Toddlers	3
*HUS 222	The Exceptional Child	3
*HUS 216	Creative Activities I	3
*HUS 170	Human Services Practicum I	4
*HUS 171	Human Services Practicum II	4
HUS 270	Administrative Early Childhood Programs	3
HUS 213	Mental Retardation	3
HUS 271	School-Age Programming	3
PSC 122	State and Local Politics	3
PSY 221	Educational Psychology	3
*HUS 272	Math and Science for Young Children	2
*HUS 273	Child, Family and Community	3

*Required courses.

Course substitutions for all majors may be made with the approval of the program coordinator.

Human Services Program

(Certificate)

Code 25HF

The certificate program is intended only for students who already hold professional degrees or have taken extensive course work in other academic fields. The certificate provides the additional study that is often required when there has been a career change.

Required Courses

ENG 121	English Composition I	3
PSY 121	Introduction to Psychology	3
PSY 222	Child Growth and Development	3
HUS 113	Group Processes	3
HUS 118	Professional Helping Skills	3
HUS 223	Adolescent and Adult Development	3
SOC 224	Sociology of the Family	3

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Associate in Applied Science and Career Certificates

Electives

A minimum of 9 additional semester hours must be selected from one of the options in Human Service Program: Pre-school Services; Exceptional Child Services; Adult Services. Substitutions may be made with coordinator or division approval.

9	
Total Hours	30

Faculty who teach in this subject area are available during scheduled office hours to advise students about their program and career opportunities.

Name	Office	Phone Number
Linda Wetherbe	D122	(847) 543-2536
Carol Huntsinger	D120	(847) 543-2742

Human Services Program

Alcohol, Substance Abuse and Addictive Disorders (ASAAD) Certificate • Code 25HG

In order to be admitted to this certificate option, students must first meet with the program coordinator and must complete 18 credit hours of the prerequisite coursework. The prerequisite courses for certificate completion are:

HUS 111	Health and Nutrition	3
HUS 113	Group Processes	3
HUS 118	Professional Helping Skills	3
HUS 223	Adolescent and Adult Development	3
PSY 222	Child Growth & Development.....	3
SOC 224	Sociology of the Family.....	3

Prerequisite courses will be waived with the permission of the Human Services Program Coordinator, upon submission and review of transcripts indicating their successful completion. Students needing to meet these prerequisites may take them concurrent with the courses required for the certificate.

Alcohol, Substance Abuse and Addictive Disorders

* HUX 170	Introduction to Substance Abuse	3
* HUX 171	Assessment and Diagnosis of Alcoholism & Substance Abuse Disorders	2
* HUX 172	Other Addictive Disorders	2
* HUX 173	Special Populations and Addictive Disorders	2
* HUX 174	Ethics, Law Regulations, Records & Documentation	2
* HUX 175	Pharmacological & Other Medical Terminology	1
* HUX 176	Advanced Counseling Skills for Addictive Disorders	3
* HUX 177	Advanced Group Counseling Skills	3
* HUX 178	Assessment & Treatment of Addictive Families	2
* HUX 179	Psycho/Social Aspects of HIV Infections and Chemical Health	2
* HUS 170	Human Services Practicum I	4
* HUS 171	Human Services Practicum II	4
	Total	30

* Required Courses

** HUS 219	Internship	5
** Students preparing for CADC certification are advised to take this course.		

INDUSTRIAL MAINTENANCE AND REPAIR

(Certificate & A.A.S.)

Code 24IC - Certificate

Code 24ID - A.A.S.

Engineering, Math, Physical Science Division
Room B162, (847) 543-2044

This program prepares students for employment and advancement in various fields related to industrial maintenance. Maintenance mechanics typically install, maintain, and repair machinery and equipment. A general certificate may be earned by completing the core courses. The associate degree program provides areas of concentration within the industrial maintenance field.

Core Courses: Required for Certificate or A.A.S. Degree

ISM 110	Blueprint Reading	3
MTH 114	Applied Math I.....	3
ENG 120	Technical Composition	3
MCD 111	Manufacturing Processes	3
CAD 110	CAD/CAM Concepts	3
ISM 111	Machine Shop I	3
IMR 110	Industrial Pneumatics and Hydraulics	3
IMR 111	Machine Components and Repair	3
WLD 170	General Welding.....	2
RAC 174	Applied Electricity (for RAC concentration) or	4
ELT 170	DC Circuit Fundamentals and	2
ELC 172	Applied AC Circuit Theory	2
	Total Hours	30

Concentrations

In order to obtain an A.A.S. degree an additional 18 credit hours of technical courses must be taken along with the required additional general education courses. Courses are arranged by concentrations to allow the student to focus on a specific area of industrial maintenance.

Machine Maintenance & Repair

IMR 112	Pump Overhaul and Repair	3
ISM 112	Machine Shop II.....	3
ISM 213	CNC Operations I	3
ELC 114	Motor & Machine Controls	3
	Technical Elective	6

Associate in Applied Science and Career Certificates

Electrical Maintenance & Repair

ELC	113	Basic Instrumentation and Shop Practice	2
ELC	114	Motor and Machine Controls	3
ELC	211	Electrical Machinery	3
		Technical Elective	10

Welding

WLD	171	Gas Welding, Cutting, and Brazing	3
WLD	172	Shielded Metal Arc Welding	3
WLD	175	Gas Metal Arc Welding	3
		Technical Elective	9

Refrigeration & Air Conditioning Maintenance & Repair

RAC	110	Theory of Refrigeration	5
RAC	113	Commercial Refrigeration Systems	4
RAC	119	Electric Motors and Controls	5
		Technical Elective	4

Plumbing & Pipefitting

IMR	113	Plumbing & Pipefitting I	3
IMR	114	Plumbing & Pipefitting II	3
IMR	112	Pump Overhaul & Repair	3
		Technical Electives	9

Additional General Education Requirements for A.A.S. Degree

SPE	111	Communications II	3
ECO	110	Economics for Business & Industry	3
		Social & Behavioral Sciences Elective	3
		Humanities & Fine Arts Elective	3
		Total Hours	60

Technical Electives

Technical electives may include courses from the above areas of concentration as well as those listed below. See an advisor for assistance in choosing courses related to your area of concentration and/or career goals. Prerequisites must be met.

DFT	117	Machine Sketching and Drafting	3
EWE	220	Cooperative Work Experience I	1-4
ELC	171	Programmable Logic Controllers	3
ELC	211	Electrical Machinery	3
ELC	215	Power Transmission and Distribution	3
ELT	117	Industrial Digital Electronics I	3
ELT	118	Industrial Digital Electronics II	3
ELT	172	Applied Communications Circuits	3
IMR	115	Carpentry I	3
IMR	116	Carpentry II	3
ISM	112	Machine Shop II	3
ISM	116	Precision Machining	3
ISM	214	CNC Operations II	2
MFG	210	Manufacturing Materials	3
MCD	112	Basic Metallurgy I	3
MCD	113	Basic Metallurgy II	3
MCD	114	Dimensional Metrology	3
PHY	120	Practical Aspects of Physics	4
RAC	117	Refrigeration Installation and Service Problems	4
RAC	118	Residential Heating Systems	4
ROB	111	Introduction to Robotics	3

ROB	112	Automated Systems Controls	3
WLD	174	Advanced Shielded Metal Arc Welding	3
WLD	176	Welding Certification	1-3
WLD	178	Gas Tungsten Arc Welding	3

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Industrial Maintenance/Repair

Name	Office	Phone Number
Jerry Digilio	TEC 150b	(847) 543-3625



LIBRARY TECHNICAL ASSISTANT

(Associate in Applied Science)

Code 23LC

Communication Arts, Humanities & Fine Arts Division
Room B237, (847) 543-2040

Library Technical Assistants work at the paraprofessional or preprofessional level in libraries. They are technical support staff members with specific library related skills. The courses will provide a broad foundation of knowledge which can apply to technical or public service work in academic, school, public, or special libraries. There is a heavy emphasis on skills related to automation of library processes and services.

First Semester

ENG	120	Technical Composition I <i>or</i>	
ENG	121	English Composition I	3
LTA	121	Introduction to Library Science	3
LTA	171	Audio-Visual Media and Equipment	3
CIS	120	Introduction to Computers	3
		Social & Behavioral Sciences Elective	3

15

Associate in Applied Science and Career Certificates

Second Semester

LTA 272	Cataloging and Classification	3
COM 111	Introduction to Multimedia	3
SPE 121	Fundamentals of Speech	3
	Social & Behavioral Sciences Elective	3
	Elective (from the list)	3
		15

Third Semester

LTA 172	Reference and Public Services I	3
LTA 273	Library Materials	3
COM 115	Internet Fundamentals	3
	Mathematics or Science Elective	3-4
ART 240	History of Art <i>or</i>	
HUM 121	Introduction to Humanities <i>or</i>	
HUM 125	Introduction to Fine Arts <i>or</i>	
MUS 124	Introduction to Music	3
		15-16

Fourth Semester

LTA 277	Automation for Library Technicians	3
LTA 173	Reference and Public Services II	3
LTA 115	Supervised Field Practicum II	3
	Electives (from A.A.S. degree list)	6
		15

Total Hours 60-61

A.A.S. Degree Electives

LTA 279	Children's Library Services	3
ENG 249	Children and Young Adult Media	3
CIS 112	Introduction to Local Area Networking....	3
CIS 236	LAN Administration	3
DPR 175	Business Computer Applications	3
COM 112	Multimedia Platforms	3
COM 171	Introduction to Computer Graphics	3
COM 215	Multimedia Presentations.....	3
CIS 290	Desktop Publishing	3
ART 222	Introduction to Computer Art	3

Library Technical Assistant

(Certificate)

Code 23LH

LTA 121	Introduction to Library Science	3
LTA 171	Audio-Visual Media and Equipment	3
LTA 273	Library Materials	3
LTA 272	Cataloging and Classification	3
LTA 277	Automation for Library Technicians	3
LTA 172	Reference and Public Services I	3
LTA 173	Reference and Public Services II	3
LTA 114	Supervised Field Practicum I	2
COM 115	Internet Fundamentals	3
	Electives (from certificate list below)	6

Total Hours 32

LTA Certificate Electives are to be chosen from the following courses:

LTA 279	Children's Library Services	3
ENG 249	Children and Young Adult Media	3
COM 111	Introduction to Multimedia	3
CIS 112	Introduction to Local Area Networking....	3
CIS 120	Introduction to Computers	3
CIS 236	LAN Administration	3
DPR 175	Business Computer Applications	3
COM 112	Multimedia Platforms	3
COM 171	Introduction to Computer Graphics	3
COM 215	Multimedia Presentations.	3
CIS 290	Desktop Publishing	3
ART 222	Introduction to Computer Art	3

For more information on this course of study, students may contact either the division office listed or the following faculty member.

Name	Office	Phone Number
Norm Sage	L206	(847) 543-2469

MACHINE TOOL TRADES

(Certificates & A.A.S.)

Code 24SM - Machine Tool Trades Certificate

Code 24SR - Tool and Mold Maker Certificate

Code 24MD - A.A.S.

Engineering, Math., Physical Sciences Division

Room B162, (847) 543-2044

This program prepares students for employment and advancement in the machine tool field. Machinists are skilled workers who are able to read and interpret blueprints, use common hand tools, set up and operate metal cutting machines, and use precision measuring instruments. Advanced placement in this program is possible for experienced machinists.

Apprenticeship credit is also available. Machine tool courses are approved by the United States Department of Labor, Bureau of Apprenticeship Training.

Machine Tool Trades Certificate

ISM 110	Machine Trades Blueprint Reading	3
ISM 111	Machine Shop I	3
MTH 114	Applied Math I.....	3
ISM 112	Machine Shop II.....	3
IST 115	Grinding Technology	3
MTH 115	Applied Math II	3
DFT 117	Machine Sketching & Drafting	3
ISM 115	CNC Programming I	3
ISM 116	Precision Machining	3
MCD 112	Basic Metallurgy I	3
WLD 171	Gas Welding, Cutting & Brazing	3
MCD 111	Manufacturing Processes	3

Total Hours 36

Associate in Applied Science and Career Certificates

Tool & Mold Maker Certificate

An advanced certificate in Tool & Mold Making is obtained by completing the courses listed above and the following. These courses may be taken prior to the courses listed above provided requisites have been met. Substitutions may be made with advisor approval.

IST	110	Basic Die Making	3
IST	111	Die Design	3
IST	113	Jig & Fixture Design	3
ISM	211	Moldmaking	3
EWE	220	Cooperative Work Experience I (optional).....	3
			12-15
Total Hours			48-51

Students wishing to obtain an A.A.S. Degree must complete the following course requirements along with those required for the advanced certificate.

General Education Courses*

ENG	121	English Composition I	3
SPE	111	Communications II.....	3
ECO	110	Economics for Business & Industry	3
		Social & Behavioral Sciences Elective	3
		Humanities & Fine Arts Elective	3
			15
Total Hours			63-66

*Refer to general education requirements for career programs on page 55.

For more information on this course of study students may contact either the division office listed above or one of the following faculty members.

Machine Tool Trades

Name	Office	Phone Number
Don Ruesch	TEC 150c	(847) 543-2506

MECHANICAL ENGINEERING TECHNOLOGY

(Associate in Applied Science)

Code 24MB

Engineering, Math, Physical Science Division
Room B162, (847) 543-2044

Mechanical engineering technicians are the semi-professional members of the engineer-scientist-technician team engaged in the design of machines, mechanisms, and other mechanical systems. Assignments may include drafting, designing, product and materials testing, and supervision. In addition to a broad based background in mechanical design, this program offers training on an industrial CAD system.

First Semester

EGR	121	Engineering Graphics.....	3
ENG	120	Technical Composition I or	
ENG	121	English Composition I	3
MCD	111	Manufacturing Processes	3
MTH	117	Technical Math I **	4
PHY	111	Technical Physics I or	
PHY	121	General Physics I	4-5
			17-18

Second Semester

CAD	117	Introduction to AutoCAD	3
EGR	115	Applied Mechanics: Statics	3
EGR	122	Descriptive Geometry	3
MTH	118	Technical Math II**	3-4
SPE	121	Fundamentals of Speech or	
SPE	111	Communications II.....	3
			15-16

Third Semester

EGR	215	Mechanics of Materials	3
ECO	221	Principles of Economics I or	
ECO	110	Economics for Business and Industry	3
MCD	214	Mechanical Design & Drafting	3
MCD	213	Statistics and Quality Control or	
MTH	211	Technical Math III	3
PSY	122	Psychology in Business and Industry or	
PSY	121	Introduction to Psychology	3
		Technical Elective*	3
			18

Fourth Semester

MCD	212	Mechanisms	4
MCD	215	Machine Design	5
ELT	170	DC Circuit Fundamentals and	
ELC	172	Applied AC Circuit Theory or	
PHY	122	General Physics II	4-5
		Technical Electives*	3
		Humanities & Fine Arts Elective.....	3
			19-20

Total Hours 69-72

Associate in Applied Science and Career Certificates

*** Technical Electives:**

A broad choice of technical electives is available. Students may choose the CAD option (program description follows) or choose electives from certain MCD, ELC, CAD, MTH, MFG, EWE or other technical courses. Students may obtain technical elective approval from the program coordinator.

** For students who may pursue a Bachelors degree in mechanical engineering technology (BSMET) the following mathematics courses may be substituted:

- MTH122 - College Algebra
- MTH123 - Trigonometry

Please see an advisor in the Mechanical Engineering Technology area before selecting the above courses.

CAD	117	Introduction to AutoCAD	3
MCD	111	Manufacturing Processes	3
MCD	212	Mechanisms	4
MCD	214	Mechanical Design & Drafting	3
		Technical Electives	3
Total Hours			34

For more information on this course of study students may contact either the division office listed or the following faculty member.

Mechanical Engineering Technology

Name	Office	Phone Number
Ross Lyman	A236	(847) 543-2904

Mechanical Engineering Technology - CAD Option

(Associate in Applied Science)

Code 24MQ

Engineering, Math., Physical Sciences Division
Room B162, (847) 543-2044

Students desiring the CAD option of the Mechanical Engineering Technology program must take 6 credit hours of CAD coursework in place of the technical electives listed in the Mechanical Engineering Technology program (Code 24MB). Any two courses, totaling 6 credit hours, may be selected from the following group:

CAD	113	3-D Modeling & Surfacing	3
CAD	118	CAD/CAM Numerical Control	3
CAD	119	Introduction to Microstation	3
CAD	176	Introduction to PRO Engineer	3
CAD	177	Site Plan Drafting.....	3
CAD	211	Mechanical Detailing	3
CAD	214	Architectural Applications	3
CAD	217	AutoCAD II	3
CAD	219	Introduction to AutoLISP.....	3
CAD	273	Advanced CAD	
		Specialization (Variable).....	1-3
			6

Note: The student should check course prerequisites before planning any combination of the above courses.

Total hours for A.A.S. degree **70**

Mechanical Design Technology

(General Certificate)

Code 24MI

ENG	120	Technical Composition I	3
MTH	117	Technical Mathematics I	4
PHY	121	General Physics I	5
EGR	121	Engineering Graphics.....	3
EGR	122	Descriptive Geometry	3

MEDICAL IMAGING

(Associate in Applied Science)

Code 21MI

Biological & Health Sciences Division
Room C140, (847) 543-2042

The Medical Imaging Program prepares radiographers to work in medical facilities producing radiographic examinations which are interpreted by a radiologist or another medical specialist. Graduates of the program are qualified to take the national certification examination given by the American Registry of Radiologic Technologists. Graduates also meet the additional criteria required for Illinois Certification.

The Medical Imaging program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology. To contact the JRCERT, the address is:

20 North Wacker Drive, Suite 900 • Chicago, IL 60606-2901
(312) 704-5300 • E-Mail jcert@mail.idt.net

Consistent with the Mission and goals of the College of Lake County, the Medical Imaging Program strives for excellence in preparing students for entry-level positions in the Medical Imaging profession. By maintaining high academic and clinical standards, graduates receive an Associate of Applied Science degree in Medical Imaging, become eligible for certification as Registered Radiologic Technologists, and attain clinical competency as entry-level professional radiographers.

The Medical Imaging program sets forth the following goals:

1. Provide graduates with entry-level knowledge and skills to function as competent radiographers.
2. Produce graduates who will provide an optimal level of patient care.
3. Provide the opportunity to explore advanced level imaging modalities.
4. Provide a general education component of approximately 20 hours which are recognized as transfer classes leading to a baccalaureate degree.

Associate in Applied Science and Career Certificates

5. At least 75% of program graduates will pass the American Registry of Radiologic Technologists certifying examination on first or second attempt.

Interested students may take MIM 110 and MIM 111 prior to being admitted to the program. However, the number of students that can be admitted to any clinical education course is limited for any given session. Therefore, a screening procedure is used to select the academically best qualified from those who request consideration.

Preference is given to residents of Community College District 532 (CLC) and residents of other community college districts with which CLC has joint educational agreements.

To be considered for admission to the Medical Imaging Program, you must:

1. Submit the following records to the Admission and Records Office:

- A. Application for admission to the college.
- B. MIM request for screening.
- C. An official transcript (sent directly to CLC from appropriate institution) of your record from the last high school you attended. If you did not or will not graduate from high school, you must submit a copy of your High School Equivalency (GED) test report.
- D. Official transcripts from any previous college(s) showing course work relevant to the MIM selection criteria, sent directly to CLC by the college(s).

2. Schedule an interview with the MIM Coordinator, Thomas Vogl. To make an appointment, please call 543-2313.

3. Minimum selection criteria. Your official transcripts and records must show that you satisfy all of the following criteria:

- A. High school graduate or the equivalent.
- B. Category I admission status.
- C. Credit for two years of high school algebra (Remedial or modified algebra will not count.) with a grade of "C" or better,
OR completion of MTH 108 at CLC with a grade of "C" or better,
OR an equivalent course from another accredited college with a grade of "C" or better.
- D. Credit for advanced placement high school biology with grades of "C" or better,
OR completion of BIO 121 at CLC with a grade of "C" or better,
OR an equivalent course from another accredited college with a grade of "C" or better.
- E. Credit for one year of high school physics or chemistry with a grade of "C" or better
OR completion of CHM 120, CHM 121, PHY 111, or PHY 121 at CLC with a grade of "C" or better,
OR an equivalent course from another accredited college with a grade of "C" or better.
- F. Eighteen (18) years of age by the first day of the spring semester following the screening deadline.

4. Meet minimum technical performance standards as defined for the profession. A Statement of Performance Standards can be obtained from the coordinator.

Screening Deadline: Third Wednesday in May. If space is available in the program after the initial screening deadline, qualified students will be accepted in an order based on academic qualifications.

A student must maintain a minimum grade of "C" in each Medical Imaging course to continue in and graduate from the program.

First Fall Semester

BIO 124	Anatomy and Physiology	5
MIM 110	Introduction to Medical Imaging	3
MIM 111	Radiographic Anatomy & Positioning	5
MIM 112	Principles of Radiographic Exposure	3
		16

First Spring Semester

ENG 121	English Composition I	3
MIM 113	Radiographic Anatomy & Positioning II ..	5
MIM 114	Clinical Practice I	3
PSY 121	Introduction to Psychology	3
		14

Summer Session

MIM 115	Clinical Practice II	3
MIM 116	Advanced Radiographic Procedures I	1
		4

Second Fall Semester

MIM 210	Technical Aspects of Patient Care	2
MIM 211	Imaging Equipment	6
MIM 212	Clinical Practice III	3
MIM 213	Medical Imaging Pathology	2
SPE	Speech Communications (choose SPE 111, SPE 121, SPE 123 or SPE 128)	3
		16

Second Spring Semester

MIM 214	Advanced Topics in Radiography	6
MIM 215	Clinical Practice IV	3
MIM 216	Computed Imaging	2
	Social & Behavioral Sciences Elective	3
	Humanities & Fine Arts Elective	3
		17

Total Hours 67

For more information on this program students may contact the division office listed or one of the following faculty members.

Medical Imaging

Name	Office	Phone Number
Michael Mixdorf	B226	(847) 543-2880
Tom Vogl	B226	(847) 543-2313

MEDICAL LABORATORY TECHNOLOGY

(Associate in Applied Science)

Code 21MC

Biological & Health Sciences Division

Room C140, (847) 543-2042

The Medical Laboratory Technology Program is designed to prepare technicians for entry level responsibilities and moderately complex laboratory testing procedures in clinical laboratories. Instruction in clinical laboratory theory and procedures in blood bank, hematology, urinalysis, serology, microbiology and clinical chemistry is provided.

This program is accredited by the National Accrediting Agency of Clinical Laboratory Sciences.

Graduates of this program are eligible for registry by nationally recognized certifying agencies.

A student must maintain at least a grade of "C" in each Medical Laboratory course to continue in and graduate from the program.

Students interested in Medical Lab Technology may take MLT 110 prior to being admitted to the program. However, the next course in the sequence (MLT 111) is limited to students who have been admitted to the MLT program. A screening procedure is used to select the academically best qualified from those who request admission to the program.

Preference will be given to residents of Community College District 532 (including other community college districts with which CLC has a Joint Educational Agreement.) To be considered for admission to the Medical Laboratory Program, you must:

1. Submit the following records to the Admission and Records Office:

- A. Application for admission to the college.
- B. MLT request for screening.
- C. Official transcript (sent directly to CLC from appropriate institution) of your record from the last high school you attended. If you did not or will not graduate from high school, you must submit a copy of your High School Equivalency (GED) test report.
- D. Official transcripts from any previous college(s) showing course work relevant to the MLT selection criteria, sent directly to CLC by the college(s).

2. Schedule an interview with the MLT Coordinator, Trudy Darden To make an appointment, please call 543-2312.

3. Minimum Selection Criteria: Your records must show that you satisfy the following:

- A. High School graduate or the equivalent.
- B. Category I admission status.
- C. Credit for two years of high school algebra (remedial or modified algebra will not count) with a grade of "C" or better,
OR Completion of MTH 108 at CLC with a grade of "C" or better,
OR an equivalent course from another approved college with a grade of "C" or better.
- D. Credit for two years of high school science preferably one year of biology and one year of chemistry with grades of "C" or better,
OR completion of BIO 121 or CHM 121 at CLC with a grade of "C" or better,
OR an equivalent course from another approved college with a grade of "C" or better.

Screening Deadline: First Wednesday in March. If space is available in the program after the initial screening deadline, qualified students will be accepted in an order based on academic qualifications.

Summer Session

BIO 121	General Biology I.....	4
		4

First Semester

BIO 124	Anatomy & Physiology	5
CHM 121	General Chemistry I.....	5
MLT 110	Introduction to Medical Laboratory Technology	2
MLT 111	Immunology	2
MLT 114	Body Fluid Analysis.....	2
		16

Second Semester

CHM 123	General Chemistry II	5
ENG 121	English Composition <i>or</i>	
ENG 120	Technical Composition	3
MLT 112	Hematology and Coagulation	6
MLT 113	Immunohematology	4
		18

Summer Session

BIO 125	Microbiology	4
		4

Third Semester

MLT 210	Clinical Chemistry	5
MLT 213	Clinical Microbiology	5
	Social and Behavioral Sciences Elective (PSY121 Recommended)	3
	Humanities and Fine Arts Elective	3
		16

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Fourth Semester

MLT 271	Chemistry Practicum	2
MLT 272	Hematology Practicum.....	2
MLT 273	Immunohematology Practicum	2
MLT 274	Microbiology Practicum	2
MLT 275	Serology/Body Fluids/Phlebotomy Practicum	2
	Social & Behavioral Sciences Elective	3
SPE	Speech Communications (choose SPE 111, SPE 121, SPE 123 or SPE 128)	3
		16
	Total Hours	74

Phlebotomy

(Certificate)
Code 21MP

A student must maintain at least a grade of "C" in each course to continue the program and obtain a phlebotomy certificate.

This certificate prepares students for entry level employment as phlebotomists in hospitals, clinics, or blood banks. Students will develop skills in performing phlebotomy procedures in various health care settings. The clinical practicum lasts eight hours per day, five days per week for three weeks totaling 120 hours.

This program is accredited by the National Accrediting Agency of Laboratory Sciences.

Graduates of this program are eligible for registry by nationally recognized certifying agencies.

Certificate Requirements:

To receive the Phlebotomy Certificate, a student must be at least 18 years old, a high school graduate or the equivalent, and receive a minimum grade of "C" in the following MLT courses and maintain a CLC GPA of 2.0 or higher.

MLT 110	Introduction to Medical Laboratory Technology	2
MLT 115	Phlebotomy Techniques	2
MLT 116	Phlebotomy Clinical.....	2
	Total Hours	6

For more information on these programs students may contact the division office listed or one of the following faculty members.

Name	Office	Phone Number
Trudy Darden	B248	(847) 543-2312
Reme Tesch	B248	(847) 543-2878

MULTIMEDIA COMMUNICATIONS

(Associate in Applied Science)

Code 23TB

Communication Arts , Humanities & Fine Arts Division,
Room B237, (847) 543-2040

Multimedia Communications provides you with the technical communication skills you'll need to design and produce a variety of commercial, educational and technically related presentations using electronic multimedia platforms as your primary publishing medium. These skills, learned through hands-on classroom experience, will require a demonstrable competency in technical writing, standard PC hardware/ software operations, telecommunications, graphic design, and multimedia presentation authoring. Building on traditional concepts grounded in technical writing, graphic design, and public speaking, Multimedia Communications seeks to extend conventional communication formats to the realm of electronic multimedia. Here you'll learn to create communications that incorporate the elements of sound, animation, hyper-linked programs, text and video. You'll also learn how to develop messages that will ultimately appear on computer screens, information kiosks, CD-ROMS, in online formats, or theater-like seminar environments. Using the Internet as a primary source, you'll also master the online research and communication skills you'll need to develop media projects, find materials, and keep up with industry developments.

First Semester

Written Communications (3 hours)

ENG 120	Technical Composition I	3
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Graphics (3 hours)

ART 111	Printing Production	3
	Mathematic Elective (3-4 hours)	
MTH 114	or higher	
MTH 117	Technical Mathematics I <i>or</i>	
MTH 121	Fundamentals of Mathematics <i>or</i>	
MTH 122	College Algebra	3-4

Multimedia Communications (3 hours)

COM 111	Introduction to Multimedia	3
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Social Sciences (3 hours)

PSY 121	Introduction to Psychology <i>or</i>	
PSY 122	Psychology in Business & Industry.....	3

15-16

Second Semester

Written Communications (3 hours)

ENG 121	English Composition I	3
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Speech Communications (3 hours)

SPE 121	Fundamentals of Speech <i>or</i>	
SPE 122	Business and Professional Speaking <i>or</i>	
SPE 128	Interviewing Practices	3

Associate in Applied Science and Career Certificates

Mathematics Elective (3-4 hours)			
MTH	115	or higher	
MTH	118	Technical Mathematics II <i>or</i>	
MTH	123	Trigonometry <i>or</i>	
MTH	222	Elementary Statistics	3-4

Humanistic Studies (3 hours)			
PHI	122	Logic <i>or</i>	
HUM	127	Critical Thinking <i>or</i>	
Humanistic Studies Elective			3

Multimedia Communications (3 hours)			
COM	112	Multimedia Platforms <i>or</i>	
COM elective			3
			15-16

Third Semester			
ENG	126	Advanced Composition: Scientific Technical Communications.....	3
Social & Behavioral Sciences Elective			3

Data Processing (3 hours)			
CIS	290	Desktop Publishing <i>or</i> DPR elective <i>or</i> CIS elective <i>or</i> COM elective	3

Multimedia Communications (6 hours)			
COM	115	Internet Fundamentals	3
COM	116	Online Publishing	3
			15

Fourth Semester

Written Communication (6 hours)			
ENG	113	Technical Communications Practicum <i>or</i>	3
EWE	220	Cooperative Work Experience <i>and</i>	
ENG	266	Professional Communication.....	3

Graphics Elective (6 hours)			
ART	122	Basic Color and Design <i>or</i>	
ART	124	Basic Drawing <i>or</i>	
ART	129	Introduction to Photography <i>or</i>	
ART	222	Introduction to Computer Art <i>or</i>	
COM	171	Introduction to Computer Graphics <i>or</i>	
EGR	121	Engineering Graphics.....	6

Multimedia Communications (3 hours)			
COM Elective (200 level)			3
			15

Note: At this point the required total of 60 hours can be made up by advisor-approved writing, graphics or technical specialty electives.

Total Hours 60

Multimedia Communications

(Certificate)
Code 23TH

Written Communications (12 hours)			
ENG	120	Technical Composition I	3
ENG	126	Advanced Composition: Scientific and Technical Communication	3
ENG	266	Professional Communication	3
ENG	113	Technical Communication Practicum	3
			12

Speech Communication (3 hours)			
SPE	121	Fundamentals of Speech <i>or</i>	
SPE	122	Business and Professional Speaking	3
			3

Graphics (9 hours)			
ART	111	Printing Production <i>and</i>	3
ART	222	Introduction to Computer Art <i>or</i>	
COM	171	Introduction to Computer Graphics <i>or</i> Graphics Elective <i>or</i> COM Elective	3
			9

Multimedia Communications (9 hours)			
COM	111	Introduction to Multimedia <i>and</i>	3
COM	112	Multimedia Platforms <i>and</i>	3
COM	116	Online Publishing <i>or</i>	
COM	215	Multimedia Presentations <i>or</i>	
COM	216	Advanced Online Publishing <i>or</i>	
COM	217	Multimedia Authoring <i>or</i> COM Elective (200 level)	3

Total Hours 33

For more information on these programs, students may contact the division office listed or one of the following faculty members.

Name	Office	Phone Number
Jerry Pinkham	B251	(847) 543-2553
Judy Rosenberg	B252	(847) 543-2546
Ellie Thompson	B251	(847) 543-2448

Associate in Applied Science and Career Certificates

NURSING

(Associate in Applied Science)
Code 21NA
Nursing Education
Room D208, (847) 543-2043

The Associate Degree Nursing Program prepares men and women to function as beginning practitioners in giving direct patient care. The program of studies provides a means of correlating the principles of nursing theory and practice with those of general education. Clinical experience is provided at local hospitals and health agencies.

The program is accredited by the National League for Nursing Accreditation Commission (350 Hudson Street, New York, NY 10014, (212) 989-9393) and approved by the State of Illinois Department of Professional Regulation. After the completion of the program, the graduate is eligible to write the National Council Licensure Examination and, if completed successfully, he or she may apply to the State of Illinois for licensure as a registered nurse.

The number of students that can be admitted to the first course in the sequence (Nursing 171) is limited for both the fall and spring semester. Therefore, a screening procedure is used to select the academically best qualified from those who request consideration.

Proficiency examinations are available in NUR 171, 172, and 271 for qualified candidates **who have been admitted to the program.**

Preference will be given to residents of Community College District 532 (including other community college districts with which CLC has a Joint Educational Agreement).

To be considered for admission to the Registered Nursing Program, you must:



1. **Submit the following records to the Admission and Records Office:**
 - A. Application for admission to the college.
 - B. Current ADN request for screening.
 - C. Official transcript (sent directly to CLC from appropriate institution) of your record from the last high school you attended. If you did not or will not graduate from high school, you must submit a copy of your High School Equivalency (GED) test report.
 - D. Official transcripts from any previous college(s) showing course work relevant to the ADN selection criteria, sent directly to CLC from the college(s).
2. **Attend one General Meeting:** Meetings are scheduled for the first Tuesday of each month from 1:30-3:30 p.m. or 4:30-6:30 p.m. Please call the Office of the Director of Nursing in advance at (847) 543-2043 to confirm specific date and place.
3. **Minimum Selection Criteria:** Your official transcripts and records must show that you satisfy all of the following criteria:
 - A. High School graduate or the equivalent.
 - B. Category I admission status.
 - C. A grade of "C" or better for two semesters (1 year) of high school algebra (Remedial or modified algebra will not count.),
OR a grade of "C" or better in MTH 102 at CLC or an equivalent course from another accredited college with a grade of "C" or better.
 - D. A grade of "C" or better for two semesters (1 year) of high school chemistry,
OR a grade of "C" or better in CHM 120 or CHM 121 at CLC or an approved equivalent course from another accredited college with a grade of "C" or better.
 - E. A grade of "C" or better for four semesters (2 years) of high school biology,
OR a grade of "C" or better in BIO 121 at CLC or an equivalent course from another accredited college with a grade of "C" or better.

Screening Deadlines: First Wednesday in March and first Wednesday in September. If space is available in the program after screening deadline, qualified students will be accepted in an order based on academic qualifications.

A student must maintain at least a grade of "C" in each nursing course to continue in and graduate from the program.

First Semester			
NUR	171	Nursing: Universal Self-Care.....	7
B10	124	Anatomy and Physiology.....	5
PSY	121	Introduction to Psychology	3

15

Associate in Applied Science and Career Certificates

Second Semester

NUR	172	Nursing: Developmental Self-Care	7
ENG	121	English Composition I	3
BIO	125	Introduction to Microbiology.....	4
PSY	222	Child Growth & Development.....	3
			17

Third Semester

NUR	271	Nursing: Health Deviation Self-Care I	9
SPE	121	Fundamentals of Speech or	
SPE	123	Group Discussion or	
SPE	128	Interviewing Practices	3
SOC	121	Introduction to Sociology	3
			15

Fourth Semester

NUR	272	Nursing: Health Deviation Self-Care II....	9
		Humanities & Fine Arts Elective	3
		Elective ¹	3
			15

Total Hours 62

¹ Elective must be approved by the Director of Nursing Education.

For more information on this program, students may contact the division office listed, the Nursing Education office, D208, or the following faculty members:

Name	Office	Phone Number
Lucille Coleman	D217	(847) 543-2012
Joanne Dude	D211	(847) 543-2336
Tana Durnbaugh	D213	(847) 543-2874
Vicki Francis	D220	(847) 543-2331
Nikki Hagen	D220	(847) 543-2871
Sherry Hernandez	D218	(847) 543-2873
Christine Hunt	D218	(847) 543-2332
Barbara McNeill	D213	(847) 543-2333
Carmella Mikol	D215	(847) 543-2329
Darlene Shackelford	D219	(847) 543-2335
Sue Wynn	D219	(847) 543-2870

Certified Nurse Assisting

(Certificate)

Code 21NB

Nursing Education

Room D208, (847) 543-2043

This program prepares students for employment as nurse assistants who help those who provide patient care. Depending on the setting, nurse assistants may perform some or all of the following: provide direct patient care; transfer and transport patients, equipment, supplies, and specimens; and make observations regarding patients. Duties might include giving baths and back rubs; making beds; serving meals; helping patients in and out of bed; taking temperature, pulse, respiration, weight and blood pressure measurements; answering patients' call lights; taking appropriate action in emergencies; and performing other procedures as directed by the nurse. While the majority of nurse assistants work in long-term care facilities, many are employed in hospitals and other care settings.

This program is approved by the Illinois Department of Public Health.

The State of Illinois Health Care Worker Background Check Act of 1995 requires the college to initiate a UCIA criminal history record check on all individuals registering for the program. The UCIA Criminal Background Check is required for the individual to work as a nursing assistant in Illinois. The Student Handbook contains a description of convictions which would disqualify a person from finding employment as a nursing assistant in the State of Illinois. Please consult the Nursing Education office (543-2043) for further clarification and information regarding this law.

Upon successful completion of this program, the student would be eligible to take the state mandated written competency examination for Nurse Assistant Certification.

Certificate Requirements:

To receive the Certified Nurse Assisting Certificate, a student must receive a minimum grade of "C" in the following NUR course and maintain a CLC GPA of 2.0 or higher.

NUR	110	Nurse Assisting	7
			Total Hours 7

For more information on this program, students may contact the Nursing Education office or the following faculty members:

Name	Office	Phone Number
Joanne Dude	D211	(847) 543-2336
Tana Durnbaugh	D213	(847) 543-2874
Vicki Francis	D220	(847) 543-2331
Sherry Hernandez	D218	(847) 543-2873
Christine Hunt	D218	(847) 543-2332

Associate in Applied Science and Career Certificates

QUALITY TECHNICIAN

(Associate in Applied Science)

Code 24QA

Engineering, Math, Physical Sciences Division

Room B162, (847) 543-2044

This program is designed to provide the student with Theory and Technical skills necessary for certification and employment as a quality technician in a manufacturing and service setting. Graduates of this program under professional direction or supervision would analyze and solve quality problems, prepare inspection plans, select sampling plan applications, perform audits, analyzes quality costs and other quality data, and apply fundamental statistical methods for process control.

First Semester

BUS 121	Introduction to Business	3
ENG 121	English Composition I	3
MCD 111	Manufacturing Processes	3
MTH 117	Technical Mathematics I*	4
BUS 116	Principles of Quality Management	3
		16

Second Semester

BUS 215	Production and Inventory Control	3
MTH 118	Technical Mathematics II *	3-4
PSY 122	Psychology in Business and Industry	3
DPR 175	Business Computer Application.....	3
MFG 114	Introduction to Quality Analysis	3
		15-16

Third Semester

ECO 110	Economics for Business and Industry or	
ECO 221	Principles of Economics I	3
SPE 111	Communications II or	
SPE 121	Fundamentals of Speech	3
BUS 115	Elements of Supervision	3
MCD 213	Statistics and Quality Control	3
	Technical Elective	3
		15

Fourth Semester

ENG 126	Advanced Composition: Scientific and Technical Communications.....	3
EWE 220	Cooperative Work Experience I or Electives	3-4
HUM 127	Critical Thinking	3
MFG 214	Advanced Quality Methods	3
MCD 114	Dimensional Metrology	3
		15-16

Total Hours 61

Technical Electives

BUS 122	Principles of Marketing	3
CIS 120	Introduction to Computers	3
CIS 258	Systems Analysis	3

ISM 110	Machine Trades Blueprint Reading	3
MCD 112	Basic Metallurgy I	3
MCD 219	Plant Layout and Materials Handling	3
MFG 215	Manufacturing Analysis	3

* For a student who may require a higher level math course for their program of study, the following courses may be substituted.

MTH 122 College Algebra and MTH 127 Finite Math or
MTH 222 Elementary Statistics

Quality Technician

(Certificate)

Code 24QB

The Quality Technician Certificate Program provides the necessary background for entry level employment in the field of Quality Control, while at the same time, provides students a path for more advanced levels of employment through application of the course work toward the A.A.S. Degree Program. The course offerings in the program develop a unique combination of skills required in industrial related quality positions.

ENG 120	Technical Composition I or	
ENG 121	English Composition I	3
MTH 117	Technical Mathematics I	4
BUS 116	Principles of Quality Management	3
MCD 213	Statistics and Quality Control	3
MCD 114	Dimensional Metrology	3
MFG 114	Introduction to Quality Analysis	3
ISM 110	Machine Trades Blueprint Reading	3
		22

Please see an advisor before enrolling in the above courses.

For more information on this course of study, students may contact the division office listed or the following faculty member.

Name	Office	Phone Number
Ross Lyman	A236	(847) 543-2904

REAL ESTATE

(Certificate)

Code 22RF

Business Division, Room A142, (847) 543-2041

The College of Lake County is certified by the Real Estate Division, Office of Banks and Real Estate under the Illinois Real Estate Brokers and Sales License Action of 1983.

A student must meet all requirements under the Act to be able to file to take the Salesperson's or the Broker's Examination given by the State of Illinois.

Associate in Applied Science and Career Certificates

Salesperson Requirements

RLE 110 fulfills the required salesperson pre-licensing exam course requirement. Mandatory attendance at 30 class hours and a passing score of 70 percent or better on a final exam are required by the Illinois State Department of Professional Regulation.

In addition to meeting the course requirement (RLE 110), an applicant for the State of Illinois licensing examination must be a high school graduate and 21 years of age, OR 18 years of age or older and have at least two years of college course work with a real estate minor.

Broker Requirements

The broker education requirements are successful completion of RLE 112, RLE 215, and any two of the following courses: RLE 210, RLE 211, RLE 212, RLE 213, RLE 214. In addition to meeting course requirements, the broker applicant must have one year of active salesperson experience during the past three years. Course work and experience requirements can be fulfilled simultaneously. A Bachelor Degree with a Real Estate minor will meet some course requirements.

Pre-licensing Review

RLE 215 Advanced Real Estate Principles and Review now fulfills simultaneously any of the three student needs. The course will meet the state mandatory requirement for the broker's pre-licensing education; meet the 15-hour review requirement for 3-5 year inactive licenses; and/or a pre-licensing review seminar for either the salesperson or broker candidate.

Licensing Examination

Further information pertaining to the registration process for the licensing exam may be obtained by calling 1-800-274-0999.

Continuing Education for Salespersons and Brokers

Successful completion of RLE 299-CURRENT TOPICS IN REAL ESTATE will satisfy all requirements needed to renew a salesperson's or broker's license. Licensees receiving an original license within the last year of the renewal period are exempt. This course can be repeated to meet pre-renewal requirements of subsequent years.

RLE 110 - Real Estate Transactions & Math

Successful completion of this course is valid for purposes of determining eligibility to sit for the State license exam for 5 years under the current act.

Real Estate

(Certificate)

Code 22RF

This certificate is designed for students who intend to fulfill as a minimum the educational requirements to sit for the broker's level licensing examination as established by the Illinois Department of Professional Regulation.

Required Courses:

RLE 110	Real Estate Transactions and Mathematics	3
RLE 215	Advanced Real Estate Principles & Review	1
RLE 299	Current Topics in Real Estate	1
RLE 112	Contracts & Conveyances	2
		<u>7</u>

Electives:(choose any two courses)

RLE 210	Real Estate Investing	2
RLE 211	Real Estate Finance	2
RLE 212	Real Property Management	2
RLE 213	Brokerage and Sales.....	2
RLE 214	Real Estate Appraisals	2
		<u>2</u>

Total Hours 11

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Real Estate

Name	Office	Phone Number
Don Holland	A142	(847) 543-2041

REFRIGERATION & AIR CONDITIONING

(Associate in Applied Science)

Code 24RA

Engineering, Math, Physical Sciences Division
Room B162, (847) 543-2044

This program provides instruction in air conditioning, heating, and refrigeration. Introductory courses in electricity, electric motors, and theory of refrigeration are included. Advanced work in the commercial area includes work on reach-in and walk-in units found in stores, dairies, and markets. Other areas of study include uses of air conditioning, temperature and humidity control, air circulation, cleaning, installation, and troubleshooting of equipment. Students are required to provide their own basic tools.

First Semester

RAC 110	Theory of Refrigeration	4
RAC 174	Applied Electricity.....	4
MTH 115	Applied Mathematics II	3
ENG 121	English Composition I	3
RAC 176	Certification Preparation	3
		<u>17</u>

Second Semester

RAC 113	Commercial Refrigeration Systems	4
RAC 119	Electric Motors & Controls	4
	Social & Behavioral Sciences Elective	3
RAC 112	Residential AC Systems.....	4
		<u>15</u>

Associate in Applied Science and Career Certificates

Third Semester

RAC	118	Residential Heating Systems	4
RAC	114	Commercial AC Systems	4
		Technical Elective ¹	2-4
PHY	120	Practical Aspects of Physics	4
			14-16

Fourth Semester

RAC	173	Air Movement & Ventilation	4
SPE	111	Communications II	3
RAC	117	Installation & Service Problem	4
		Humanities & Fine Arts Elective	3
ECO	110	Economics for Business & Industry	3
			17

Total Hours 63

Refrigeration and Air Conditioning

The two certificates allow students to specialize in Heating and Air Conditioning or Refrigeration and Air Conditioning. Both certificates require introductory courses in electricity, motors and controls, and theory of refrigeration system operation.

Heating & Air Conditioning

(Certificate)

Code 24RG

RAC	110	Theory of Refrigeration	4
RAC	174	Applied Electricity	4
RAC	118	Residential Heating Systems	4
RAC	119	Electric Motors & Controls	4
RAC	173	Air Movement & Ventilation	4
RAC	115	Installation and Service Practices for	
		Heating & Air Conditioning	4
RAC	112	Residential AC Systems	4
RAC	176	Certification Preparation	3
		Technical Electives ¹	4
			35

Refrigeration & Air Conditioning

(Certificate)

Code 24RF

RAC	110	Theory of Refrigeration	4
RAC	174	Applied Electricity	4
RAC	113	Commercial Refrigeration Systems	4
RAC	119	Electric Motors & Controls	4
RAC	117	Installation & Service Problems	4
RAC	176	Certification Preparation	3
		Technical Electives ¹	12
			35

¹Technical Electives must have previous RAC advisor approval. Typically technical electives are to be chosen from the following: RAC prefix courses including RAC 111, 171, 172, and 175, EWE 220 Cooperative Work Experience I, and ELC 171 Programmable Logic Controllers.

For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Refrigeration & Air Conditioning

Name	Office	Phone Number
Jerry Kroll	TEC 150F	(847) 543-2512
Gary Perdeu	TEC 165A	(847) 543-2511

TECHNICAL COMMUNICATION

(Associate in Applied Science)

Code 23TA

Communication Arts, Humanities & Fine Arts Division
Room B237, (847) 543-2040

Technical communicators are employed in a wide variety of occupational areas to produce the written documentation required at each step of the manufacturing process. They provide the communication links between divergent technical specialties as well as between different levels of technical expertise. This program offers training in both communication skills and technical skills. These skills may be gained two ways: by specializing in communications and electing a technical area or areas, or by specializing in a technical area and electing communications courses.

	Hours Required
Written Communications	15
Speech Communication	3
Social Science	6
Mathematics	6
Humanistic Studies	3
Data Processing/Word Processing	4
Graphics	6
Technical specialization in no more than two technical areas	15
General electives (as approved by advisor)	2

Phase One: (complete these courses before advancing to next phase)

Written Communication (3 hours)	
*ENG 120 Technical Composition I	3
Mathematics Elective (3-4 hours) (MTH 117, 121 or 122 recommended)	3-4

Associate in Applied Science and Career Certificates

Graphics (2-4 hours)			
ART	129	Introduction to Photography I or	
ART	222	Introduction to Computer Art or	
DFT	110	Mechanical Blueprint Reading, or	
DFT	111	Drafting 1, or	
DFT	117	Machine Sketching & Drafting, or	
ELT	111	Electronic Drafting, or	
EGR	121	Engineering Graphics.....	2-5

Social Sciences (3 hours)			
PSY	122	Psychology in Business and Industry	3
Technical Specialty (3-6 hours)			3-6
			15-21

Phase Two: (begin after finishing all courses in Phase One)

Written Communication (3 hours)			
ENG	121	English Composition I	
Speech Communication (3 hours)			
SPE	121	Fundamentals of Speech, or	
SPE	128	Interviewing Practices	3
Mathematics Elective (3-4 hours)			
(MTH 118, MTH 123 or MTH 222 recommended)			3-4
Humanistic Studies (3 hours)			
PHI	122	Logic or	
HUM	127	Critical Thinking or	
Humanities & Fine Arts Elective.....			3
Technical Specialty (3-7 hours)			3-7
			15-20

Phase Three: (begin after finishing all courses in Phase Two)

Written Communication (3 hours)			
*ENG	126	Advanced Composition: Scientific Technical Communications	3
Social & Behavioral Sciences Elective			3
Graphics (3 hours)			
*ART	111	Printing Production	3
Data Processing/Word Processing (4 hours)			
		DPR Elective	1-4
		BSS Elective	1-4
		CIS Elective	1-4
Technical Specialty (3-6 hours)			3-6
			16-19

*Required core course

Phase Four: (begin after finishing all courses in Phase Three)

Written Communication (6 hours)			
*ENG	113	Technical Communication Practicum or	3
*EWE	220	Cooperative Work Experience I and	
ENG	266	Professional Communication	3-4

NOTE: At this point the required total of 60 hours can be made up by taking additional approved mathematics, graphics or technical specialty electives.

Total Hours 60

Choosing a Technical Specialty

Students who pursue a degree in Technical Communication may choose to specialize in a technical field such as engineering, data processing, electronics or software development. A technical specialty for students interested in careers in advertising, sales management, sales promotion, publicity or public relations is called marketing communications. Students wishing to specialize in marketing communications should select 15-20 hours from these courses:

BUS	122	Principles of Marketing
BUS	213	Principles of Salesmanship
BUS	214	Advertising
*BUS	217	Marketing Communications
BUS	212	Industrial Marketing

*Required

Choosing a dual degree

A student may elect to receive two Associate Degrees, one in Technical Communication and one in a technical field (such as electronics, engineering, etc.). This option is possible because many of the same general education courses are required in both programs, and because 15-20 credit hours of technically specialized courses count towards the A.A.S. in Technical Communication. Thus, a student may achieve this degree in connection with another degree program by adding the necessary written communications and graphics courses.

Technical Communication

(Certificate) • Code 23TG

Written Communications (15 hours)			
*ENG	120	Technical Composition I	3
*ENG	126	Advanced Composition: Scientific and Technical Communication	3
*ENG	113	Technical Communication Practicum	3
ENG	266	Professional Communication	3
ENG	121	English Composition I	3
Speech Communication (3 hours)			
SPE	128	Interviewing Practices	3
Graphics (8 hours)			
*ART	111	Printing Production	3
DFT	110	Mechanical Blueprint Reading or	3
CAD	112	Introduction to Personal Designer or	3
CIS	290	Desktop Publishing or	2
ART	222	Introduction to Computer Art	3
Elective (3 hours)			
Technical Specialty			3
			Total Hours 29

*Required core course

Associate in Applied Science and Career Certificates

Professional Technical Communication

(Certificate)
Code 23TI

Available to students who have already completed a degree in another field, and wish to retrain and reenter the job force.

ENG 120	Technical Composition I	3
ENG 126	Advanced Composition:Scientific and Technical Writing	3
ENG 266	Professional Communication	3
ENG 113	Technical Communication Practicum	3
ART 111	Printing Production	3
COM 116	Online Publishing.....	3
Total Hours		18

For more information on this program, students may contact the division office listed, or the following faculty member:

Name	Office	Phone Number
Judy Rosenberg	B252	(847) 543-2546

WATER-WASTEWATER

(Certificates)

Code 24WG & 24WH

Engineering, Math, Physical Science Division
Room B162, (847) 543-2044

This program prepares the graduate for employment as a water supply or waste-water treatment technician. Educational experiences prepare the graduate for the required State of Illinois license.

Water Supply Technician

MTH 114	Applied Mathematics I.....	3
MTH 115	Applied Mathematics II	3
CHM 120	Chemical Concepts	4
WWW 111	Maintenance of Mechanical and Electrical Equipment	3
WWW 113	Basic Waterworks Operations	3
WWW 114	Introduction to Water and Wastewater Analysis	3
WWW 117	Intermediate Water and Wastewater Analysis	3
WWW 119	Intermediate and Advanced Waterworks Operations	3
	Technical Electives*	4
Total Hours		29

Wastewater Treatment Technician

MTH 114	Applied Mathematics I.....	3
MTH 115	Applied Mathematics II	3
CHM 120	Chemical Concepts	4
WWW 111	Maintenance of Mechanical and Electrical Equipment	3
WWW 112	Fundamentals of Wastewater Treatment ..	3
WWW 114	Introduction to Water and Wastewater Analysis	3
WWW 116	Intermediate Wastewater Plant Operations	3
WWW 117	Intermediate Water and Wastewater Analysis	3
	Technical Electives*	4
Total Hours		29

See Civil Technology/Environmental Option for 2 year Associate Degree on page 88.

*Technical Electives:

- CHM 120, 121, 123, 125, 221, 222
- BIO 120, 121, 122, 125, 211
- BCT 111, 112, 113, 114, 117, 118, 119, 211, 212, 213, 214, 215
- CIV 111, 112, 113, 211, 212, 213, 214, 215
- EWE 220, 270
- IMR 110
- PED 228
- RAC 119, 174, 175
- ROB 112
- WWW 299

For more information on this course of study students may contact the division office.

WELDING

(Certificate)

Code 24WL

Engineering, Math, Physical Science Division
Room B162, (847) 543-2044

This certificate program and the specialty certificates prepares the student for employment and advancement in welding and welding related occupations. Advanced standing in the program can be arranged for experienced welders.

Phase One

WLD 170	General Welding.....	2
WLD 171	Gas Welding, Cutting and Brazing	3
WLD 172	Shielded Metal Arc Welding	3
WLD 113	Welding Blueprint Reading	3
MCD 112	Basic Metallurgy	3
MTH 114	Applied Mathematics I.....	3

Associate in Applied Science and Career Certificates

Phase Two

WLD 174	Advanced Shielded Metal Arc Welding....	3
WLD 175	Gas Metal Arc Welding	3
WLD 176	Welding Certification	1-3
WLD 117	Applied Fabricating & Processing	3
WLD 178	Gas Tungsten Arc Welding	3
MCD 111	Manufacturing Processes or	
MCD 113	Basic Metallurgy II	3
Technical Elective*	2-3
		18-21

Total Hours 35-38

*Electives may be chosen from the following with advisor approval.

- ROB 111 - Introduction to Robotics
- DFT 111 - Drafting I
- CAD 110 - CAD/CAM Concepts
- EGR 121 - Engineering Graphics
- ELC 172 - Applied AC Circuit Theory
- ELT 170 - DC Circuit Fundamentals
- EWE 220 - Cooperative Work Experience I
- IMR 111 - Machine Components and Repair
- IMR 113 - Plumbing and Pipefitting I
- ISM 111 - Machine Shop I
- ISM 117 - Machine Components and Repair

Welding Specialty Certificates

Each of the three "specialty" certificates allows an individual to attain proficiency to meet more specific job requirements or career objectives in welding and welding related occupations.

Gas Tungsten Arc Welding (Specialty Certificate) Code 24WM

WLD 170	General Welding.....	2
WLD 113	Welding Blueprint Reading	3
MTH 114	Applied Mathematics I.....	3
WLD 171	Gas Welding, Cutting and Brazing	3
WLD 176	Welding Certification	1-3
WLD 117	Applied Fabricating & Processing.....	3
WLD 178	Gas Tungsten Arc Welding	3
	Total Hours	18-20

Gas Metal Arc Welding (Specialty Certificate) Code 24WN

WLD 170	General Welding.....	2
WLD 113	Welding Blueprint Reading	3
MTH 114	Applied Mathematics I.....	3
WLD 175	Gas Metal Arc Welding	3
WLD 176	Welding Certification	1-3
WLD 117	Applied Fabricating & Processing.....	3
	Total Hours	15-17

Shielded Metal Arc Welding (Specialty Certificate) Code 24WO

WLD 170	General Welding.....	2
WLD 113	Welding Blueprint Reading	3
MTH 114	Applied Mathematics I.....	3
WLD 172	Shielded Metal Arc Welding	3
WLD 174	Advanced Shielded Metal Arc Welding....	3
WLD 176	Welding Certification	1-3
WLD 117	Applied Fabricating & Processing.....	3
	Total Hours	18-20

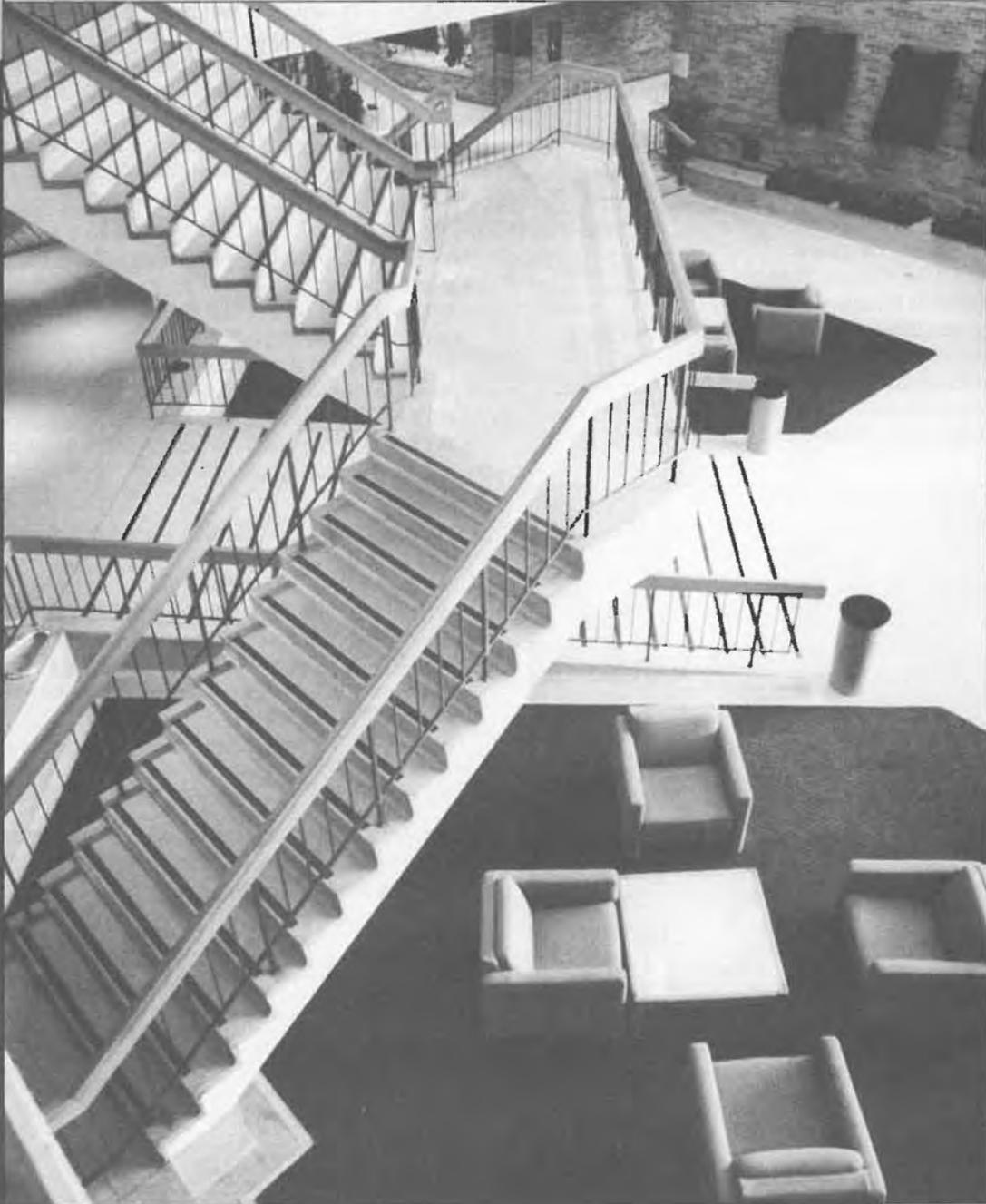
For more information on this course of study students may contact either the division office listed or one of the following faculty members.

Welding

Name	Office	Phone Number
Jerry Kroll	TEC 150F	(847) 543-2512
Neil Ostro	TEC 150F	(847) 543-2907



Course Information and Descriptions



Schedule of Classes

Courses listed in this catalog are those the College of Lake County plans to offer. Inclusion of a course description does not obligate the college to offer the course in any particular semester. Students are referred to the appropriate class schedule each semester for specific and current information. A class schedule, published prior to each registration, may be obtained from the Admission Office. It contains a list of classes to be offered and general registration information.

Course Admission Categories

Beginning with the fall 1985 semester, all new students admitted to the College were assigned an admission category code. The College expects all students to either possess at the time of admission or acquire through appropriate study the basic reading, writing, and mathematical skills necessary for success in the course or program of study chosen by the student. An explanation of admission requirements can be found on page 223.

Course Numbering

Courses are listed in numerical order by course number within each subject area. All courses, unless otherwise indicated, can be completed within the semester. A course designed to follow another in the same subject area should be taken in sequence.

First Digit Indicates Year

Courses numbered 000 to 099 indicate adult education, continuing education or basic skills courses. Courses numbered 100-199 are normally freshman courses; 200-299 are usually sophomore courses. 500-899 numbers are adult education or continuing education courses.

Second Digit Indicates Program

Courses numbered 100-209 with a middle digit of "0" are basic skills courses designed to prepare students for enrollment in courses at the career or transfer level. These courses do not apply toward a college degree or career certificate and are not used to compute grade point average.

Courses numbered 110-299 with a middle digit "1", "3", "5", "7", or "9" are career courses. In some career programs, middle digits of "2", "4", "6", or "8" are also used for career courses. Practices concerning the transferability of some of these courses to senior colleges and universities vary. Students are urged to consult the Articulation Handbook available in division offices and the Counseling Center and/or to contact the senior institution directly. These courses that do not articulate for the purpose of transfer appear on page 44 of this catalog.

Courses number 100-299 with a middle digit "2", "4", or "6" are transfer courses. These courses have been articulated according to the standards of the Illinois Community College Board. To ensure a specific course is transferable to a specific senior college or university, students are urged to consult the Articulation Handbook available in division offices and the Counseling Center and/or to contact the senior institution directly.

Third Digit Indicates Sequence

The third digit in any course number serves to distinguish the course from other courses within the same subject area and in the same year.

Prerequisites and Corequisites

To help ensure success in their courses, students must carefully observe requirements that may be placed on enrollment. The College of Lake County uses three types of requirements on enrollment in courses.

Prerequisites are other courses, knowledge, skills, or permission that must be obtained or completed before a student enrolls in a course. Students who believe they possess equivalent knowledge or skills through prior coursework or experience should see the Divisional Associate Dean or seek the instructor's permission to enter a course.

Corequisites are other courses, knowledge, skills, or permission that must be taken simultaneously with the course in question. Prerequisite/Corequisite means the required course must be taken before or with the course in question.

Accounting (ACC)

Sample Course Listing

ACC 111 Office Accounting (3-0) 3 hours

course prefix	course number	course title	hours of lecture per week	hours of lab per week	semester hours of credit
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**IAI S1 900N - Illinois Articulation Initiative
General Education Number
IAI Number**

ACCOUNTING (ACC)

Business Division, Room A143, (847) 543-2041

ACC 112 Accounting Procedures I (3-0) 3 hours

An introduction to basic accounting procedures in recording business transactions in journals and their periodic summary in ledgers for the purpose of preparing Financial Statements for simple business organizations.

Prerequisite: Admissions Category I or ENG 108 or ENG 109 and MTH 102

ACC 113 Financial Statement Analysis (3-0) 3 hours

This course develops skills in financial statement preparation and transaction analysis for partnerships and corporations. It covers management topics of statement analysis, decision making, job order and process costing and budget preparation. Upon completion of the course, students will be able to interpret financial statements of businesses/ corporations in order to assist them in making more informed business/financial decisions.

Prerequisite: ACC 112 or ACC 121

ACC 114 Payroll Accounting (3-0) 3 hours

A practical study of current Social Security, Income Tax, Employment and Unemployment laws and their effect on basic payroll accounting systems. Actual preparation of payroll records and tax returns that are required of business is included.

Prerequisite: ACC 112 or 121

ACC 121 Financial Accounting (4-0) 4 hours

Financial Accounting is a thorough coverage of financial accounting topics. The first part of the course provides a clear, concise coverage of the accounting cycle using the proprietorship structure to produce the general-purpose financial statements: Income Statement, Owner's Equity Statement, Balance Sheet and Statement of Cash Flows. The remainder of the class covers financial topics that will enhance the student's understanding of the general-purpose financial statements and of corporate financing through the use of debt and equity. NOTE: Minimum time for classwork and homework is 12-15 hours per week. The department assumes that you have business math and reading proficiencies. Prior enrollment in BUS 121 recommended.

Prerequisites: Admissions Category I or Eng 108 with grade of A or B or Eng 109 and MTH 108 or equivalent algebra course

ACC 122 Managerial Accounting (4-0) 4 hours

In Managerial Accounting, emphasis is placed upon the internal rather than the external aspects of everyday business transactions. The student will learn evaluation of information in terms of its relevancy in the decision making process, techniques of decision making, and to practice these applications as they pertain to the managerial environment. This course is for students seeking an AAS accounting degree or following a transfer program. Students pursuing an AAS non-accounting degree should be taking ACC 113. It is recommended that the student has obtained a "C" or better in ACC 121. NOTE: Minimum time for classwork and homework is 12-15 hours per week.

Prerequisite: ACC 121

ACC 171 Accounting Information & Computer Systems (4-0) 4 hours

This course covers the financial accounting cycle using an information systems approach. Business documents will be used to generate business transactions. Students will learn to use Peachtree Complete Accounting, a widely-used, integrated accounting software package.

Prerequisites: DPR 175 or CIS 120 and ACC 122 or ACC 113

Course fee

ACC 212 Federal Tax Accounting I (3-0) 3 hours

Federal Tax Accounting I involves practical study of Federal Tax Law as related to the individual and sole proprietorship. Topics covered include history of Federal Income Tax, Personal and Dependency Exemptions, Cash and Accrual Methods, Gross Income inclusions and exclusions, Depreciation Methods, Property Transactions, Realization and Recognition of Gain or Loss, Deductions for and from Adjusted Gross Income (AGI), Itemized Deductions, Passive Activity rules and Tax Credits. This course is for serious students and will require approximately three hours of homework for each hour in class.

Prerequisites: ACC 121 or ACC 112

ACC 213 Federal Tax Accounting II (3-0) 3 hours

This course represents an introduction to corporate, partnership, trust, estate and exempt entity taxation. The student will become familiar with various related subjects including Alternative Minimum Tax, Accumulated Earnings Tax, Gift and Estate Tax and International Taxation. The overall emphasis of the course will be on corporate taxation and related effects to shareholders.

Prerequisite: ACC 212

ACC 214 Cost Accounting I (3-0) 3 hours

Cost Accounting as a tool for management is emphasized throughout the course. Students will study topics such as cost-volume-profit relationships, budgeting in general, standard costs, responsibility accounting and job-order and process costing. Traditional methodology is emphasized. Contemporary methodology and concepts relating to ABC and JIT accounting are introduced.

Prerequisite: ACC 122

ACC 221 Intermediate Accounting I (3-0) 3 hours

An intensive study of financial accounting theory and procedures involving the topical areas of accounting standards and theory development, the statements of income, retained earnings, and financial position, the time value of money, cash, receivables, inventory, and current liabilities. Recommended the student have obtained at least "C" grades or better in Principles of Accounting I and II. DPR 175 or CIS 120 is also recommended.

Prerequisite: ACC 122

ACC 222 Intermediate Accounting II (3-0) 3 hours

An intensive continuation of the study of financial accounting theory and procedures involving the topical areas of accounting for property, depreciation, non-monetary transactions, intangible assets, long term liabilities, shareholder equity, investments, revenue recognition, financial analysis, and preparation of the statement of cash flows. It is recommended that the student have obtained at least a grade of "C" or better, in Intermediate Accounting I.

Prerequisite: ACC 221

ACC 223 Intermediate Accounting III (3-0) 3 hours

An intensive continuation of the study of financial accounting theory and procedures involving the specialized areas of accounting charges and error analysis, dilutive securities and earnings per share, accounting for pensions, income tax allocation, leases, interim financial reporting, and the principles of full disclosure. The effects of price changes on the usefulness and reporting of financial information will also be examined.

Prerequisite: ACC 222

ACC 270 Advanced Accounting (3-0) 3 hours

The advanced study of financial accounting theory and practice above the intermediate accounting level. This course covers business combinations, consolidations, partnerships, governmental accounting and accounting for nonprofit organizations. This course is recommended for students who plan to sit for the CPA exam and practicing accountants needing further study of the above described topics.

Prerequisite: ACC 222

ACC 271 Auditing (3-0) 3 hours

An intensive study of auditing theory and procedures involving the topical areas of audit reporting, auditing standards and evidence, statistical sampling, evaluation of the control structure, and electronic data processing. The legal and ethical dimensions of auditing will also be examined with emphasis on how government affects financial reporting through court decisions, federal securities laws, the SEC, the Foreign Corrupt Practices Act and the Treadway Commission Report.

Prerequisite: ACC 222

ADMINISTRATIVE OFFICE SYSTEMS (BSS)

Business Division, Room A143, (847) 543-2041

BSS 111 Business Communications (3-0) 3 hours

A course designed to improve communication skills and to communicate effectively with a diverse work force. Writing business documents and communicating in a clear and concise manner are emphasized. Communicating with a friendly, natural approach while applying the basic fundamentals of organization and planning in writing documents that are correct and complete is also emphasized. This course prepares a student for career success in a team environment and develops the skills that are needed to communicate using today's advanced technology. Sentence and paragraph construction, grammar and punctuation, document formatting, techniques in composing and evaluating business letters, employment letters, resumes, memorandums, and electronic messages are some of the topics that are covered.

Prerequisites: Admission to Category I, or ENG 108 with a grade of A or B, or Eng 109.



BSS 112 Automated Office Technologies (3-0) 3 hours

This course provides a comprehensive study of the use of computers and technologies for office personnel. Class topics include computer hardware, software, operating systems, and electronic communications such as E-Mail, the Internet, and Networks. Students will have an opportunity to analyze purchasing strategies in order to obtain a computer as well as acquire knowledge on data security and storage. Hands-on software experience will be provided utilizing the Internet, E-Mail and Microsoft's Word, Excel, and Access components of Office 97.

Prerequisite: Admission Category I or ENG 108 with grade of A or B or ENG 109

Course fee

Administrative Office Systems (BSS)

BSS 113 Comprehensive Word Processing (3-0) 3 hours

This is a comprehensive course in the use and operation of word processing software on a microcomputer. Topics covered include entering, editing, formatting, saving, retrieving, using writing tools, and printing varied documents. Advanced and specialized topics to be covered include tables, merge, macros, outlining, templates, footnotes/endnotes, headers/footers, page numbering, hyphenation, search and replace, and graphics. Several projects will be completed during the semester.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or Eng 109.

Course fee

BSS 117 Machine Transcription (3-0) 3 hours

Detailed instruction integrates word processing and typing skills with the application of advanced rules of punctuation, grammar, capitalization, word usage, sentence structure, and formatting to machine-transcribed business documents.

Proofreading and editing techniques will be covered thoroughly. Language skills proficiency is required. If deficient, concurrent enrollment is recommended in ENG 103 and/or ENG 104.

Prerequisites: BSS 113, BSS128 and BSS172

Course fee

BSS 118 Advanced Word Processing/ Desktop Publishing (2-0) 2 hours

Students gain specialized understanding of the operations and applications of word processing software on microcomputers with the incorporation of Desktop Publishing. Topics to be covered include becoming familiar with basic Desktop Publishing terminology, document set up, graphics, styles, typographic refinements, styles, design principles, forms creation and converting to HTML format for web publishing. Students will plan and produce documents such as business cards, flyers, newsletters, etc. combining text with graphics.

Prerequisite: BSS 113 or equivalent experience with word processing

Course fee

Times Repeatable: 1

BSS 119 Records Management (2-0) 2 hours

This course will introduce records and data management including the creation, storage, control, use and disposition of records. It will include the ARMA (Association of Records Managers and Administrators, Inc.) compatible indexing rules; managing paper and electronic systems; numeric, geographic and subject systems; and database software use.

Prerequisite: Admissions Category I or ENG 108 or ENG 109

BSS 122 Business Mathematics (3-0) 3 hours

Basic application of arithmetic in business. Areas of study include review of fractions and decimals, equations, percentage, ratios and proportions, discounts and pricing, simple and compound interest, inventory, depreciation, installment buying and present value.

Prerequisite: Admissions Category I or ENG 108 or ENG 109 and MTH 101

BSS 128 Intermediate Typing (3-2) 4 hours

Intermediate Typing focuses on two goals: increasing speed/accuracy on straight-copy timings and increasing the production rate of basic office documents. The formatting of commonly used office documents is covered thoroughly.

Prerequisite: BSS 171 or 30 WPM on a 5-minute timing

Course fee

BSS 170 Beginning Typing I (1.5-1) 2 hours

This course is designed to teach the alphabetic keyboard using proper "touch" typing techniques. BSS 170 provides the initial instruction leading to an employable skill level, and it meets the needs of individuals seeking basic keyboarding skills for microcomputers. Emphasis will be placed on building speed and accuracy. THERE ARE DAILY OUT-OF-CLASS ASSIGNMENTS TO BE COMPLETED ON CLC COMPUTERS.

Prerequisite: Admissions Category I or CSS 103

Course fee

BSS 171 Beginning Typing II (1.5-1) 2 hours

This course is designed to continue to build speed and accuracy skills on the alphabetic keyboard using proper "touch" typing techniques. The numeric/symbolic keyboard and proper formatting of basic business documents used in today's offices will be introduced. THERE ARE OUT-OF-CLASS ASSIGNMENTS TO BE COMPLETED ON CLC COMPUTERS.

Prerequisite: BSS 170 or 20 WPM on a 5-minute timing.

Course fee

BSS 172 Business English (3-0) 3 hours

This course is designed to teach the application of standard rules of business English necessary to assure accuracy in written communications in the business office. Course includes an intensive coverage of correct business word usage, punctuation, grammar and sentence structure. Proofreader's marks and techniques used to improve proofreading are included.

Prerequisite: Admission Category I or ENG 108 with grade of A or B or ENG 109

BSS 175 Typing Speed & Accuracy Building (1.5-1) 2 hours

This course is for students with advanced skill levels who wish to improve their speed and accuracy on the microcomputer. BSS 175 focuses on one goal increasing typing speed and accuracy on straight-copy timings. This course includes daily out-of-class assignments.

Prerequisite: BSS 171 or 40 wpm (with 5 or fewer errors) on a five minute timing

Course fee

BSS 214 Administrative Office Procedures (3-0) 3 hours

This course will prepare students for the role of the professional office manager in today's global job market. Topics to be covered include defining the administrative office manager, understanding basic forms of organizations, developing problem-solving skills, recruiting and orienting a culturally diverse workforce, and analyzing office jobs, salaries, benefits, and workplace issues. Also covered will be resume writing, travel arrangements, planning meetings and conferences, telecommunications, time management, and mailing systems.
Prerequisite: None

BSS 215 Presentation Software (2-0) 2 hours

This course is an introduction to the fundamentals of Microsoft's Power Point, a creative new program used to develop multimedia presentations. Topics to be covered include creating colorful and effective slides consisting of words, charts, animation, sound and graphics that can be produced on a computer screen, note pages, and audience handout pages or posted to the web. This course is designed for individuals in business, education or sales who need to prepare professional presentations. Integration features of linking and embedding between Word and Excel will be covered, and participants will create an individual end project. DPR 191, Introduction to Windows, or Windows experience is recommended.

Prerequisite: Admissions Category I or ENG 108 or ENG 109

Course fee

BSS 223 Advanced Typing (3-2) 4 hours

Advanced Typing focuses on two goals: increasing speed/accuracy on straight-copy timings and increasing the production rate of complex and specialized documents.

Prerequisite: BSS 128 or 45 wpm on a 5-minute timing

Course fee

BSS 225 Practicum in Secretarial Science (0-15) 3 hours

Use of projects oriented to various interests of individual students in solving present-day office problems and how various decisions will affect them.

Prerequisite: Last semester standing

BSS 299 Selected Topics in Office Automation (Variable) 1-3 hours

Designed to meet the needs of students for specialized instruction in current office automation topics. Topics will be identified for each section of the course. Repeatable 3 times or up to 4 hours.

Prerequisite: Depends upon the selected topic

Course fee

Times Repeatable: 3 - No more than 4 credit hours will count toward an associate degree or career certificate.

ADULT BASIC EDUCATION (ABE)

Community Education and Economic Development Division, Building 4, (847) 543-2021

The Adult Education program is funded in part by grants from the federal government totalling \$313,858. This represents 30% of the total cost of the program.

ADULT BASIC EDUCATION (ABE) includes individualized programs of real-life applications in reading, writing, and mathematics for students who have not completed a high school diploma. ABE courses do not apply to any associate degree or career certificate.

Students enrolling in college level instruction and students entering the college on F1 visas are not eligible for tuition free adult education classes.

ABE 001 Adult Basic Education I (3-0) 3 hours

Individualized program in reading, language development, mathematics, and life-coping skills. Students progress at their own rates through basic reading, writing and arithmetic skills

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 002 Adult Basic Education II (3-0) 3 hours

A program designed to teach and review basic reading, writing, and mathematics skills necessary to function satisfactorily in daily life. The program takes an individualized approach. Students' needs determine level and kinds of materials used.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 003 Pre-G.E.D. (3-0) 3 hours

Individualized program in general language development and mathematics. Students progress at their own rates in reading comprehension, English grammar, spelling and punctuation, as well as in mathematics. The program is designed to raise basic skills in mathematics, reading and language to a level which will enable students to pursue the G.E.D. program.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 010 Literacy I (3-0) 3 hours

An individualized program of instruction focusing on developing literacy skills in reading, writing and arithmetic. The course is designed to meet students' personal goals.

Prerequisite: Placement Exam

Times Repeatable: 3

Adult Basic Education (ABE) Adult Education (ADE)

ABE 011 Literacy II (3-0) 3 hours

This course is a continuation of ABE 010. Students will continue to progress at their own rates through basic literacy skills in reading, writing and arithmetic. The program is designed to raise students' basic skills in these areas to the third grade level.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 020 Beginning ABE I (3-0) 3 hours

An individualized program of instruction for students with limited reading, writing, language, arithmetic and life skills development. Students will progress and master the basic skills at their own rate. Students' needs determine level and kinds of materials used.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 021 Beginning ABE II (3-0) 3 hours

This course is a continuation of ABE 020, enabling students to progress to the next level of education. It will review, teach and maintain the basic skills. Students will progress at their own rate. Students' needs determine level and kinds of materials used.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 030 Intermediate ABE I (3-0) 3 hours

This course will focus on group learning situations and is intended for students who want to progress and master the basic skills. Course instruction will include reading, language development, writing and mathematics. Students may progress at their own rate.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 031 Intermediate ABE II (3-0) 3 hours

This course is a continuation of ABE 030. Course instruction will include reading, language development, writing and mathematics. Students will be able to identify the ways to help them in reading a variety of materials. The course will focus on individualized instruction as well as group learning situations.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 040 Advanced ABE I (3-0) 3 hours

The course focuses on instruction in reading, language development, mathematics, as well as problem-solving skills. Real-life applications including work-related skills will be covered. Students' needs determine level and kinds of materials used.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 041 Advanced ABE II (3-0) 3 hours

This is a continuation of ABE 040. It is designed to teach and review basic reading, writing, mathematics, and problem solving skills. Real-life applications including work-related skills will be covered. Students' needs determine level and kinds of materials used.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 050 Pre-GED I (3-0) 3 hours

Individualized program in general language development and mathematics. Students progress at their own rates in reading comprehension, English grammar, spelling and punctuation as well as mathematics. The program is designed to raise basic skills in mathematics, reading and language to a level which will enable students to pursue the GED program.

Prerequisite: Placement Exam

Times Repeatable: 3

ABE 051 Pre-GED II (3-0) 3 hours

This course is a continuation of ABE 050. Students will continue to progress at their own rates through reading comprehension, English grammar, spelling and punctuation as well as mathematics. The program is designed to raise basic skills in mathematics, reading and language to a level which will enable students to pursue the GED program.

Prerequisite: Placement Exam

Times Repeatable: 3

ADULT EDUCATION (ADE)

Community Education and Economic
Development Division, Building 4, (847) 543-2021

HIGH SCHOOL COMPLETION classes are for adults 19 years and older who have separated from a secondary educational system and want to complete their high school graduation requirements to earn a regular diploma.

ADE courses do not apply to any associate degree or career certificate.

Students enrolling in college level instruction and students entering the college on F1 visas are not eligible for tuition free adult education classes.

ADE 016 Back to School (Variable) 1-4 hours

Notetaking, listening, textbook reading and time management are some of the topics presented in this course. An individualized approach based on needs of students will be used.

Prerequisite: None

Times Repeatable: 3

ADE 017 Reading Power (Variable) 1-4 hours

Instruction that includes reading comprehension, vocabulary development and related study skills is designed to review as well as enhance the ability to cope with new situations.

Prerequisite: None

Times Repeatable: 3

ADE 025 Special Problems in ESL (1-2) 2 hours

This course is for limited English proficiency students at the upper beginning to advanced level who have attained proficiency in some skill areas of English but who have special problems in other specific areas because of interference from their native language. Students will learn to distinguish more accurately the sounds heard in American English, and to pronounce these sounds more clearly in words and phrases. They will be able to use the English orthographic system and will learn the rules for formation of words and sentences in writing.

Prerequisite: None

Times Repeatable: 3

**ADE 504 U.S. History-Government/
Citizenship (4-0) 4 hours**

For those who are proficient in reading, writing and speaking English and need to gain knowledge about U.S. government and history in order to pass the Immigration and Naturalization Service Citizenship Exam.

Prerequisite: None

Times Repeatable: 3

ADE 701 Career Development I (1.5-0) 1.5 hours

Students will research a career plan for themselves to begin their job search in the computerized world of business.

Prerequisite: None

Times Repeatable: 3

ADE 702 Career Development II (1.5-0) 1.5 hours

Students will develop a positive and professional career self image and will be able to apply a variety of interview and job seeking techniques to successfully obtain employment.

Prerequisite: ADE 701

Times Repeatable: 3

ADE 703 Independent Job Search (1-0) 1 hour

An intensive course which will advise students as to how to prepare for, obtain and maintain employment. The course will provide interviewing skills development, application completion, proper attire and resume information as needed.

Prerequisite: None

Times Repeatable: 3

ADE 924 American Literature (2-0) 2 Hours

The independent study course will introduce students to three genres of American Literature: The short story, The nonfiction essay, and the novel. The course is designed to improve the students' reading, thinking, writing, and vocabulary skills through the study of American Literature.

Prerequisite: None

ADE 925 Advanced Literature (2-0) 2 Hours

The independent study course will introduce students to three novels, each novel being one unit of study. Each unit will include vocabulary which will aid the students in the understanding of the literature being read.

Prerequisite: None

ADE 941 General Science II (2-0) 2 Hours

General Science II is an extension of General Science I. In this course, students will study the plant kingdom, the animal kingdom, and human biology.

Prerequisite: None

ADE 951 Family Life I (2-0) 2 Hours

An independent study course designed to give students insight into single, married and family life.

Prerequisite: None

ADE 952 Health I (2-0) 2 Hours

Health I is designed to introduce students to general health concepts in living. This course includes the study of consumer health; care of the body; nutrition; and the effects of drugs, smoking, and alcoholic beverages on behavior.

Prerequisite: None

ADE 953 Family Life II (2-0) 2 Hours

This course is an extension of Family Life I and is designed not only to give further insights into single, married and family life, but also to give students key ideas in how to make important life decisions and how to handle responsibility.

Prerequisite: None

ADE 954 Health II (2-0) 2 Hours

Health II is an extension of Health I. This course includes the study of prevention of diseases; chronic health conditions; the environment and community health; accident prevention; family life education; and social health.

Prerequisite: None

ADE 956 Psychology I (2-0) 2 Hours

Psychology I is an independent study course designed to introduce students to the basic principles and applications of psychology.

Prerequisite: None

ADE 957 Psychology II (2-0) 2 Hours

Psychology II is an extension of Psychology I. The course is designed to give students an indepth study of the human mind and its mental processes.

Prerequisite: None

ANTHROPOLOGY (ANT)

Social Science Division, Room A244,
(847) 543-2047

ANT 121 Introduction to Anthropology (3-0) 3 hours
Introductory survey of basic concepts in the fields of anthropological concern—archaeology, physical anthropology, and cultural anthropology. Emphasis in this study of human behavior shall be on the more physical aspects of the evolutionary development of man.

IAI S1 900N

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ANT 221 Cultural Anthropology (3-0) 3 hours
The study of the nature and development of culture. The economic, political, religious, and social organizations of selected human groups are examined, compared and evaluated. Explores the cultural determinations of individual human behavior and means of adaptation.

IAI S1 901N

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ANT 224 Introduction to Archaeology (3-0) 3 hours
A survey of the concepts and methods essential to the study of prehistoric cultures with emphasis on the prehistoric cultures of the Americas. Topics include site location, techniques of excavation, methods of dating artifacts and sites, analysis of artifacts, reconstruction of culture history and cultural resource management. ANT 121 is recommended but not required to enroll in this course.

IAI S1 903

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ANT 226 Field Methods 3-0 3 hours
An introduction to the techniques of field archaeology. Includes instruction in excavation and recording, exploratory surveys and mapping, project planning, research design, laboratory analysis, and preparation of research reports. The class will be conducted at an approved archaeological site, such as the Mayflower Archaeological Project in Belize, Central America. The course will be comprised of actual field work along with lectures and discussion.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ARCHITECTURAL TECHNOLOGY (ARC)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

ARC 121 Architectural Graphics (2-3) 3 hours

A course which presents the fundamental principles of graphical communications for the Architectural student in architectural terms. It enables development of student skills in the use of technical drawing equipment as well as Computer Aided Design (CAD) software to draw various architectural drawings. High school drafting and/or CAD experience is recommended but not required.

Prerequisite: None

Course fee

ARC 170 Architectural Design (2-3) 3 hours

This course enables the student to become familiar with the basic principles and considerations involved in the functional and aesthetic aspects of architectural design. The course further provides the student with practical "hands on" experience in solving architectural design problems. Completion of Architectural Graphics (ARC 121) or an equivalent drawing course is recommended. Some knowledge of architectural materials and construction techniques will be helpful. Offered spring only.

Prerequisite: None

Course fee

ARC 171 Architectural Working Drawings (2-3) 3 hours

Provides the student with the knowledge and skills necessary to draw detailed building construction documents. Students draw site plans, foundation plans, floor plans, elevations, wall sections, full sections, and various details. Completion of ARC 121 Architectural Graphics or equivalent experience is recommended. Offered fall only.

Prerequisite: None

Course fee

ARC 211 Structural Steel Design (2-3) 3 hours

Relating steel structure components to a total structural system. Student must furnish basic required equipment.

Prerequisite: EGR 215

Course fee

ARC 214 Reinforced Concrete and Timber Design (2-3) 3 hours

Relating concrete and timber structure components to total structural system. Student must furnish basic required equipment.

Prerequisite: EGR 215

Course fee

ARC 215 Architectural Planning (2-3) 3 hours

Provides the student with a practical problem-solving situation under job-like conditions. The student will synthesize all information previously learned to complete a building design project. This practical project will take the entire semester to complete and will incorporate information from all previous course work in the Architecture Program. Fourth semester standing in the Architectural Program, departmental approval are required.

Prerequisite: None

Course fee

ARC 216 Architectural Illustration (2-3) 3 hours

Students will use Computer Aided Design (CAD) to create 2D illustrations and rendering of interiors and exterior of buildings to produce professional presentation quality drawings often termed "Artists Conception." Completion of ARC 121 or equivalent is recommended. Offered spring of even years only.

Prerequisite: None

Course fee

ARC 228 History of Architecture (3-0) 3 hours

Study of key monuments in Western architecture from Egyptian period to contemporary, including social and economic conditions which produce style. Emphasis is placed on illustrative local architecture.

Prerequisite: None

ARC 271 Architectural Working Drawings II (2-3) 3 hours

Course designed to prepare students to complete working drawings of commercial construction including; site plans, foundation systems, floor systems, wall systems, roofing and mechanical systems in buildings. Student should have completed ARC 171 Architectural Working Drawings or equivalent experience. Offered spring of odd years only.

Prerequisite: None

ART (ART)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

ART 111 Printing Production (3-0) 3 hour

Survey of the graphic arts process from the written copy to the printed piece. Students will learn the terminology needed to communicate with others in the field. Specific projects in design, layout, proofreading, copyfitting, paste-up and some writing will be assigned. A more general knowledge of printing processes and color separation will be acquired through field trips and guest lecturers. Students will need to furnish their own tools. Materials will be supplied. Overview of printing technology.

Prerequisite: CSS 103

Course fee

**ART 121 Introduction to Art (3-0) 3 hours**

This course will introduce students to an appreciation of the visual arts through an intercultural, social/historical approach. The course will also emphasize the nature of the creative process, integrating a study of the conceptual principles, with methods and materials which influence artistic critical thinking, problem solving, exploration, and discovery.

IAI F2 900

Prerequisite: ENG 108 with a grade of A or B, or ENG 109

ART 122 Basic Color and Design (0-6) 3 hours

A basic studio experience for those interested in fine arts, commercial arts or art education. The student carries out a series of problems relating to the elements and principles of design. The course develops the students' organizational abilities and technical skills. Focus on verbal and visual definitions of terms and concepts used by artists and designers.

Prerequisite: None

ART 123 Color and Design Techniques (0-6) 3 hours

A studio experience: continuation of ART 122 using a variety of media and concentration on technique and color development.

Prerequisite: ART 122

ART 124 Basic Drawing (0-6) 3 hours

Introduction to basic objective drawing techniques, using a variety of materials including pencil, crayon, brush, pen and ink.

Prerequisite: None

Art (ART)

ART 125 Art for Elementary Teachers I (0-4) 2 hours

A basic studio experience open to all students but designed for those majoring in general elementary education and those who are already teaching or working in some capacity with children at the elementary level. The student will be given practical experience in carrying out a series of problems and projects relating to elements and principles of design, various craft forms, materials and methods used in the teaching of art. (This course is primarily designed as a methods course for those people who would wish to become elementary art teachers.)

Prerequisite: None

Course fee

ART 126 Art for Elementary Teachers II (0-4) 2 hours

Designed as a continuation of ART 125 to provide additional studio experience in greater depth, especially in the areas of sculpture, ceramics and printmaking.

Prerequisite: ART 125

Course fee

ART 127 Intermediate Drawing (0-6) 3 hours

Advanced problems of graphic communication through exploration of varied drawing media and techniques.

Prerequisite: ART 124

ART 128 Watercolor (0-4) 2 hours

Understanding of methods and techniques of water-soluble painting media and developing problems of composition.

Prerequisite: ART 124 or consent of instructor

ART 129 Introduction to Photography I (2-2) 3 hours

An introductory course in photography. Principles of the photographic process from picture taking to printing are introduced with emphasis placed on historical photographs to illustrate these principles. The course includes the use of cameras, darkroom equipment, film processing, printing, and elements of photographic composition. Designed for students with little or no background in photography.

Prerequisite: None

Course fee

ART 220 Advanced Watercolor (0-4) 2 hours

This course is a continuation of beginning watercolor with emphasis on advanced investigation of aesthetic concerns of water-based media. This investigation will include development of sophisticated ideas and techniques through directed experimentation. Various aqueous media will be explored through lecture demonstrations and projects. Illustrated lectures examining the history of watercolor as a viable expression in the visual arts will be included.

Prerequisite: Art 128 Beginning Watercolor or consent of instructor.

ART 221 Advanced Design (0-6) 3 hours

Studio experience and study of three dimensional materials, forms, and concepts.

Prerequisite: ART 122

ART 222 Introduction to Computer Art (0-6) 3 hours

This course presents a computer software-based approach to visual image manipulation and generation. It includes the integration of computer hardware, software, and peripheral devices as tools to manufacture, capture, and combine traditional and contemporary visual ideas as applied to art and design.

Prerequisite: Consent of instructor

Course fee

ART 223 Introduction to Sculpture (0-6) 3 hours

Introduction to materials and techniques of the sculptor in creation of three-dimensional forms.

Prerequisite: None

Course fee

ART 224 Beginning Painting (0-6) 3 hours

Understanding of methods and techniques of various painting media and developing problems of composition.

Prerequisite: ART 124 or demonstrated competence

ART 225 Figure Drawing (0-6) 3 hours

Continuation of basic drawing with the application of drawing techniques and concepts as related to the figure.

Prerequisite: ART 124

Course fee

ART 226 Introduction to Ceramics (0-6) 3 hours

This course is designed to teach students basic pottery hand-building, wheel throwing and glazing techniques.

Prerequisite: None

Course fee

ART 227 Advanced Painting (0-6) 3 hours

Further study of methods and techniques of various painting media, as well as problems of composition.

Prerequisite: ART 224

ART 228 Intermediate Sculpture (0-6) 3 hours

Continues an understanding of the development of materials and processes necessary to transform ideas and concepts into three-dimensional forms. Technical information in materials and processes of welding, casting and carving will be included.

Prerequisite: ART 223

Course fee

ART 229 Introduction to Photography II (2-2) 3 hours

Continued development of skills in processing and printing black and white materials with an emphasis on image making.

Prerequisite: ART 129

Course fee

ART 240 History of Art I (3-0) 3 hours

A survey of the history of the civilizations of the prehistoric era and the ancient world before 1400 by examination of specific works of art and architecture including artifacts and monuments from Mesopotamia, Egypt, Greece, Rome, India, Japan, Africa, AmerIndian/MesoAmerica, Early Christian/Byzantine, the Middle Ages, and the Middle East.

IAI F2 901

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ART 241 History of Art II (3-0) 3 hours

A survey of the history of the civilizations, countries, and culture areas from the dawn of the Renaissance tradition in Italy through the first nine decades of the 19th century in Western Europe, Asia, India, Africa, MesoAmerican/ AmerIndian and the Middle East by means of exposure to specific works of art and architecture.

IAI F2 902

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ART 242 History of Art III (3-0) 3 hours

A survey of the schools, movements, and developments in the modern art and photography of Europe and the United States from 1890 to the present. A brief survey of the Art of Latin America and Asia will be included.

IAI F2 902

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ART 243 Introduction to Printmaking I (0-6) 3 hours

Introduction to printmaking as a fine art. Execution of prints in relief, intaglio, lithographic, and silkscreen processes.

Prerequisite: ART 122 or ART 124, or demonstrated competence

Course fee

ART 244 Color Slides (3-0) 3 hours

A non-darkroom introductory course in color photography. The course will cover color theory, color films, color filtration, and a survey of the development of color printing. Students must supply a camera, color film and processing, and a carousel slide tray.

Prerequisite: ART 129

ART 245 Introduction to Jewelry (0-6) 3 hours

A beginning course in the design and fabrication of small three-dimensional objects. Emphasis will be on gaining an understanding of the aesthetic concerns of small scale metal work and the skills and techniques of producing jewelry as art. Students will design and learn processes while developing a sensitivity to techniques and ideas, while producing works that stress craftsmanship. Fundamentally, this course is an extension of sculpture and design in the third dimension into a utilitarian form; a balance between aesthetics and technique.

Prerequisite: None

ART 246 Intermediate Ceramics (0-6) 3 hours

To familiarize the student with advanced techniques and principles of the clay medium; to develop style and personal statement by the student using these techniques and principles.

Prerequisite: ART 226

Course fee

ART 247 Advanced Ceramics (0-6) 3 hours

The advanced class emphasizes individual proficiency with continued work on the potter's wheel, handbuilding techniques, kiln firing, glaze calculation and application.

Prerequisite: ART 246

Course fee

ART 248 Individual Art Projects (0-6) 3 hours

This course is designed to give the student with sophomore standing an ability to pursue interests in specific areas of art with instructor supervision in such cases where the student has already completed the course offerings in that area.

Prerequisite: Sophomore standing. Must have successfully completed all possible courses in a discipline, e.g., painting, printmaking, sculpture, design, drawing, photography or art history. Instructor consent or approval of the associate dean.

Course fee

ASTRONOMY (AST)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

AST 121 Introduction to Astronomy (3-2) 4 hours

A one semester survey course primarily for non-science majors. The course will provide an introduction to the basic concepts of astronomy. Topics will include: the solar system, evolution of stars, the Milky Way and beyond. Additionally, the tools and historical development of the science will be explored. Labs may include (but are not limited to): Observations, measurements, data gathering and analysis, recording and identifying objects in the night sky. (Some night observations will be required.) Course is designed to meet the general education science lab requirement.

(IAI P1 906L)

Prerequisite: Admissions Category I and MTH 108

Course Fee

AUTO BODY REPAIR AND PAINTING (ABR)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

ABR 110 Auto Body I (2-6) 5 hours

Introduces fundamental concepts of auto body repair and refinishing through demonstrations, reading assignments, films and extensive hands-on shop experience.

Prerequisite: None

Course fee

ABR 111 Auto Body II (2-6) 5 hours

Minor repairs of bumps, scratches, rust problems of cars are stressed. Straightening of doors, hood, and deck lids, fitting and aligning are emphasized. Continuing improvement of skills learned in Auto Body I.

Prerequisite: ABR 110

Course fee

AUTOMOTIVE TECHNOLOGY (AUT)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

AUT 170 General Automotive (4-0) 4 hours

This course is designed for the beginning student in the Automotive Technology program or for the student who is interested in gaining a general knowledge of the major systems of the automobile. This course can be taken in place of AUT 174 to fulfill the requirements of the certificate or Associate of Applied Science degree program. This course will cover the basic function of systems and the parts that make up each system, the common modes of failure and common repair procedures. This course will not include any work in the laboratory.

Prerequisite: None

AUT 171 Engine Rebuilding (4-2) 5 hours

Rebuilding of engines, including theory, diagnosis, measurement, light machining, and correct reassembly procedures. The lubrication, cooling, and fuel support systems are included.

Prerequisite: None

Course fee

AUT 172 Auto Electrical I (4-2) 5 hours

Gives the beginning automotive technician the opportunity to gain an understanding of the theory, operation, and testing of basic electricity, the automotive battery, starting systems, charging systems, and ignition systems.

Prerequisite: None

Course fee

AUT 173 Auto Electrical II (4-2) 5 hours

Theory of operation, diagnosis, and repair of body wiring, lighting circuits, accessories, gauges and body aligning.

Prerequisite: AUT 172

Course fee

AUT 174 Applied Mechanics (Auto) (4-0) 4 hours

Gives the beginning automotive technician the opportunity to increase his knowledge of certain mechanical actions and reactions related to the automobile, proper and safe use of hand and precision tools, and the use of common automotive supplies, such as bolts, gaskets, etc.

Prerequisite: None

AUT 175 Braking Systems (4-2) 5 hours

This course provides instruction in the theory of operation, diagnosis, and servicing of automotive drum and disc brake systems. Students will perform complete brake service, including the proper machining of drums and rotors. Diagonally split brakes, four wheel discs, anti-lock systems will be covered.

Prerequisite: None

Course fee

AUT 176 Suspension and Alignment (4-2) 5 hours

Theory of operation, diagnosis, maintenance, repair, and adjustment procedures pertaining to steering gears, steering linkages, wheels and tires, and suspensions.

Prerequisite: None

Course fee

AUT 215 Automotive Management (3-0) 3 hours

Automotive business organization, service department management, and human relations aspect of management in areas of employer-employee relationships, customer-employee relations, and interdepartmental relations.

Prerequisite: None

AUT 271 Fuel Systems I (4-2) 5 hours

This course provides the student with a thorough understanding of the principles of carburetion, exhaust systems, fuel delivery systems, and emission control systems. It also introduces electronic engine control systems.

Prerequisite: None

Course fee

AUT 272 Fuel Systems II (4-2) 5 hours

This course emphasizes the comprehensive diagnosis, testing and service of fuel injection systems, including electronic engine control sensors and actuators and emission controls. Includes the basic operation of OBD -11 (On Board Diagnostics).

Prerequisite: AUT 271

Course fee

AUT 273 Transmissions I (4-2) 5 hours

This course focuses on the repair and overhaul of manual transmissions, transaxles and drive line components. Theory of operation, diagnosis, maintenance, and repair procedures pertaining to manual transmission, transaxle and drive line components are covered.

Prerequisite: None
Course fee

AUT 274 Transmissions II (4-2) 5 hours

This course focuses on the repair and overhaul of automatic transmissions. Theory operation, diagnosis, maintenance, and repair procedures pertaining to automatic transmissions, automatic transaxles, and torque converters are covered.

Prerequisite: None
Course fee

AUT 275 Air Conditioning and Heating (4-2) 5 hours

This course gives the beginning automotive technician the opportunity to gain an understanding of the theory of automotive air conditioning, heating, and ventilation systems and related service procedures. Students may also gain certification in recycling and recovery of refrigerants.

Prerequisite: None
Course fee

AUT 276 Engine Systems Diagnosis (4-2) 5 hours

This course gives automotive technicians the opportunity to review and enhance their theory and service skills in automotive electrical systems, fuel systems, engine mechanical diagnosis, emission control systems and electronic engine control systems. Students will work with engine analyzers and hand held test equipment common to the automotive service industry.

Corequisite: AUT 173, AUT 272
Course fee

AUT 277 Advanced Specialization (2-7) 5 hours

This course gives the student the opportunity to practice operations in a shop environment and situation similar to the repair industry.

Prerequisite/Corequisite: 20 Credits in AUT courses
Course fee

BIOLOGY (BIO)

Biological & Health Sciences Division,
Room C140, (847) 543-2042

BIO 120 Environmental Biology (3-2) 4 hours

Studies the relationship between humans and the environment. Topics include ecology, population biology, modification of our environment, resource use, land use planning, pollution and energy. The goal is to better understand the biological and social problems that human use and misuse of the

environment cause. Recommended for non-science majors needing a one-semester laboratory science. Local field trips during scheduled lab periods. *Note:* (Students are responsible for their own transportation to and from field sites.)

IAI L1 905L

Prerequisite: Admissions Category I
Course fee

BIO 121 General Biology I (3-2) 4 hours

Introduces basic biologic principles of life processes held in common by all organisms. Includes the chemical and physical basis of life, cell structure and function, concepts of heredity, population genetics, and evolution. Intended for science majors and allied health students. Knowledge of basic chemistry is helpful.

IAI L1 900L

Prerequisite: Admissions Category I
Course fee

BIO 122 General Biology II (3-2) 4 hours

Examines embryology, evolution, plant and animal diversity, animal behavior, and ecology. Includes experimental and computer laboratory exercises.

Prerequisite: BIO 121 (C or better)
Course fee

BIO 124 Anatomy and Physiology (3-4) 5 hours

Introductory course covering the structure and function of the human body. All major body systems (skeletal, muscular, nervous, endocrine, etc.) are covered. Human skeletons, human models and pre-dissected cats are used in lab as representatives of human anatomy. Physiology exercises such as EKG (ECG), muscle contraction and urinalysis will be performed in lab. Recommended for students in allied health professions.

Prerequisite: BIO 121 (C or better)
Course fee

BIO 125 Introduction to Microbiology (2-4) 4 hours

An introduction to the study of microorganisms, with an emphasis on the bacterial groups. Morphology, principle activities and properties of bacteria, yeasts, molds, viruses, selected algae and protozoans will be discussed. The role of microorganisms in natural systems, infection, immunity, foods and industry will be covered. Laboratory techniques in handling, culturing and identifying microorganisms will be emphasized.

Prerequisite: BIO 121 (C or better)
Course fee

BIO 126 Local Flora (1-4) 3 hours

Introduces field identification of the plants of northeastern Illinois. Students use taxonomic keys, make useful collections techniques, and study general habitat information. Field trips are required.

Prerequisite: Admissions Category I
Course fee

Biology (BIO) Building Construction Technology (BCT)

BIO 127 Introduction to Evolution (3-0) 3 hours

Examine the concept of evolution and mechanisms by which evolution may proceed. Includes a thorough analysis of the evidence of evolution, and a brief treatment of challenges to evolution. Primarily for non-majors.

IAI L1 907

Prerequisite: Admissions Category I

Course fee

BIO 128 Natural History of Selected Areas (2-2) 3 hours

Examines a geographical area selected for its unique biological communities; considers the organisms and ecological relationships, emphasizing the effects of human activity. Taught as a field course which may include camping, backpacking and/or canoeing. Travel expenses paid by the student. Should be considered a liberal education elective; will not meet CLC science requirement.

Prerequisite: Admissions Category I, consent of instructor

Times Repeatable: 1

BIO 211 Laboratory Techniques for the Bio Technician (2-6) 5 hours

Applies procedures concerned with preparation and separation of materials, analysis of experiments, identification of biological materials, and laboratory instrumentation. Presents some of the more sophisticated lab procedures used by local industry. Application of microcomputers to biological phenomena will be included.

Prerequisite: CHM 123 and BIO 125 (C or better in both)

Course fee

BIO 221 General Zoology (2-4) 4 hours

Covers the structure, function, natural history and phylogeny of animals. Basic principles of evolution, origins and content of major phyla, and vertebrate phylogeny are included. Emphasis is on the evolution of the vertebrates. Spring only.

Prerequisite: BIO 121 (C or better)

Course fee

BIO 222 General Botany (2-4) 4 hours

Provides a comparative study of plant life from algae through the flowering plants. Morphology, ecology and evolution will be stressed. Some attention will be given to identification of local flora. Fall only.

Prerequisite: BIO 120 or BIO 121, HRT 111 (C or better in any one)

Course fee

BIO 224 Human Heredity and Evolution (3-2) 4 hours

Topics include cell structure and function, the nature of the gene, Mendelian genetics, hereditary disorders, genetic counseling, evolution, eugenics and genetic manipulation. Recommended for non-science majors.

Prerequisite: Admissions Category I

Course fee

BIO 225 Environmental Problems (2-4) 4 hours

Continues the study of ecology and current environmental problems after they finish BIO 120 Environmental Biology. Topics include hazardous wastes and chemicals, species extinction and management, and pollution of Lake Michigan. The emphasis in lab will be to study various types of pollution.

Prerequisite: BIO 120 (C or better)

Course fee

BIO 226 Field Biology (2-2) 3 hours

Studies plant and animal communities in various biomes; topics include collection, identification and preservation of organisms and life histories and interdependence of organisms within the communities. Travel expenses are paid by the student.

Prerequisite: Admissions Category I, consent of instructor

Times Repeatable: 1

BUILDING CONSTRUCTION TECHNOLOGY (BCT)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

BCT 111 Construction Layout (2-3) 3 hours

Theory, principles and techniques of construction layout. Includes field procedures in fundamental surveying as well as site, foundation and frame layout. MTH 115, MTH 117 or equivalent is recommended. Offered summer only.

Prerequisite: Admission Category I

Course fee

BCT 112 Construction Blueprint Reading (3-0) 3 hours

Designed to provide the learner with an understanding of the fundamental principles of building construction. Emphasis is placed on the development of skills in reading and interpreting construction working drawings. Students enrolled in the BCT program should take this course first semester.

Prerequisite: Admissions Category I

BCT 113 Construction Materials (3-3) 3 hours

An overview and analysis of the properties, application, and testing methods of conventional construction materials. Emphasis is placed on the structural materials: wood, concrete, masonry and steel. Offered fall only.

Prerequisite: Admissions Category I

BCT 114 Materials Testing (1-3) 2 hours

Testing of materials used in various fields of construction. Principal means of performing destructive and nondestructive tests are shown, then performed; results are analyzed. Offered only on demand.

Prerequisite: MTH 117

Course fee

BCT 117 Construction Methods (3-0) 3 hours

An overview and analysis of conventional construction methods. The application of building materials in various construction systems is emphasized. BCT113 or equivalent construction experience is recommended. Offered spring only.

Prerequisite: Admissions Category I

BCT 118 Mechanical and Electrical Equipment (3-0) 3 hours

The equipment and materials used in the electrical, mechanical and environmental systems of buildings. BCT 112 or equivalent construction experience is recommended. Offered spring only.

Prerequisite: MTH 117

BCT 119 Specifications and Building Codes (3-0) 3 hours

Construction specifications and how they relate to national, state, and local building codes. Topics related to job safety and OSHA regulations will also be discussed. BCT 112 or equivalent construction experience is recommended. Offered spring only.

Prerequisite: Admissions Category I

BCT 211 Job Scheduling and Control (3-0) 3 hours

Provides the learner with fundamental knowledge and skill in job planning and scheduling. Student participants will be involved in all phases of planning and scheduling from the simple process of listing and sequencing to the development of the more complicated critical path network. BCT 112 or equivalent construction experience is recommended. Offered spring only.

Prerequisite: Admissions Category I

BCT 212 Principles of Heavy Construction (3-0) 3 hours

Various principles and practices employed in heavy construction. Equipment and materials necessary for a particular construction technique are emphasized. Satisfies CIV 112 course requirement. Offered fall of odd years only.

Prerequisite: Admissions Category I

BCT 213 Construction Law and Documents (3-0) 3 hours

The legal aspects of construction law and contract documents. State and Federal construction related documents are also discussed.

BCT 112 or equivalent construction experience is recommended. Offered fall only.

Prerequisite: Admissions Category I

BCT 214 Construction Estimating (3-0) 3 hours

The theory, principles and techniques of construction material, quality analysis (take-off). The analysis of labor, overhead and profit is also introduced. BCT 112 or equivalent construction experience is recommended. Offered fall only.

Prerequisites: Admissions Category I

BCT 215 Construction Management (3-0) 3 hours

Basic construction management tools and their application. The importance of positive relationships between office and field activities is stressed. BCT 211 or equivalent construction experience is recommended. Offered spring only.

Prerequisite: Admissions Category I

BUSINESS ADMINISTRATION (BUS)

Business Division, Room A143, (847) 543-2041

BUS 111 Fundamentals of Finance (3-0) 3 hours

Basic methods and quantitative tools of Business Finance. Short and long term investment decision making for businesses and individuals.

Prerequisite: ACC 112 or ACC 121

BUS 113 Human Resource Management (3-0) 3 hours

Personnel functions, wage systems, incentives, fringe benefits, cost budgeting, policy implementation, leadership styles, and disciplinary procedures.

Prerequisites: Admissions Category I or Eng 108 with grade of A or B or Eng 109

BUS 114 Training Principles and Practices (3-0) 3 hours

Identifies the principles and methods of training with specific applications for training in supervisory skills and equipment utilization. Training equipment, training materials and services, and managing the training function will be covered. Additionally, students will develop training skills in selected fields of training.

Prerequisite: BUS 113 or BUS 121

BUS 115 Elements of Supervision (3-0) 3 hours

Introduction to responsibility of supervisor in industry, including organizational duties, grievances, human relations, training, rating, promotion, quality-quantity control, and management-employee relations.

Prerequisite: CSS 103

BUS 116 Principles of Quality Management (3-0) 3 hours

A survey of the principles and processes of Total Quality Management as applied to industrial, service and governmental organizations. The evolution of TQM and related management approaches will be examined along with team building skills, quality standards, quality audits, and organization design.

Prerequisites: Admissions Category I or ENG 108 with grade of A or B or Eng 109

Business Administration (BUS)

BUS 118 Principles of Insurance (3-0) 3 hours

This course provides the basic principles of insurance. A description of the nature and operation of the insurance industry along with an understanding of risk management enables student to work effectively either within or with the insurance industry. This course meets the preparation requirements for the Insurance Institute of America's Program in General Insurance INS 21 national exam.

Prerequisites: Admissions Category I or ENG 108 with a grade of A or B or Eng 109

BUS 121 Introduction to Business (3-0) 3 hours

Broad understanding of principles, policies, problems, and functions of business. Business - its nature and opportunities, ownership, organization, management, marketing, physical factors, personnel, finance, managerial controls, law, regulated industries, and taxation.

Prerequisite: Admissions Category I

BUS 122 Principles of Marketing (3-0) 3 hours

Introduction to marketing fundamentals, nature of competition, basic marketing problems, policies of business enterprises, and marketing operation planning. Prior or concurrent enrollment in BUS 121 is strongly recommended.

Prerequisite: Admissions Category I



BUS 211 Practicum in Business-Management (0-15) 3 hours

For students pursuing a 2-year degree in Mid-Management. It is available to sophomore students and provides a "capstone" course offering specialized training in a specific career area. The content will be based primarily on individual needs.

Prerequisite: 30 hours in Business-Management

BUS 212 Industrial Marketing (3-0) 3 hours

Management problems and policies in marketing various types of products to industrial buyers; special problems connected with purchases and sales of industrial goods as distinct from consumer goods.

Prerequisite: BUS 121 or BUS 122

BUS 213 Principles of Salesmanship (3-0) 3 hours

Develops persuasive communication skills used in personal selling. Industrial, retail, service related areas covered: product and consumer knowledge, prospecting, follow-up, time management, and sales force management. Prior enrollment in PSY 121 or PSY 122 recommended.

Prerequisite: BUS 121 or prior sales experience

BUS 214 Advertising (3-0) 3 hours

This course provides an understanding of advertising in the promotional mix of the business firm. Principles and practices of promotional research, media selection, copywriting, lay out, budgeting and the legal aspects of advertising and promotion will be covered. Students will develop an advertising campaign for a single product, service or small business.

Prerequisite: BUS 122

BUS 215 Production and Inventory Control (3-0) 3 hours

Explores the design of production control, quality control and inventory control system. These systems will be related to the functioning of the enterprise as a whole. Mathematics proficiency required.

Prerequisite: BSS 122 or MTH 108 or MTH 121

BUS 219 Small Business Management (3-0) 3 hours

This course deals with the role of small business in our society, the problems and opportunities connected with starting a new venture, and the management skills required to successfully operate the on-going business. Intended to meet the needs of those now managing a small business, those considering the possibilities of entrepreneurship and those who wish to learn more about how small businesses operate.

Prerequisite: BUS 121 or approval of associate dean

BUS 221 Business Law I (3-0) 3 hours

Introduces principles of American law governing business and personal transactions. Areas covered include contracts and agency. Also introduces the American legal environment: the court system, administrative agency procedures, and government regulation in the area of antitrust, employment and consumer transactions.

Prerequisite: BUS 121

BUS 222 Business Law II (3-0) 3 hours

Continues study of Business Law. Areas covered include sales, leases, secured transactions, partnership, corporations, and commercial paper. Common law principles as well as statutory and administrative agency rules are discussed as appropriate.

Prerequisite: BUS 221

BUS 223 Principles of Management (3-0) 3 hours
 The functions, skills, and roles played by managers in a variety of organizations. Emphasis on planning, organizing, leading, and controlling to reach desired objectives.
Prerequisite: BUS 121

BUS 224 Principles of Retailing (3-0) 3 hours
 Survey of retail institutions, consideration of store location and organizational procedures; buying and merchandising practices, promotional and personnel policies.
Prerequisite: BUS 121 or approval of associate dean

BUS 270 Introduction to International Business (3-0) 3 hours
 This course provides an overview of the field of international business, with an emphasis on international marketing and corresponding instruction in international finance, cultural diversity, economic systems and political environments. The course deals in depth with specific countries and explores methods of doing business in each. There is an exercise in import-export which requires a term paper.
Prerequisite: BUS 121

BUS 299 Selected Topics in Business (Variable) 1-3 hours
 This course is designed to provide students with more information about specialized areas of business. These areas may be current issues that are of a career or management development nature. Topics will be identified for each section of the course.
Prerequisite: Will depend on selected topic.
Times Repeatable: 3 - No more than 6 credit hours will count toward an associate degree or career certificate.

CHEMISTRY (CHM)

Biological & Health Sciences Division,
 Room C140, (847) 543-2042

CHM 120 Chemical Concepts (3-2) 4 hours
 A survey course in chemistry. Topics include the fundamentals of chemical composition, chemical calculations, solutions, states of matter, the periodic table, acids, bases and pH, radioactivity and nuclear processes, and a brief overview of organic and biochemistry.
IAI P1 902L
Prerequisite: Admissions Category I and MTH 102 or appropriate score on chemistry placement test.
Course fee

CHM 121 General Chemistry I (3-4) 5 hours
 Designed to develop an analytical approach to physical problems, introduce the student to selected topics of chemistry and provide the student with a basic understanding of the underlying principles of structure, energy and reactivity. Topics include: stoichiometry, gas laws, thermochemistry, atomic structure, periodicity, molecular geometry, and states of matter.
IAI P1 902L
Prerequisite: Admissions Category I and MTH 108 or appropriate score on chemistry placement test.
Course fee

CHM 123 General Chemistry II (3-4) 5 hours
 Covers some of the topics presented in CHM 121 in more detail. Presents the topics of solutions, equilibria, kinetics, acids and bases, solubility, thermodynamics and electrochemistry. Introductory work in qualitative analysis is included.
Prerequisite: CHM 121
Course fee

CHM 125 Elementary Organic Chemistry (3-4) 5 hours
 Survey of organic chemistry. Provides a basic understanding of nomenclature, structure and reactivity. Spectroscopy, stereochemistry and biochemistry are introduced.
Prerequisite: CHM 121
Course fee

CHM 221 Analytical Chemistry (3-4) 5 hours
 Introduces the fundamental concepts associated with gravimetric, volumetric and instrumental methods of analysis. Lab time is divided evenly between traditional quantitative analysis and modern instrumental analysis. Fall only.
Prerequisite: CHM 123
Course fee

CHM 222 Organic Chemistry I (3-4) 5 hours
 Provides the student with an understanding of the theoretical concepts and experimental techniques related to the chemistry of carbon compounds. Topics include an overview of nomenclature, acid-base systems, all classes of saturated and unsaturated hydrocarbons, alkyl halides, major substitution, addition and elimination reaction mechanisms, and stereochemistry. Covers basic laboratory techniques involving separation, identification and synthesis of organic compounds.
Prerequisite: CHM 123
Course fee

CHM 223 Organic Chemistry II (3-4) 5 hours
 Presents fundamental principles of organic chemistry stressing the preparation, reactions, mechanisms, and structure of organic compounds. Topics include spectroscopy, functional groups, carbanion condensation reactions, polymers and polymerizations, carbohydrates, amino acids, and proteins.
Prerequisite: CHM 222
Course fee

CHM 224 Biochemistry (3-0) 3 hours

Provides an understanding of the basic principles, concepts, terminology and laboratory techniques of biochemistry. Covers cell structure, types of biochemical compounds, nomenclature, reaction pathways, information and energy systems, and isolation and identification techniques.

Prerequisite: CHM 125 or CHM 223

CHINESE (CHI)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

CHI 121 Beginning Chinese I (4-0) 4 hours

This course is the first semester of a one-year introduction to Mandarin Chinese, the official standard language of Mainland China and Taiwan. Emphasis will be on developing basic listening, speaking, reading and writing skills within the context of the modern Chinese culture.

Prerequisite: None

CHI 122 Beginning Chinese II (4-0) 4 hours

This course is the second semester of a one year introduction to Mandarin Chinese, the official standard language of Mainland China and Taiwan. Listening, speaking, reading and writing skills will be further developed within the context of Chinese culture.

Prerequisites: CHI 121 or equivalent.

CHI 221 Intermediate Chinese I (4-0) 4 hours

This course is the first semester of one year of continuing study for beginning Chinese learners who have studied Book I and II, Elementary Chinese Reader, or have equivalent mastery of the Chinese language. Grammar and character writing review with continuation of development of listening, speaking, reading, and writing skills.

Prerequisites: CHI 122

CHI 222 Intermediate Chinese II (4-0) 4 hours

This course is the second semester of one year of continuing study for beginning Chinese learners who have studied Book I, II, and III, Elementary Chinese Reader, or have equivalent mastery of the Chinese language. Grammar and character writing review with continuation of development of listening, speaking, reading, and writing skills.

IAI HI 900

Prerequisites: CHI 221 or equivalent.

CIVIL TECHNOLOGY (CIV)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

CIV 111 Surveying I (3-2) 3 hours

Introductory course in principles, field practice and basic calculations for boundary, topographic mapping, and engineering surveying. General use and care of steel tapes, laser and conventional levels, transits and total station be covered. MTH 115 or MTH 117 or equivalent is recommended. Offered fall only.

Prerequisite: Admissions Category I

Course fee

CIV 112 Heavy Construction Methods (3-0) 3 hours

Examination of methods, materials, and equipment used on large engineering and public works construction projects. Satisfies BCT 212 course requirements. Offered fall of even numbered years only.

Prerequisite: Admissions Category I

CIV 113 Construction Inspection (3-0) 3 hours

Introduces students to the principles of construction inspection including safety practices, legal aspects, and applicable specifications, codes and standards. Laboratory tests for concrete quality control will be demonstrated. The duties of both a project inspector and a building inspector (building official) are discussed. Offered fall only.

Prerequisite: Admissions Category I

CIV 211 Surveying II (2-3) 3 hours

Continuation of Surveying I, dealing with horizontal and vertical curves for highways, traverse adjustments and area computations, boundary and public land surveys, determination of meridian, coordinate geometry and calculations, Global Positioning Systems (GPS), data collection with total stations, and state plane coordinates. Offered spring only.

Prerequisite: CIV 111

Course fee

CIV 212 Sanitation Systems (4-0) 4 hours

Study of methods, equipment, and quality control tests used in water supply and treatment and disposal of sewage including individual as well as public systems. Offered spring of odd numbered years only.

Prerequisite: MTH 117

CIV 213 Subdivision Planning and Design (2-3) 3 hours

Subdivision planning criteria, geometry of curvature and elevation of local streets, basic storm sewer design, and fundamentals of sanitary sewer and watermain design are included in the course. Emphasis is placed on the design process starting from field notes through preparation of construction drawings and material take-off list. MTH 115, EGR 121 and CAD 117 or equivalent are recommended. Offered spring of even numbered years only.

Prerequisite: Admissions Category I

Course fee

CIV 214 Soils and Foundations (2-2) 3 hours

Investigation of soil properties, basic geology, design of foundations, and laboratory tests used to determine soil characteristics. Offered spring only.

Prerequisite: MTH 117

Course fee

CIV 215 Special Problems (2-3) 3 hours

Problems of individual interest in civil technology. Advanced study in one or more technical areas such as highway design, pollution control, and surveying may be approved. Student must furnish basic required equipment.

Prerequisite: Admissions Category I

COLLEGE STUDY SKILLS (CSS)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

CSS courses do not apply to any associate degree or career certificate.

CSS 101 College Study Skills (0-2) 1 hour

College Study Skills is a module for students who want to improve their learning strategies in a non-traditional and flexible learning environment. Students learn time management, listening, notetaking, textbook reading, memory improvement and test-taking skills. Instruction is self-paced and self-scheduled, and utilizes a workbook. Students are tested on concepts from each unit in the testing center. Students may enroll after the beginning of the semester and may complete at any point during the year.

Prerequisite: Placement score.

Times Repeatable: 3

CSS 102 Basic Skills of Reading and Writing (3-0) 3 hours

This course will provide students with intensive practice in reading, writing and thinking skills. It will concentrate on the ability to read short passages, improve thinking skills and develop a positive self-concept.

Prerequisite: Placement score.

Times Repeatable: 3

CSS 103 Developmental Skills of Reading and Writing (3-0) 3 hours

This course will provide students with continued intensive practice in reading, writing and thinking skills. It will concentrate on reading longer passages, expanding vocabulary skills, writing and revising paragraphs, strengthening thinking skills and improving self-concepts.

Prerequisites: CSS 102

Times Repeatable: 3

COMPUTER AIDED DESIGN (CAD)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

CAD 110 CAD/CAM Concepts (2-2) 3 hours

An introductory level course designed to provide the student with an understanding of the role of computers in design and manufacturing. The basics of computer components, operation and DOS/WINDOWS will be covered as well as a brief introduction to CAD. This course should be taken prior to any other CAD courses if the student lacks an understanding of the computer and/or DOS.

Prerequisite: None

Course fee

CAD 112 Introduction to Personal Designer (2-2) 3 hours

Designed to help students develop the knowledge, skills and attitudes required to understand the operation and applications of a network CAD/CAM system. Personal Designer software is used.

Prerequisite: EGR 121 or DFT 111 or ARC 121 and

CAD 110 or DPR 190

Course fee

CAD 113 3-D Modeling & Surfacing (2-2) 3 hours

This course will build and expand upon Personal Designer basic concepts that were learned in CAD 112, as well as introduce more sophisticated applications related to mechanical design.

Prerequisite: CAD 112

Course fee

CAD 117 Introduction to Autocad (2-2) 3 hours

The course is designed to introduce students to the use of the micro computer for computer aided design and drafting.

Software to be emphasized in this course will be AutoCAD.

DFT 111 or EGR 121 or ARC 121 or equivalent drafting experience and CAD 110 or DPR 190 are recommended.

Prerequisite: None

Course fee

CAD 118 CAD/CAM Numerical Control (2-2) 3 hours

Computer Aided Design and Manufacturing processes are discussed and implemented utilizing Master CAM software.

Parts will initially be drawn in the CAD environment. The NC instructions necessary to drive a CNC machine tool to make these parts will then be generated in the CAM environment.

Completion of CAD 117, OR CAD 119 and ISM 115 are recommended. Offered spring only.

Prerequisite: None

Course fee

Computer Aided Design (CAD)

CAD 119 Introduction To Microstation (2-2) 3 hours

The course will introduce the students to the Microstation CAD system, a PC version of the popular Microstation CAD software. Topics include two and three dimensional modeling, drawing on various levels, dimensioning and related topics. Completion of ARC 121, or EGR 121, or DFT 111, and CAD 110, or DPR 190, or equivalent industrial experience are recommended.

Prerequisite: None

Course fee

CAD 175 AutoCAD 3D (2-2) 3 hours

Presents topics and lab work dealing with 3D wireframe, surfacing and solid modeling using the AutoCAD and Mechanical Desktop software. Completion of CAD 117 or appropriate industrial experience and instructor consent is recommended. Offered fall only.

Prerequisite: None

Course fee

CAD 176 Introduction to Pro-Engineer (2-2) 3 hours

Designed as an introduction to the PRO-Engineer Computer Aided Design software, using the WINDOWS NT platform. Topics will range from 3 dimensional solid modeling to detail drawing creation. Completion of CAD 117, or CAD 119, or equivalent industrial experience is recommended.

Prerequisite: None

Course fee

CAD 177 Site Plan Drafting (2-2) 3 hours

This course will introduce the design and drafting requirements of site planning for construction projects. The course will include elements of surveying, drainage, utility requirements, land use, and landscape design. Completion of ARC 121 or DFT 111 or EGR 121 or equivalent drafting experience is recommended. Offered fall of odd years only.

Prerequisite: None

Course fee

CAD 179 CAD Animation and Rendering (2-2) 3 hours

Animation and rendering of 3 dimensional objects for architects, graphic illustrators and product designers. Software emphasized is 3D Studio Max by Kinetix. Completion of CAD 117, or CAD 119, or CAD 176, or equivalent industrial experience is recommended.

Prerequisite: None

Course fee

CAD 211 Mechanical Detailing (2-2) 3 hours

This course will help students interested in CAD to advance their knowledge and skills of mechanical drafting operations utilizing an industrial CAD/CAM system. Completion of CAD 117 or CAD 119 and DFT 112 is recommended.

Prerequisite: None

CAD 214 Architectural Applications (2-2) 3 hours

Design and drawing of buildings including furniture, fixtures, windows, doors, foundation plans, floor plans, roof plans, site plans, elevations, sections, and dimensioning, in 2D and 3D using AutoCAD or other 3rd party architectural software.

Completion of ARC 121, or ARC 170, or ARC 171, and CAD 117 or equivalent industrial experience is recommended.

Prerequisite: None

Course fee

CAD 217 AutoCAD II (2-2) 3 hours

Discussion and lab work are presented dealing with advanced drawing and dimensioning techniques, attributes, and individualized customization of AutoCAD menus and files. Offered spring and summer only.

Prerequisite: CAD 117 or instructor consent.

Course fee

CAD 219 Introduction to AutoLISP (2-2) 3 hours

This introductory AutoLISP course for experienced AutoCAD users covers the interactive programming language used to automate complex and lengthy tasks within AutoCAD.

Students enrolling in this course should have a high degree of proficiency with both the DOS operating system and the 2D and 3D capabilities of the AutoCAD software. Completion of CAD 217 is recommended. Offered spring of odd numbered years only.

Prerequisite: None

CAD 273 Advanced CAD Specialization (Variable) 1-3 hours

The course is of a project nature where the student will select and complete one or more projects throughout the semester.

There will be periodic reports to the instructor in the form of a formal written progress report. Specific prerequisite will be determined by the instructor.

Prerequisite: None

Course fee

CAD 276 PRO-Engineer II (2-2) 3 hours

The course is designed as a continuation of CAD 176. It expands the topics started in Introduction to Pro-Engineer. It covers advanced assemblies and part creation and an introduction to Mechanica. Completion of CAD 176 or equivalent industrial experience is recommended.

Prerequisite: None

Course fee

CAD 279 Animation and Rendering II (2-2) 3 hours

Designed as a continuation of CAD 179 Animation and Rendering and includes NURBS, Advanced Modeling and Modifiers, Advanced Materials, Special Effects, Animation Controllers, Kinematics, MAX Scripting, Architectural Applications and Scene Output.

Prerequisite: CAD 179

Course fee

COMPUTER INFORMATION SYSTEMS (CIS)

Business Division, Room A143, (847) 543-2041

CIS 110 Introduction to Programming with QBASIC (3-0) 3 hours

Elementary through advanced QBASIC language concepts, which resemble QuickBasic and Pascal, reinforced with business application coding projects. Emphasis on menu-driven processes, modular programming, and user friendly interactive techniques. Covers sequential and random file modes based on PC operating systems. This course is a CIS core prerequisite to all other CIS programming courses especially CIS 210, Visual Basic.

Prerequisite/Corequisite: CIS 120 or a passing score on the Introduction to Computers Placement Test

Course fee

CIS 111 Comprehensive Spreadsheets (3-0) 3 hours

Covers the advanced features of spreadsheet use and design. File building techniques, the creation of high-quality graphics database features including query and table handling are also covered. Use of financial, date, and time functions will be included. Use of macros will cover automating operations, building and customizing spreadsheets with interactive macros, and improving macro performance including Visual Basic macros. A major project will be required at the end of the semester. Projects will require a substantial amount of time using a computer outside of class.

Prerequisites: CIS 120 or DPR 175 or BSS 112 or a passing score on the Introduction to Computers Placement Test

Course fee

CIS 112 Introduction to Local Area Networking (3-0) 3 hours

An introductory course designed to provide a practical and comprehensive working knowledge of Data Communications and Local Area Networks. The course includes key data communication and LAN concepts. Included will be typical LAN business applications, topologies, standards, and protocols, as well as network operating systems, servers, LAN and LAN connectivity, LAN cables, and network management.

Prerequisite: CIS 120 or a passing score on the Introduction to Computers Placement Test

Course fee

CIS 115 PC Operating Systems (3-0) 3 hours

Covers the essential elements and differences of the major PC operating systems in use today. Specific features along with general concepts of each operating system will be addressed. System optimization, memory management, installation, and software/hardware management will be an integral part of this course. Previous PC computer experience or introductory course recommended.

Prerequisite: Admission Category I

CIS 120 Introduction to Computers (3-0) 3 hours

This course is designed to explain the significance and role of the computer in society and in business. Students will learn introductory concepts of computer hardware, operating systems, software, operations and electronic research and communication (INTERNET). Personal computer hands-on experience using a popular integrated software package will provide students a basis for understanding the data processing profession and offer useful microcomputer skills for accomplishing their future course-work.

Prerequisite: Admissions Category I

Course fee

CIS 170 Internet Programming for Business (3-0) 3 hours

This course is designed as an introduction to learning the web's language. Students will learn how to use e-mail and web browsers. The main objective of the course is to develop the code necessary to create and maintain Internet pages for business. Students will create pages that contain lists, tables, hyperlinks, imagemaps, graphics, forms, background, animation, sound, and images. The current web language will be covered to allow the student to develop and maintain the pages.

Prerequisites: CIS 120 or DPR 175 or BSS 112 or a passing score on the Introduction to Computers Placement Test

CIS 210 Introduction to Visual Basic Programming (3-0) 3 hours

Extends the BASIC language into the realm of event-driven programming and visual tools that is an important part of the Microsoft Windows environment. Students will create Graphical User Interfaces (GUI) by building forms, adding controls and setting properties for buttons, check boxes, dialog boxes and other Visual Basic controls. Design ideas for menus and the use of graphics, color and layout will be explored. A number of simple application examples will be studied, redesigned and reprogrammed to fully explore Visual Basic coding techniques and gain debugging experience, in addition to developing original applications.

Prerequisite: CIS 110 or a passing score on the BASIC Programming Placement Test

Course fee

Computer Information Systems (CIS)

CIS 211 Introduction to C Programming (3-0) 3 hours

This course is an introduction to the fundamentals of the "C" programming language. Emphasis is on the design, coding, and debugging of "C" programs in an interactive microcomputer environment using PC/MS DOS. The course will include the creation of complex data formats, program input and output, and the saving of information files. Structured programming techniques and "C" language style conventions will be emphasized.

Prerequisite: CIS 110 or CIS 250 or a passing score on the BASIC Programming Placement Test

Course fee

CIS 215 Object Oriented Programming Using Java (3-0) 3 hours

Extends the "C" language into the realm of Object Oriented Programming (OOP) using Java. Encapsulation, inheritance and polymorphism, as implemented in the unique Java way, will be an important basis for study. Students will write Java programs for business applications and applets for the Internet. There will be special emphasis on C and C++ differences such as multithreading, graphics, multimedia, Java classes, and the larger Java environment. Basic GUI components from the Abstract Windowing Toolkit (AWT) will be covered. While some knowledge of the Internet is desirable, there is no need to know HTML. Software: Windows 95 and a recent version of a Java compiler.

Prerequisite: CIS 211

CIS 216 Programming in C++ (3-0) 3 hours

Extends the "C" language into the realm of Object Oriented Programming (OOP) using the C++ superset. Encapsulation, inheritance and polymorphism, as three fundamental criteria for OOP, will be an important basis for study. Students will implement C++ programs organized as a cooperative collection of objects, each of which represents an instance of some class, and whose classes are all members of a hierarchy of classes united via different kinds of class relationships. This is not a visual programming course for Windows or other GUI although it is a very nice complement to the Visual C++ course.

Prerequisite: CIS 211

Course fee

CIS 218 Programming in Visual C++ (3 0) 3 hours

Extends the "C" language combined with a knowledge of Visual Basic objects further into the realm of Visual Objects using Visual C++. After an overview of C++ language extensions and OOP, students will delve into the Visual Workbench and Wizard basics, along with App Studio. The Microsoft Foundation Classes will be studied to the extent that students can derive new classes using inheritance. GUI programs will also be developed that take advantage of the Help Facility and Visual C++'s capability to create the all important DLLs for program distribution. OLE client application with VBX/OCX controls will be covered.

Prerequisite: CIS 210 and CIS 211

Course fee

CIS 230 Comprehensive Database (3-0) 3 hours

Course teaches the PC user to implement a relational data base using Access. Concepts of a relational data base are discussed. The student learns to create and modify tables and prepare customized queries, forms and reports. Advanced concepts such as graphs, embedding pictures, and the use of simple macros are also covered.

Prerequisite: CIS 120 or DPR 175 or BSS 112 or a passing score on the Introduction to Computers Placement Test
Course fee

CIS 231 Managing Microcomputer Systems (3-0) 3 hours

This course is designed to help the student evaluate the computing needs of a small business, select appropriate hardware and software, and provide for installation, backup, security, maintenance, evaluation, and micro/mainframe communication of the microcomputer system.

Prerequisite: CIS 120 or BSS 112 or a passing score on the Introduction to Computers Placement Test

CIS 232 Teleprocessing (3-0) 3 hours

An introduction to telecommunications. Information analysis, systems design, terminal equipment, data modems, common carrier facilities and communications processing equipment.

Prerequisite: CIS 112

CIS 233 Comprehensive Word Processing (3-0) 3 hours

Covers the basic, advanced, and desktop publishing features of a wordprocessor used in business. Students will learn to create, print, save, and use various writing tools with various types of documents. Advanced and specialized topics covered will include, but are not limited to, the creations of macros, columns, tables, using and creating templates, and mail merge. A major project will be required at the end of the semester. Projects will require 3-5 hours per week using a computer outside of class.

Prerequisite: CIS 120

Course fee

CIS 236 LAN Administration (3-0) 3 hours

Course covers the basics of System Administration. Included is establishing and maintaining network users, directories and security. Monitor and administer the network through the use of file server utilities. Set up and manage network printing. Establish the user environment through the use of Login Scripts and Menus. Maintain a backup of all files, security, and rights.

Prerequisite: CIS 112

Course fee

CIS 250 Introduction to COBOL Programming (3-0) 3 hours

The first course in the study of COBOL (Common Business Oriented Language) programming. The syntax of the language, as well as elementary programming logic, will be covered. Topics include simple repetitive processing, table processing with the use of subscripts and indexes, sorting, and multiple file processing.

Prerequisite: CIS 110 or a passing score on the BASIC Programming Placement Test

Course fee

CIS 256 Comprehensive COBOL (3-0) 3 hours

Continuation of COBOL I. Students write programs for table handling, creation and maintenance of disk files and multiple file updates using VSAM. Emphasis is on efficient, concise coding. Includes the use of subprograms, dump reading and IDCAMS.

Prerequisite: CIS 250

Course fee

CIS 258 Systems Analysis (3-0) 3 hours

Concepts of the systems development cycle are presented. These include: Systems approach to problem solving, systems analysis, initial systems design, technical design, user acceptance, systems conversion, and final evaluation. Business needs and the human aspects of EDP are stressed.

Prerequisite: CIS 250 or CIS 110 or a passing score on the BASIC Programming Placement Test

CIS 271 Microcomputer Assembler Language (3-0) 3 hours

This course is an introduction to Micro Assembly Language using the IBM/PC. Topics include the architecture of the 80XX chip, addressing modes, and the 80XX instruction set. Programs will be written covering screen manipulation, calculations, table handling, and introduction to disk I/O.

Prerequisite: CIS 110 or a passing score on the BASIC Programming Placement Test

Course fee

CIS 276 Operating Systems (3-0) 3 hours

This course deals with operating systems at the functional level, concentrating on what an operating system does rather than how it does it. A major consideration will be describing the Virtual Memory Management.

Prerequisite: CIS 110 or a passing score on the BASIC Programming Placement Test

CIS 277 Database Concepts (2-2) 3 hours

This course is intended as an introduction to database management with an emphasis on the concepts of database; actual programs will be written to explore these inter-relationships.

Prerequisite: CIS 110 or a passing score on the BASIC Programming Placement Test

Course fee

CIS 290 Desktop Publishing (3-0) 3 hours

An introduction to desktop publishing on the microcomputer. Students become familiar with basic desktop publishing terminology and learn to produce documents containing both text and graphics. Publications may include advertising flyers, business forms, and newsletters. Lab time outside of class is required.

Prerequisite: Admission Category I or ENG 108 with grade of A or B or ENG 109

Course fee

CIS 291 CoreIDRAW (3-0) 3 hours

This course covers the DRAW module of CoreIDRAW! Drawing, text handling, and special effects such as Metamorphoses, Extrusions and PowerLines will be emphasized. Color, printing requirements, exporting and importing will also be addressed.

Prerequisite: Admissions Category I or ENG 108 or ENG 109

Course fee

CIS 292 Advanced Desktop Publishing (2-0) 2 hours

A continuation of CIS 290. Topics covered will include: the dictionary and table editors, exporting and importing, object linking and embedding, managing long publications, creating special effects and the new features of subsequent releases of PageMaker. Lab time outside of class is required.

Prerequisite: CIS 290

Course fee

CIS 299 Selected Topics in Computer Information Systems (Variable) 1-3 hours

A course designed to meet the needs of students for specialized instruction in current data processing topics. Topics will be identified for each section of the course. Credit for this course, one to three hours, will be based on difficulty and depth of coverage for the selected topic.

Prerequisite: Depends upon the selected topic.

Repeatable 2 times or up to 6 hours.

Course fee

**COOPERATIVE EDUCATION
(EWE) EDUCATIONAL WORK
EXPERIENCE**

Cooperative Education Office, Room A216,
(847) 543-2058

Cooperative Education offers students the opportunity to earn credits for new learning in a work situation. Either a new or current job may qualify as a CO-OP work experience. Specific educational objectives are established for the work experience portion of CO-OP.

Cooperative Education (EWE) Criminal Justice (CRJ)

A one-credit work related seminar portion is required as part of the CO-OP program. The seminar offers options that focus on topics related to job search skills and the psychology of work.

Students who have met the prerequisite credit hours and minimum G.P.A. register for 1.00 credit hour for the seminar portion of CO-OP and 1.00 to 3.00 credit hours for the work portion of EWE 220 and 1.00 to 3.00 credit hours for EWE 270. Contact the CO-OP Coordinator, Room A216 for specific registration information and approval (543-2058).

Cooperative Education also provides a course designed to introduce students to volunteer work experiences.

EWE 121 Introduction to Volunteerism (1-0) 1 hour
This course is designed to introduce students to the ideas and responsibilities of volunteering. Students will be made aware of various service-oriented volunteer agencies and activities. They will choose a volunteer experience where both the agency involved and the student contract to perform definite and supervised services for a specific period of time.
Prerequisite: Written approval from Coordinator of Service and Cooperative Education

EWE 220 Cooperative Work Experience I Variable 1-4 hours
For career and transfer students. Specific learning objectives agreed upon by the student, the student's work supervisor and the college instructor shall be accomplished at the work site. One credit is required for the EWE seminar which focuses on topics such as resume writing, interviewing, and the psychology of work. Students who have met the prerequisite credit hours register for 1 credit hour for the seminar portion of CO-OP and 1 to 3 credit hours for the work portion of EWE 220.
Prerequisite: Nine credits toward the students' career or transfer program (12 credit hours in a specialty option if working toward an AAS in Computer Information Systems) and CO-OP Coordinator and instructor approval.
Times Repeatable: 3 - No more than 4 credit hours will count toward an associate degree or career certificate.

EWE 270 Cooperative Work Experience II Variable 1-3 hours
For select degree/certificate seeking second semester CO-OP students. Additional credit is earned for new educational objectives which are agreed upon by the student, the student's EWE work supervisor and the college EWE instructor.
Prerequisite: EWE 220 and CO-OP Coordinator and instructor approval
Times Repeatable: 2 - No more than 3 credit hours will count toward specific associate degrees or career certificates.

CRIMINAL JUSTICE (CRJ)

Social Science Division, Room A244,
(847) 543-2047

CRJ 111 Introduction to Policing (3-0) 3 hours
Examines the history, structure, and behavior of the police in American society. Students will be exposed to such topics as the heritage of American policing, police systems, the patrol function police discretion, police-community relations, police accountability, and police and the Constitution.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 117 Community-Based Corrections (3-0) 3 hours
Examines the use of the community in the treatment and control of individuals in the correctional process. Students will be exposed to such topics as probation, parole, restitution, community service, deferred prosecution, work-release, halfway houses, group homes, and other strategies designed for community corrections.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 118 Evidence Technology (2-2) 3 hours
An introduction to scientific methods involved in the recognition, collection, and preservation of physical evidence at crime scenes. The value of physical evidence will be demonstrated. Problems and procedures in handling evidence is examined. The use of scientific methods, techniques, and instrumentation will be explored.
Prerequisite: CRJ 219

CRJ 119 Principles of Direct Supervision (3-0) 3 hours
Designed to provide the student with the knowledge and skills necessary for the supervision of inmates in the direct supervision environment. Emphasis will be placed on the evolution of direct supervision jails, as well as the management styles, interpersonal skills, policies and procedures, and day-to-day operations of direct supervision facilities.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 121 Introduction to Criminal Justice (3-0) 3 hours
Examines the legal process and the administration of justice in American society. Students will be exposed to the criminal process, from the police function through adjudication, sentencing, and corrections, as well as the social, moral, and political issues involved in the administration of justice in a free society.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 123 Introduction to Criminology (3-0) 3 hours

Designed to familiarize the student with the social and legal aspects of crime in American society. Emphasis is placed on the definition of crime and deviance, the nature and extent of the crime problem, the history of criminology, criminological theory, violent crime, economic crime, public order crime, and victimology.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 124 Penology and Corrections (3-0) 3 hours

Examines the history, philosophy, and administration of corrections in America. Emphasis will be placed on philosophies of punishment, sentencing strategies, the prison community, alternatives to incarceration, and various reform efforts. Critical issues facing corrections will be examined.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 211 Criminal Procedural Law (3-0) 3 hours

Exposes the student to rules of criminal procedure in such areas as arrest, search and seizure, interrogation, use of force, and due process of law. Emphasis is placed on constitutional interpretations of criminal procedure by the United States Supreme Court.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 212 Traffic Law Enforcement (3-0) 3 hours

Survey of traffic law enforcement problems and responses. History and growth of traffic problems; organization for traffic control; accident investigation; analysis and interpretation of accidents. Emphasis on traffic laws in the Illinois Vehicle Code.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 213 Community Policing (3-0) 3 hours

Survey of community policing in the law enforcement field. Emphasis is placed on police-community relations, interpersonal skills, dealing with diversity, interacting with special populations in the citizenry, crime victims and criminal offenders, and coordinated crime prevention efforts in the community.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 214 Vice and Drug Control (3-0) 3 hours

Historical and sociological development of vice control and drug addiction. Legal and operational problems of drug and vice control.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 215 Issues in Criminal Justice (3-0) 3 hours

Critical issues related to the criminal justice system will be explored. In-depth study of a specific current issue in criminal justice will be offered.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

No more than 6 credit hours will count toward an associate degree or certificate.

CRJ 216 Police Management and Supervision (3-0) 3 hours

Analyzes the administration and management of police operations. Emphasis is placed on the distribution of personnel, specialized units, communication models, leadership principles, budgetary issues, management theory, and supervisory techniques appropriate to law enforcement.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 218 Criminal Justice Internship (0-16) 3 hours

Designed to broaden educational experience of students through appropriate observation of selected criminal justice agencies. Correlation of theoretical knowledge with actual practice. Students assigned to local criminal justice agencies and/or related agencies for a maximum of 16 hours per week.

Prerequisite: Criminal Justice major with a minimum of 30 semester hours completed and approval of internship coordinator.

CRJ 219 Principles of Criminal Investigation (3-0) 3 hours

Introduction to criminal investigation procedures; theory and practice of investigations; Emphasis is placed on methods of investigation for different types of criminal activity.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 220 Independent Research (Variable) 1-3 hours

Independent research and study under the direct supervision of a faculty member. Subject must be approved by assigned faculty member.

Prerequisite: Criminal Justice major only and consent of criminal justice coordinator.

CRJ 221 Criminal Law (3-0) 3 hours

Explores the history and development of the criminal law as a system of social control. Emphasis is placed on legal principles and substantive law. Elements of a crime, specific statutes, and various affirmative defenses are analyzed.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

CRJ 229 Juvenile Delinquency (3-0) 3 hours

Study of the social, legal, and behavioral aspects of juvenile delinquency; organization, jurisdiction, and functioning of the juvenile court, police, and related agencies.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

DANCE (DNC)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

DNC 121 Introduction To Ballet I (3-0) 3 hours

This course is designed for students interested in the fundamentals of ballet, whether they be beginning ballet dancers, teachers of theater movement, out of shape returning dancers or persons interested in dance as a fine art. It is also designed so that any college student will develop his/her kinesthetic intelligence (literacy) at the place and experience of his or her technical background.

Prerequisite: None

DNC 122 Modern Dance Technique I (3-0) 3 hours

This course is designed for students interested in the fundamentals of modern dance, whether they be beginning dancers, teachers of theater movement, out of shape returning dancers, athletes, or persons interested in dance as a fine art. It is also designed so that a student will develop his/her kinesthetic intelligence (literacy) at the place and experience of his/her technical background. Modern Dance Technique I will develop physical proficiency in variable movements that apply to all dance genres. In addition, this course provides an aesthetics of dance that complements, but also broadens, spatial and kinetic perceptions found in ballet.

Prerequisite: None

DNC 123 Jazz Technique I (3-0) 3 hours

This course is designed for students interested in the fundamentals of jazz dance, whether they be beginning dancers, teachers of theater movement, out of shape returning dancers, athletes, or persons interested in dance as a fine art. It is also designed so that any student will develop his/her kinesthetic intelligence (literacy) at the place and experience of his/her technical background.

Prerequisite: None

DATA PROCESSING (DPR)

Business Division, Room A143, (847) 543-2041

DPR 175 Business Computer Applications (2-2) 3 hours

A survey of several types of software available for business computer use. Students apply their knowledge of business information needs to the use of word processing, data base management presentation and spreadsheet software packages.

Prerequisite: Admissions Category I or ENG 108 (with a grade of A or B) or ENG 109 and MTH 102

Course fee

DPR 190 Introduction to the IBM PC and PC-DOS (1-0) 1 hour

Covers the essential elements of DOS commands, file and directory structures, file editing, AUTOEXEC.BAT file commands, and system configurations applicable to floppy and fixed disks. Laboratory practice projects will frequently be done outside of class time.

Prerequisite: Admissions Category I or ENG 108 or ENG 109 and MTH 102

Course fee

DPR 191 Introduction to Windows (1-0) 1 hour

An introduction to the capabilities of Microsoft Windows. Students learn to use this graphics software to run multiple applications and to transfer information between applications. Additional short lessons teach specific skills in print management, file management, paintbrush, customizing the desktop, adding and deleting programs, and running non-Windows applications.

Prerequisite: Admissions Category I or ENG 108 or ENG 109 and MTH 101

Course fee

DPR 197 Introduction to Microsoft Excel (1-0) 1 hour

An overview of the capabilities of the Excel spreadsheet package within the Windows graphical user interface environment. Spreadsheet formulas, functions and charting will be emphasized. Data tables and arrays will be introduced. Import and export features unique to LOTUS 1-2-3 and dBASE also will be explored. (Formerly a DPR 299 topic.)

Prerequisite: DPR 195 or equivalent

Course fee

DRAFTING (DFT)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

DFT 110 Mechanical Blueprint Reading (3-0) 3 hours

An introductory but comprehensive course which will cover the principles of blueprint interpretation, terminology, and symbols. Attention will be given to electrical, welding and machine prints.

Prerequisite: None

DFT 111 Drafting I (3-5) 5 hours

Designed to introduce the student to the tools and techniques of the CAD-drafting profession. CAD-drafting skills are learned through intensive classroom practice using AutoCAD Computer Aided Design Software and through discussions and demonstrations using professionally prepared materials. Topics included are: geometric constructions, multiviews, sections, dimensioning and tolerancing along with pictorial views. Offered fall only.

Prerequisite: None

Course fee

DFT 112 Drafting II (3-5) 5 hours

A continuation of Drafting I. Computer aided design skills are advanced through exploration of auxiliary views, developments, working drawings and descriptive geometry. Completion of DFT 111, EGR 121 or equivalent is recommended. Offered spring only.

Prerequisite: None

Course fee

DFT 113 Technical Illustration (2-2) 3 hours

Promotes both knowledge and skills in illustration of mechanical parts and assemblies using various CAD techniques.

Areas of concentration include oblique, isometric, dimetric, trimetric, and perspective drawing. Completion of DFT 111 or EGR121 or equivalent is recommended.

Prerequisite: None

Course fee

DFT 115 Model Making I (1-3) 2 hours

Familiarizes the student with skills involved in constructing scale mechanical, architectural and landscape models for the purpose of illustrating design, construction, function and appearance. Student must furnish required equipment.

Prerequisite: DFT 111 or EGR 121

Course fee

DFT 116 Model Making II (1-3) 2 hours

Continuation of Model Making I with emphasis placed on providing practical learning experiences in individual student specialty areas. Student must furnish basic required equipment.

Prerequisite: DFT 115

Course fee

DFT 117 Machine Sketching and Drafting (2-2) 3 hours

Familiarizes the student with standard sketching procedures as an introduction to basic drafting techniques. Course primarily intended for machine trades, maintenance, and industrial skills students with little or no drafting experience.

Prerequisite: Admissions Category I

Course fee

ECO 221 Principles of Macroeconomics (3-0) 3 hours

Surveys basic economic concepts with emphasis on macroeconomic analysis and fiscal and monetary policies. Current economic problems such as inflation and unemployment, their causes and cures, are studied.

IAI S3 900

Prerequisite: Admissions Category I or ENG 108 with a grade A or B or ENG 109

ECO 222 Principles of Microeconomics (3-0) 3 hours

Surveys basic concepts with emphasis on microeconomic analysis. Problems of resource allocation in market economics such as U.S., and current economic problems such as pollution, poverty, and monopoly powers.

IAI S3 900

Prerequisite: Admissions Category I or ENG 108 with a grade A or B or ENG 109

ECO 223 Money and Banking (3-0) 3 hours

The economic and monetary theory of money and banking in the U.S. Includes a discussion of the impact of monetary policy decisions upon the aggregate economy using macroeconomic analysis.

Prerequisite: ECO 221

ECO 224 Public Finance (3-0) 3 hours

Study of the economic functions of government in a capitalist economic system, the public goods, distribution, and stabilization functions, with primary emphasis being given to public goods and distribution functions. Topics such as cost-benefit analysis and ability to pay and benefit principles of taxation are explained as well as the relationships between monetary policy and debt management.

Prerequisite: ECO 221

ECO 225 Comparative Economic Systems (3-0) 3 hours

Analyzes economic conditions as they exist in different economic systems. It emphasizes the trade-offs between efficiency and equity, between economic freedom and economic order and between the market mechanism and economic planning.

Prerequisite: ECO 221

ECONOMICS (ECO)

Social Science Division, Room A244, (847) 543-2047

ECO 110 Economics for Business and Industry (3-0) 3 hours

Surveys fundamental microeconomic and macroeconomic principles to provide the student with the basic tools to analyze current economic problems and policies. For majors in business and technical career fields. Recommended for career curriculum students.

Prerequisite: Admissions Category I or ENG 108 with a grade A or B or ENG 109

EDUCATION (EDU)

Social Science Division, Room A244, (847) 543-2047

EDU 221 Introduction to Teaching (3-0) 3 hours

Orientation to profession and study of nature of teaching, its opportunities and responsibilities. Scope of American public education studied.

Prerequisite: Admissions Category I or ENG 108 with a grade A or B or ENG 109

Electrical Technology (ELC)

EDUCATIONAL WORK EXPERIENCE (EWE)

See *Cooperative Education* page 143.

ELECTRICAL TECHNOLOGY (ELC)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

ELC 113 Basic Instrumentation and Shop Practices (1-2) 2 hours

An introduction to electronic measurements, repair and construction techniques and the identification and testing of electronic components. Recommended preparation concurrent enrollment in ELT 170 and ELC 172 or equivalent knowledge. Offered fall only.

Prerequisite: None

Course fee

ELC 114 Motor And Machine Controls (2-3) 3 hours

Describes control circuits and components used in industry with particular attention to motor controls. Material includes controller characteristics and applications. Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.

Prerequisite: None

Course fee

ELC 171 Programmable Logic Controllers (2-2) 3 hours

In this course students will learn what a Programmable Logic Controller is, how a PLC works, and how to install a PLC in an automated system. Students will also learn the basics of programming a PLC using relay ladder logic and Boolean functions. Troubleshooting systems with PLC's will also be studied. Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.

Prerequisite: None

Course fee

ELC 172 Applied AC Circuit Theory (1.5-1) 2 hours

Fundamentals of AC circuit theory and application. Includes topics of capacitance, inductance, time constants, reactance, RLC AC circuits, transformers, relays, filters and mathematics as required. ELC 172 is a continuation of ELT 170 for the Electrical/Electronic Maintenance Certificate. Recommended preparation ELT 170, ELC 172 and MTH 114 or equivalent knowledge.

Prerequisite: None

Course fee



ELC 173 DC Analysis-network Theorems (1.5-1) 2 hours

Introduction to network theorems and solutions, to include Thevenin's Theorem, Norton's Theorem, Mesh analysis, Nodal analysis, superposition and other analysis techniques. Recommended preparation ELT 170 and MTH 117 or MTH 122 or equivalent knowledge.

Prerequisite: None

Course fee

ELC 174 AC Fundamentals (1.5-1) 2 hours

AC circuitry including fundamental sine wave analysis, inductance, capacitance, voltage and current phase relationships. AC problem solving, complex notation and application. Recommended preparation ELC 173, MTH 118 or MTH 123 or equivalent knowledge.

Prerequisite: None

ELC 175 AC Analysis & Circuit Theorems (1.5-1) 2 hours

AC network theorems and solutions, to include Thevenin's Theorem, Norton's Theorem, Mesh analysis, Nodal analysis, superposition and other analysis techniques. Series and parallel resonance will also be included with discussion of passive filter operation. ELC 175 is a continuation of ELC 174 for the Electronics Engineering Technology AAS degree.

Recommended preparation ELT 170, ELC 173, MTH 118 or MTH 123 or equivalent knowledge.

Prerequisite: None

Course fee

ELC 211 Electrical Machinery (2-3) 3 hours

Principles of design and construction of many types of motors and generators including servos, synchros, amplitudyne generators, motor and generator control circuits, and industrial application. Course oriented to troubleshooting and repair techniques. Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.

Prerequisite: None

Course fee

ELC 215 Power Transmission and Distribution (3-3) 4 hours

Methods of generating, controlling transmitting, and distributing electrical power and utilization of electrical power by industry. Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.

Prerequisite: None

Course fee

ELECTRONICS ENGINEERING TECHNOLOGY (ELT)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

ELT 111 Electronic Drafting (1-3) 2 hours

Drawing of electronic components and wiring diagrams, with emphasis on national standards and codes.

Prerequisite: None

Course fee

ELT 113 Transistor Electronics (3-2) 4 hours

Principles of transistors including bipolar devices and FETS.

The hybrid PI and hybrid parameter models will be used.

Some degree of mathematical proficiency is required for students to follow analysis. Recommended preparation ELC 174 and ELC 175. Offered fall only

Prerequisite: None

Course fee

ELT 115 Electronic Laboratory Techniques (1-2) 2 hours

Common techniques for prototypes and circuit fabrication are taught, including wire-wrapping and printed circuit processes.

The student will be expected to pursue and complete two laboratory projects of his/her choice with the instructor's approval. EWE 220 may substitute. Recommended preparation

sophomore standing or consent of department. Offered spring only.

Prerequisite: None

Course fee

ELT 116 Technical Programming (3-0) 3 hours

This course will be taught using C++ as the programming language. Examples and programming problems will be drawn from the general body of technical problems. Recommended preparation MTH 117 or MTH 122.

Prerequisite: None

Course fee

ELT 117 Industrial Digital Electronics I (2-2) 3 hours

An introduction to digital electronics with an emphasis on analysis and troubleshooting aspects of digital electronics. It is a part of the one year certificate maintenance program and software technology. Recommended preparation high school algebra or concurrent enrollment in MTH 114 and ELT 170 or equivalent knowledge.

Prerequisite: None

Course fee

ELT 118 Industrial Digital Electronics II (2-2) 3 hours

Continuation of ELT 117. Emphasis will be on the troubleshooting aspects of digital electronics. This course is a part of the one year certificate maintenance program.

Recommended preparation ELT 170, ELT 172, ELT 117 or equivalent.

Prerequisite: None

Course fee

ELT 151 PC Hardware Fundamentals (2-2) 3 hours

This course will cover the basic components of a PC, including mother boards, memory, disk drives, cases and power supplies. Computers will be disassembled, reassembled and configured to operate. Recommended preparation concurrent enrollment in ELT 170 or equivalent knowledge.

Prerequisite: None

ELT 152 PC Peripherals and Troubleshooting (2-2) 3 hours

This course will cover the common peripheral components of a PC, including modems, CD ROMs, keyboards, and printers. Additionally, troubleshooting of hardware components will be presented, including diagnostic hardware and software. Preventative maintenance issues will be explored.

Recommended preparation ELT 151.

Prerequisite: None

ELT 170 DC Circuit Fundamentals (1.5-1) 2 hours

Topics include definition of voltage, current, resistance, and power. Also includes Ohm's Law, Kirchoff's Laws as applied to series and parallel circuits. Recommended preparation MTH 114, MTH 117, MTH 122 or equivalent knowledge.

Prerequisite: None

Course fee

ELT 171 Industrial Control Systems (2-2) 3 hours

A study of the electrical/electronic systems used in the control of machinery and processes in industry, and the electrical/electronic systems used to measure, monitor and control the factors involved in the manufacturing process.

Emphasis will be on the operation and troubleshooting of the electronics involved. Students will gain experience using instrumentation and measuring devices that simulate control situations. Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.

Prerequisite: None

Course fee

Electronics Engineering Technology (ELT)

ELT 172 Applied Communications Circuits (2-2) 3 hours

A survey of various communications systems. AM, FM radio systems as well as video communications systems will be included. The trouble shooting aspects of the various circuits will be emphasized. Recommended preparation ELT 170 and ELT 172 or equivalent knowledge.

Prerequisite: None

Course fee

ELT 173 Applied Analog Circuits (2-2) 3 hours

Introduction to the theory of operation of electronic devices used in amplifiers, oscillators, power supplies and control circuits. Recommended preparation ELT 170, ELC 172 and ELC 113 or equivalent knowledge.

Prerequisite: None

Course fee

ELT 175 Microprocessor Programming I (2-2) 3 hours

This course will deal with assembly language programming of standard microprocessor and the Z-80/8085 instruction set will be presented. Work will be conducted in the CPM environment with cross assemblers. A full description of CPM will be presented. Z-80 hardware will be discussed as it applies to the programming problems. Recommended preparation MTH 117 or MTH 122 and ELT 116 or MCS 140.

Prerequisite: None

Course fee

ELT 176 Microprocessor Programming II (2-2) 3 hours

Continuation of ELT 175. Advanced programming techniques concentrating on overall program development. Single chip processor (8051) will be introduced along with their instruction set. Special programming as applied to machine control application, some special purpose application software and macros will be introduced. Recommended preparation MTH 118 or MTH 123 and ELT 175.

Prerequisite: None

Course fee

ELT 211 Advanced Solid State Electronics (2-2) 3 hours

Continuation of ELT 113 with the development of frequency response characteristics of transistors and IC amplifiers. Linear IC's will be studied, including function generators, op amps, regulators and phase lock loops. Recommended preparation ELT 113 or equivalent knowledge. Offered spring only.

Prerequisite: None

Course fee

ELT 212 Electronic Communications Systems (2-3) 3 hours

Principles of operation and design of electronics equipment including radio fundamentals, radio receivers, transmitters, antennas and transmission of RF energy. Digital communications will be covered. Recommended preparation ELT 113, ELC 174 and ELC 175 or equivalent knowledge. Offered spring only.

Prerequisite: none

Course fee

ELT 213 Introduction to Digital Electronics (3-2) 4 hours

Principles of operation, performance, and design of digital computers and digital instrumentation. Number systems including binary; Boolean algebra and application to digital logic; digital logic circuits; computer organization and operation; digital logic application to electronic instrumentation. Recommended preparation MTH 117 or MTH 122 or equivalent knowledge.

Prerequisite: None

Course fee

ELT 214 Microwave Systems and Measurements (2-3) 3 hours

Continuation of ELT 212. Systems of electronic application other than radio communication with emphasis on microwave circuitry, devices, and systems including microwave power, frequency, etc. with emphasis on use of specialized microwave test equipment. Recommended preparation ELT 211 and MTH 211 or equivalent knowledge.

Prerequisite: None

Course fee

ELT 216 Microprocessors I (2-3) 3 hours

Introductory course in microprocessors dealing with hardware and software. The 8031/8051 micro controller is used as the target processor. Hardware configuration including CPU, Memory, and I/O will be studied as well as the instruction set. Recommended preparation ELT 213 and ELT 116 or equivalent knowledge. Offered fall only.

Prerequisite: None

Course fee

ELT 217 Microprocessors II (2-2) 3 hours

Second course in microprocessor electronics and follows ELT 216. Intended to be part of the Associate Degree in Electronics. 80xxx series of microprocessors are covered with introductions to assembly language and C. Concentration is on control applications. Recommended preparation ELT 216 or equivalent knowledge.

Prerequisite: None

Course fee

ELT 270 Microprocessor Programming III (2-2) 3 hours

Presents advanced subject areas in software and system development. A project will be required as part of the course requiring the student to take total system responsibility. The 8086 family instruction set will be introduced along with hardware concepts. Other 16 bit devices will be briefly described and telecommunication will be introduced.

Recommended preparation ELT 176 or equivalent knowledge.

Prerequisite: None

Course fee

EMERGENCY MEDICAL TECHNICIAN (EMT)

Biology and Health Sciences Division,
Room C140, (847) 543-2042

EMT 111 Emergency Medical Technician-Basic (5-4) 7 hours

This course prepares students to take the licensure examination of the Illinois Department of Public Health to become an EMT-B. This is a course of instruction in basic emergency medical services as prescribed by the State of Illinois, and includes classroom instruction, practical demonstrations and testing, and clinical experience in a hospital emergency department. The emergency services system, the responsibilities of emergency services personnel, and professionalism will be included, as well as assessment, stabilization and initial pre-hospital medical treatment of injured and ill patients. The course is offered at associated hospitals and fire departments in Lake County.

Prerequisites: High school diploma or GED and 18 years of age or older (at the time of licensure examination)

Corequisite: Current CPR certification (health care provider level: American Heart Association or American Red Cross).

EMT 113 EMT-Paramedic-Classroom/ Lab Experience (10-3) 11 hours

This course prepares students to take the licensure examination of the Illinois Department of Public Health to become an EMT-Paramedic. The course consists of classroom instruction and practical skills demonstrations and testing. Topics include the role of the paramedic, medical/legal issues, care and treatment of victims, documentation and communication. The course is offered at associated hospitals in Lake County. NOTE: Student must provide a copy of a written agreement with an ALS agency for field experience and documentation of liability insurance.

Prerequisites: EMT 111 and current Illinois licensure as an EMT-B or EMT-I

Corequisites: EMT 114 and EMT 115 and current CPR certification (health care provider level: American Heart Association or American Red Cross).

EMT 114 EMT-Paramedic-Clinical Practicum (0-9) 2 hours

This course consists of 140 hours of supervised, in-hospital, clinical experience, which includes the emergency department, intensive care units, labor and delivery, pediatrics, surgery, respiratory therapy, cardiac catheterization, and autopsy observation. The course is offered at associated hospitals in Lake County.

Prerequisite: EMT 111

Corequisites: EMT 113 and EMT 115

EMT 115 EMT-Paramedic-Field Experience Practicum (0-9) 2 hours

This course consists of supervised ambulance, pre-hospital, patient care experience, which includes basic and advanced life support, observation and participation in patient assessment, management, immobilization, transport with ongoing assessment and treatment, and communication skills. Students are required to participate in a specific number of calls and/or hours on duty, depending on the agency, which may require more than the listed number of clinic hours. The course is offered at associated hospitals in Lake County.

Prerequisite: EMT 111

Corequisites: EMT 113 and EMT 114

ENGINEERING (EGR)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

EGR 102 Introduction to Engineering (3-0) 3 hours

Foundation course for those pursuing professional goals relating to engineering. Includes a survey of the engineering fields, associated technical disciplines and professional ethics. Analytical and critical thinking skills are emphasized. Engineering problem solving, dimensional analysis, unit conversion, metrics, estimation and design processes are topics covered. Proficiency in basic algebra is strongly recommended.

Prerequisite: None

EGR 115 Applied Mechanics-Statics (3-0) 3 hours

Analysis of forces on structural and mechanical systems: resultants of force systems; algebraic and graphical conditions of equilibrium of force systems; analysis of forces acting on members of frames, trusses, etc; forces due to friction and properties of areas. Prior completion of Technical Mathematics I (MTH 117 or higher) and one semester of College Physics (PHY 121 or higher) is strongly recommended. Offered spring only.

Prerequisite: None

Engineering (EGR) English (ENG)

EGR 121 Engineering Graphics (2-3) 3 hours

Graphic language used by engineers, designers and drafters to communicate industrial ideas. A mechanical drawing course covering topics such as sketching, use of instruments, geometric constructions, orthographic drawing, pictorial drawing, and introduction to descriptive geometry. Includes an introduction to the use of CAD. Prior completion of high school geometry or drafting classes or a college drafting class is strongly recommended.

Prerequisite: None

Course fee

EGR 122 Descriptive Geometry (2-3) 3 hours

Graphic representation and solution of spatial problems involving points, lines, planes, intersections, revolutions and developments. Student must furnish basic required equipment. Prior completion of Engineering Graphics (EGR 121) or equivalent is strongly recommended. Offered spring only.

Prerequisite: None

Course fee

EGR 215 Mechanics of Materials (2-2) 3 hours

Mechanical and physical properties of materials appropriate to the design of engineered structures including frames, machines and buildings. Analysis and design of structural joints, torsional shafts, beams and columns. Analysis of structures with combined loading. Offered fall only.

Prerequisite: EGR 115

Course fee

EGR 221 Statics and Dynamics (5-0) 5 hours

Vector mechanics for engineering transfer students including static analysis of force systems acting on trusses, frames, machines, etc. proceeding to particle and rigid body kinematics and kinetics with force mass, acceleration, work, energy, impulse and momentum considerations. Application to engineering structures and mechanical systems emphasized. Offered spring only.

Prerequisite: PHY 123

Corequisite: MTH 246

EGR 222 Engineering Mechanics of Deformable Bodies (3-0) 3 hours

An engineering study of the elementary mechanics of deformable bodies. The course includes analysis of: the elastic and inelastic relationships between external forces acting on engineering structures and the stresses and deformations produced; tension and compression members; members subjected to torsion and to bending; buckling (columns) combined stresses; repeated loads (fatigue); energy loads and impact; and influences of the properties of materials. Offered summer only.

Prerequisite: EGR 221

EGR 260 Introduction to Circuit Analysis (4-0) 4 hours

Circuit analysis at the engineering level. Includes all of the standard analysis tools such as nodal analysis, mesh analysis, Thevenin's and Norton's theorems and superposition. Impedances are defined and AC steady state analysis is carried out as well as analysis of transients in simple circuits. LaPlace transform analysis is introduced as are bode plots and transfer functions. The course will also cover three phase circuits and transformers. Operational amplifiers are also introduced. Offered spring only.

Prerequisite: MTH 246, PHY 124

Corequisite: MTH 227

ENGLISH (ENG)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

ENG 090 ESL Academic Purposes Advanced I (3-0) 3 hours

A course in advanced English as a second language for students wishing to pursue academic studies in American colleges and universities. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area. Emphasis on recognizing and expressing the relationship between generalizations and supporting details. This course does not apply to any associate degree or career certificate.

Prerequisite: Successful completion of ESL 082 and ESL 083 (Intensive Intermediate Academic ESL). Appropriate score on ESL placement tests and/or consent of instructor

ENG 091 ESL Academic Purposes Advanced II (3-0) 3 hours

A course in advanced English as a second language for students wishing to pursue academic studies in American colleges and universities. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area. Emphasis on further practice in producing and recognizing the relationship between generalizations and supporting details in academic discourse. This course does not apply to any associate degree or career certificate.

Prerequisite: Successful completion of ENG 090 and/or consent of instructor

ENG 092 ESL Academic Purposes Advanced III (3-0) 3 hours

A course in advanced English as a second language for students wishing to pursue academic studies in American college and universities. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area. Emphasis on stating and recognizing advantages and disadvantages on a given topic. This course does not apply to any associate degree or career certificate.

Prerequisite: Successful completion of ENG 091 and/or consent of instructor

**ENG 093 ESL Academic Purposes -
Advanced IV (3-0) 3 hours**

A course in advanced English as a second language for students wishing to pursue academic studies in reading, writing, speaking and listening while focusing on a chosen content area. Emphasis on stating and recognizing advantages and disadvantages on a given topic and developing support for those opinions. This course does not apply to any associate degree or career certificate.

Prerequisite: Successful completion of ENG 092 and/or consent of instructor

**ENG 094 ESL Academic Purposes -
Transitional Level I (3-0) 3 hours**

A course in transitional intensive ESL for students simultaneously pursuing academic studies in the college. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area. Emphasis is on listening and comprehending academic lectures, recognizing academic discourse markers both in speech and writing and reading and summarizing academic texts. This course does not apply to any associate degree or career certificate.

Prerequisite: Successful completion of ENG 093 and/or consent of instructor

**ENG 095 ESL Academic Purposes -
Transitional Level II (3-0) 3 hours**

A course in transitional intensive ESL for students simultaneously pursuing academic studies in the college. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area. Emphasis is on listening and comprehending academic lectures, note-taking of academic lectures and of academic readings and writing short papers based on readings and lectures. This course does not apply to any associate degree or career certificate.

Prerequisite: Successful completion of ENG 094 and/or consent of instructor

**ENG 096 ESL Academic Purposes -
Transitional Level III (3-0) 3 hours**

A course in transitional intensive ESL for students simultaneously pursuing academic studies in the college. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area. Emphasis is on leading and participating in class discussions, reading and synthesizing materials from different sources and writing academic papers. This course does not apply to any associate degree or career certificate.

Prerequisite: Successful completion of ENG 095 and/or consent of instructor

ENG 102 Spelling (1-0) 1 hour

A practical module designed to teach students how to spell the 520 most commonly misspelled words in Standard English. Instruction is self-paced and self-scheduled utilizing both a workbook and cassette tapes. Students are tested on words from each chapter through taped tests in the Testing Center. The emphasis is on learning basic rules governing English spelling and correct pronunciation of the words presented. This course does not apply to any associate degree or career certificate.

Prerequisite: Basic Skills Assessment

Times Repeatable: 3

ENG 103 Vocabulary Development (1-0) 1 hour

A module designed for students who wish to increase their vocabulary and who have problems decoding words, and expressing themselves clearly. Emphasis is placed on contextual and structural word attack skills and efficient methods of learning new vocabulary and dictionary usage. This course does not apply to any associate degree or career certificate.

Prerequisite: Basic Skills Assessment

Times Repeatable: 3

**ENG 104 Punctuation and Sentence
Structure (1-0) 1 hour**

A module designed to help students write stronger sentences and use punctuation marks correctly. Instruction is self-paced and self-scheduled. Students will work on a grammar workbook and will take short objective tests on material covered in the text. In addition, students will complete five short writing assignments in a journal to help them apply the principles of grammar and punctuation they are studying. Students will revise two journal entries for evaluation. This course does not apply to any associate degree or career certificate.

Prerequisite: Basic Skills Assessment

Times Repeatable: 3

ENG 105 Introduction to College Writing (3-0) 3 hours

The goal is to enable students to gain confidence in their ability to clearly communicate facts, ideas and feelings in complete sentences, organized paragraphs and essays. This course does not apply to any associate degree or career certificate.

Prerequisite: Basic Skills Assessment

Times Repeatable: 3

ENG 106 Punctuation for Business English (0-2) 1 hour

This course is a module for students who need practice in the correct transcription of numbers and abbreviations, capitalization, word division, and punctuation. This course does not apply to any associate degree or career certificate.

Prerequisite: Basic Skills Assessment

Times Repeatable: 3

English (ENG)

ENG 107 Introduction to College Reading I (3-0) 3 hours

This first level reading course is recommended for students who need to improve basic word analysis and comprehension skills. The course concentrates on vocabulary development, dictionary skills, skimming/scanning, and paragraph analysis. This course does not apply to any associate degree or career certificate.

Prerequisite: Basic Skills Assessment

Times Repeatable: 3

ENG 108 Strategic Reading/Writing I (6-0) 6 hours

A developmental course designed to enable students to gain confidence in their ability to read and write effectively.

Prerequisite: Basic Skills Assessment or successful completion of CSS103

ENG 109 Strategic Reading/Writing II (3-0) 3 hours

A developmental course designed to enable students to gain confidence in using reading/writing strategies within the context of thematic units.

Prerequisite: Basic Skills Assessment or successful completion of ENG108

ENG 113 Technical Communication Practicum (3-0) 3 hours

Provides work simulation experience in a variety of report writing areas according to the student's major occupational area. The purpose of the course is to allow development and evaluation of writing assignments taken from the student's supervised experiences to on-the-job simulation with the responsibilities of the technical writer.

Prerequisite: ENG 126 and consent of instructor

ENG 120 Technical Composition I (3-0) 3 hours

A beginning college level writing course for students and professionals in business and industry representing such fields as accounting, data processing, industrial technology, electronics, medical technology and the biological/health sciences. Emphasis is on writing with conciseness, precision and objectivity. Specifically covered are business letters, memoranda, periodic reports, descriptions of mechanisms and processes, instructions and proposals. A variety of business and technical communication projects are completed, all based on practical situations in the students' fields of study. Graphic elements are introduced as essential to technical documents. Unit on publishing technology.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ENG 121 English Composition I (3-0) 3 hours

English Composition I develops students' skills in written expression and analytical reading. During the course, students will write various types of exposition and read, analyze and discuss essays.

IAI C1 900

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ENG 122 English Composition II (3-0) 3 hours

Teaches students to analyze, discuss, criticize, and appreciate fiction, poetry, and drama. Students will write criticism of the literature they read and prepare a research paper.

IAI C1 901

Prerequisite: ENG 120 or ENG 121

ENG 123 Mass Communications (3-0) 3 hours

Mass Communications traces the development of the mass media from ancient times to the present, with emphasis on the unique evolution of mass media in the United States. Studies will center on current industry practices and issues, current social concerns with the media, and brief overviews of operations in the newspaper, book, magazine, advertising, television, radio, film, public relations, computer and international communications fields.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ENG 124 Newswriting I (3-0) 3 hours

Newswriting is a course designed to develop skills in gathering, analyzing, organizing, writing and editing basic hard news stories. Course work includes practice in notetaking, interviewing, editing and research skills. Lab work includes writing about simulated news situations such as accidents, fires, press conferences, speeches, meetings, court proceedings and sports. We'll also see how to cover press release rewrites, obituaries, follow ups, science, consumer and business news. At the end of the course, we'll look at the special skills needed in broadcast and investigative reporting; we'll finish by examining journalism's contemporary standards in areas of press law and ethics.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ENG 126 Advanced Composition: Scientific and Technical Communications (3-0) 3 hours

This transferable advanced composition course stresses writing concisely, precisely and clearly for a variety of purposes and audiences. Students in scientific and technical majors write a multi-source research paper, scientific and technical reports, magazine article abstracts, letters, proposals, resumes, instructions, descriptions, etc. Scientific and technical discourse communities are examined. Students read, write and think critically about a variety of issues including the environment, and ethics of technology.

IAI C1 901

Prerequisite: ENG 120 or ENG 121

ENG 128 Linguistics and Society (3-0) 3 hours

This course will introduce students to some of the important principles of linguistics, as well as to the complex nature of language acquisition and use within any given society. The course will discuss how languages resemble and differ from each other, the social and psychological processes involved when individuals learn languages, the interrelationship between language and gender and language and ethnicity and the social and political ramifications of different language attitudes; in addition, the course will examine the communicative and social significance of different speech acts.

Prerequisite: None

ENG 129 Women in Literature (3-0) 3 hours

Introduces students to the wealth of literature by and about women. Discussions, films, and records enable students to analyze the portrayal of women in literature, to trace the historic development of writing by women, and to enjoy the excellence and variety of works by women.

IAI H3 911D

Prerequisite: ENG 120 or ENG 121

ENG 220 Introduction to Scriptwriting - Video, TV and Film (3-0) 3 hours

Scriptwriting will introduce students to the concepts, structure and format needed to develop shooting scripts for non-broadcast media, TV, and film. The course will examine how to develop realistic characters, conflict, and plot structure. Videotapes and one feature film will be used.

Prerequisite: ENG 121

ENG 222 Creative Writing (3-0) 3 hours

Creative Writing teaches students to analyze professional poetry and short stories and guides them in the practice of writing both short stories and poetry. The course emphasizes creative expression and class critiques of student writing.

Prerequisite: ENG 121

ENG 223 Survey of Major American Writers (3-0) 3 hours

In this course students will read and study selected writings of a number of major American writers from the colonial period up to 1900.

IAI H3 914

Prerequisite: ENG 120 or ENG 121

ENG 224 Creative Writing II (3-0) 3 hours

Creative Writing II will emphasize the application of concepts presented in the first semester course in a workshop format. Class sessions will use the discussion of student and professional writing as the point of departure for an in-depth study of prosody and the formal elements of fiction. Individual conferences will supplement lectures and workshops to afford students a detailed response to their writing.

Prerequisite: ENG 222

ENG 225 Major Trends and Authors of English Literature (3-0) 3 hours

This course introduces students to the authors who have most influenced the literature of English speakers. From the first English epic to the poems and prose of the nineteenth century, the works covered reflect the major artistic developments of Western society and provide the background to modern writing in the English language.

IAI H3 912

Prerequisite: ENG 120 or ENG 121

ENG 226 Modern English Literature (3-0) 3 hours

Modern and contemporary authors of English literature and their background. The seeds of modernism in the nineteenth century, its height of influence and contemporary reactions will be traced in the works which have shaped writing today. The literature will be analyzed as a reflection of the changes that have marked human society, values and history.

Examines such themes as the growing alienation of human beings in the machine age and the political and class upheavals of the twentieth century.

IAI H3 913

Prerequisite: ENG 120 or ENG 121

ENG 227 Introduction to Shakespeare (3-0) 3 hours

Introduction to Shakespeare offers an examination of the writer's works and their historical and literary background through readings and discussions of selected comedies, histories and tragedies. Videotapes of performances will be shown in class.

IAI H3 905

Prerequisite: ENG 120 or ENG 121

ENG 228 World Literature (3-0) 3 hours

World Literature studies representative writers of European, Asian, African, Middle Eastern, and Latin American literature. It surveys the classics and the influential works of various countries, periods and movements from ancient writings to the present. Omitted or represented sparingly are British and North American writers since other courses focus on them. Explore the world by exploring the world's literature.

IAI H3 906

Prerequisite: ENG 120 or ENG 121

ENG 229 Twentieth Century American Literature (3-0) 3 hours

American literature from end of World War I to the present. Short stories, plays, poetry, and novels representing major writers and trends.

IAI H3 915

Prerequisite: ENG 120 or ENG 121

ENG 241 Introduction to Poetry (3-0) 3 hours

The course is designed to introduce students to a wide variety of English and American poetry, both traditional and modern. Emphasis will be on the relationship between meaning and form in individual poems, and class discussion will allow for student analysis, interpretation and critical evaluation.

IAI H3 903

Prerequisite: ENG 120 or ENG 121

English (ENG)

ENG 243 Introduction to Fiction (3-0) 3 hours

Introduces students to a wide variety of English, American and Continental short stories, both traditional and modern. At least two longer short stories will be read and at least one novel will be selected later in the course. Emphasis will be on the relationship between meaning and form in individual stories and the novel, and class discussion will allow for student analysis, interpretation and critical evaluation.

IAI H3 901

Prerequisite: ENG 120 or ENG 121

ENG 244 Mythology and Fairy Tales (3-0) 3 hours

Students study myths, legends, and fairy tales from various cultures, with emphasis placed on Greek, Norse, and Hindu mythology and Grimm's fairy tales. The lasting power and influence of mythological themes and archetypal symbolism will be explored.

IAI H9 901

Prerequisite: ENG 120 or ENG 121

ENG 246 Latin American Writers (3-0) 3 hours

This course will introduce students to significant Latin American writers. The course will draw upon contemporary poetry, short fiction, novels and memoirs in English. The assigned reading will be in English and will exemplify trends in Latin American literature throughout the world.

IAI H3 908N

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

ENG 247 International Women Writers (3-0) 3 hours

Reading literature is one of the most enjoyable ways to find out about other people and places. This introductory course offers CLC students an opportunity to enhance their understanding of various cultures and their appreciation of the literary contributions of women writers outside of the United States, Britain, and Europe. Modern novels and stories combined with ancient to modern poems will give students windows to view the concerns, triumphs, dreams, politics, families, etc. of international cultures.

IAI H3 911D

Prerequisite: ENG 120 or ENG 121

ENG 249 Children and Young Adult Media (3-0) 3 hours

Selection and evaluation of print and non-print materials, with emphasis on literature, how-to components on program design, story telling. Field observation of skillful school and public library personnel with children will be arranged.

Prerequisite: ENG 120 or ENG 121

ENG 261 Methods for Teaching English as a Second Language (3-0) 3 hours

This course will provide an overview of some of the major techniques and principles in teaching English as a second or foreign language. In addition, the course will discuss issues related to needs assessment, syllabus design, selection and evaluation of course materials, materials development, assessment tools, and action-research.

Prerequisite: ENG 128 or consent of instructor

ENG 262 Theories of Teaching English as a Second Language (3-0) 3 hours

This course will introduce the prominent theories of second language acquisition and teaching with a special emphasis on English as a second language. In addition, the course will discuss the relationship between theory and practice and of the relevance of theory to the language classroom.

Prerequisite: ENG 128 or consent of instructor

ENG 263 Early American Minority Writers (3-0) 3 hours

This course introduces students to the wealth of literature contributed by minority writers before 1920. For this course, minority will be defined as groups who have not traditionally been represented in the American Literary Canon. Such groups include, but shall not be limited to, African Americans, American Indians, Asian Americans, Hispanic/Latino Americans, working class Americans, and gay/lesbian Americans. All forms of literature will be covered—folktales, poetry, short stories, novels, plays, autobiographies, memoirs, and oral forms.

Prerequisite: ENG 121

ENG 264 Modern American Minority Writers (3-0) 3 hours

This course introduces students to the wealth of literature contributed by minority writers after 1920. For this course, minority will be defined as groups who have not traditionally been represented in the American Literary Canon. Such groups include, but shall not be limited to, African Americans, American Indians, Asian Americans, Hispanic/Latino Americans, working class Americans, and gay/lesbian Americans. All forms of literature will be covered—folktales, poetry, short stories, novels, plays, autobiographies, memoirs, and oral forms.

Prerequisite: ENG 121

ENG 266 Professional Communication (3-0) 3 hours

Professional Communication is a sophomore level course designed for students who have completed their composition requirements and are interested in furthering their writing skills for a variety of purposes. Students will learn about technical writing, writing for publication, writing magazine articles, writing company newsletters, doing research in the sciences and social sciences, writing in the professions, writing reports for industry, the impact of technology on writing and publishing, document design, writing computer manuals and online documentation.

Prerequisite: ENG 121 or ENG 126

ENGLISH AS A SECOND LANGUAGE (ESL)

Community Education and Economic Development Division, Building 4, (847) 543-2021

ENGLISH AS A SECOND LANGUAGE (ESL) classes are offered to adults from all countries whose native language is not English to pursue language instruction.

ESL courses do not apply to any associate degree or career certificate.

Students enrolling in college level instruction and students entering the college on F1 visas are not eligible for tuition free adult education classes.

ESL 030 Beginning ESL I (3-0) 3 hours

This course is intended for students with no proficiency in English and/or very low literacy skills in their native language.

Prerequisite: ESL Placement Exam

ESL 031 Beginning ESL II (3-0) 3 hours

This course is a continuation of ESL030 (Beginning ESL I). It is intended for students with no proficiency in English and/or very low literacy skills in their native language. This new course will enable them to master the "survival" vocabulary most commonly encountered in their everyday life, and prepare them more adequately for ESL040 (Beginning ESL).

Prerequisite: ESL Placement Exam

ESL 040 Beginning ESL III (Variable) 1-3 hours

For students who have little or no knowledge of English. Students will learn to speak, read and write using present progressive, future and imperative verb forms. They will be able to use singular and plural nouns, pronouns, prepositions of place, possessives, time adverbs and descriptive adjectives. They will acquire basic vocabulary to describe themselves and their environment.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 041 Beginning ESL IV (3-0) 3 hours

This course, a continuation of Beginning ESL III, is for students who have little or no knowledge of English. Students will learn how to ask and answer basic information questions about themselves. They will practice using "be" and action verbs in several tenses. They will increase their vocabulary in the areas of occupations, places in the community, common actions, adjective opposites and family relationships. They will read short passages and write sentences using these structures and vocabulary items.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 042 Beginning ESL V (3-0) 3 hours

This course is for students who have little knowledge of English. Students will learn to speak, read and write using negative statements in present and future tenses, auxiliary verbs can and have to, clothing vocabulary, colors, countries, nationalities and languages, and why/because questions. They will concentrate on listening and speaking skills, with additional work on reading and writing.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 043 Beginning ESL VI (3-0) 3 hours

This course, a continuation of Beginning ESL V, is for students who have little knowledge of English. Students will strengthen their use of present and future tense verbs and begin learning to use the past tense. They will learn common regular and irregular verbs. They will acquire vocabulary in the areas of parts of the body, aches and pains, symptoms, time problems and giving excuses. Listening and speaking will be stressed with additional work on reading and writing.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 044 ESL - Writing Improvement I (Variable) 1.5-3 hours

This course is for English-as-a-Second Language students from the upper beginning to the advanced level who want to write better in English. Students will learn spelling rules and work on improving their vocabulary, sentence structure and paragraph organization.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 045 ESL - Conversation I (Variable) 1.5-3 hours

This course is for English-as-a-Second Language students who already know some English grammar and have some knowledge of vocabulary but wish to improve their ability to speak and understand English in various social and business situations. American slang and usage will be taught.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 050 Intermediate ESL I (Variable) 1-3 hours

This course is for students who can already speak and write in the present and future and can describe themselves with their environment using basic vocabulary and structures. Students will learn to use regular and irregular past and present perfect verbs. They will practice communicating using infinitives, direct and indirect objects, comparative adjectives and more extensive vocabulary.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

English as a Second Language (ESL)

ESL 051 Intermediate ESL II (3-0) 3 hours

This course, a continuation of Intermediate ESL I, is for students who know some English and who can speak and write using present and future tenses and basic vocabulary and structures. Students will work intensively on mastering verb use and learning irregular verb forms. Past tense will be reviewed and past continuous introduced. Students will also learn to use direct and indirect objects correctly and to use quantity words with nouns. Vocabulary areas will include weather, reading maps and giving directions, renting and buying, and giving compliments.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 052 Intermediate ESL III (3-0) 3 hours

This course is for students who already know some English and who can speak and write using present and future tenses and basic vocabulary and structures. Students will learn correct use of intensifiers, reflexive pronouns, negative words and comparative adverbs. They will learn the future tense of auxiliary verbs and gain vocabulary knowledge in the areas of accidents and emergencies, polite excuses, customer complaints and the automobile.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 053 Intermediate ESL IV (3-0) 3 hours

This course, a continuation of Intermediate ESL III, is for students who already know some English and who can speak, read, and write using present, past and future tenses and basic vocabulary and structures. Students will work intensively on correct formation and use of the present perfect tense, present perfect continuous, and future continuous verb phrases. They will learn the superlative form of common adjectives. They will learn vocabulary for giving information at a medical check-up, and for restaurant conversations.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 054 ESL-Writing Improvement II (Variable) 1.5-3 hours

This course is for English-as-a-Second Language students from the mid-intermediate to the advanced level who want to write better in English. Students will learn to write more complex sentences, to use more appropriate vocabulary for particular writing tasks and to compose well-developed paragraphs and longer compositions.

Prerequisite: ESL Placement Exam

ESL 055 ESL-Conversation II (Variable) 1.5-3 hours

This course is for English-as-a-Second Language students at the upper intermediate and advanced level who are already familiar with English grammar and vocabulary items but wish to improve their ability to speak and understand English in various social and business situations. American slang and usage will be taught.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 060 Advanced ESL I (Variable) 1-3 hours

This course is for non-native speakers who are familiar with many of the essential grammatical structures and most verb tenses but need further skill in English. Students in this class will strengthen and refine their use of structures learned previously. They will learn to use passive voice, superlative adjectives, more specific vocabulary. They will become familiar with American slang, idioms and cultural patterns.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 061 Advanced ESL II (3-0) 3 hours

A continuation of Advanced ESL I for non-native speakers who are familiar with many of the essential grammatical structures and most verb tenses but need further skill in English. Students will strengthen and refine their control of structures learned previously. They will learn to use all verb tenses more accurately. They will improve their mastery of English prepositions and two-word verbs. Aural comprehension of dialogs at normal speed will be emphasized.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 062 Advanced ESL III (3-0) 3 hours

This course is for non-native speakers of English who are familiar with many of the essential grammatical structures and most verb tenses but need further skill in English. Students will strengthen and refine their control of structures learned previously. They will focus on accurate use of verb phrases, relative clauses and subject-verb agreement in speech and in writing. Listening comprehension and paragraph writing will also be stressed.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 063 Advanced ESL IV (3-0) 3 hours

This course, a continuation of Advanced ESL III, is for non-native speakers who are familiar with many of the essential grammatical structures and most verb tenses but need further skill in English. Students will strengthen and refine their control of structures learned previously. They will learn to use adverb clauses of time, cause, condition, result and comparison. They will work intensively on increasing their vocabulary, learning to recognize prefixes and suffixes. They will work in reading on identifying main ideas and supporting details.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 070 ESL Study Skills I (Variable) 1-3 hours

This class is for students who have achieved communicative competence but wish to refine listening, speaking, reading and writing skills. They will learn content in advanced areas relating to the writing skills GED test.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 071 ESL Study Skills II (Variable) 1-3 hours

This class is for students who have achieved communicative competence but wish to refine listening, speaking, reading, and writing skills. They will learn content in advanced areas relating to the GED reading test.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 072 ESL Reading and Writing Skills (3-0) 3 hours

This class is for students who are already able to communicate in English but wish to upgrade their reading and writing skills for educational, business or personal reasons. Students will improve their reading comprehension, expand their vocabulary, learn to make inferences and scan for information and learn to write more correct and complex sentences, paragraphs and longer compositions.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 073 ESL Speaking and Listening Skills (3-0) 3 hours

This course is for students who are already able to communicate in English but wish to improve their listening and speaking skills for business, educational or personal reasons. Students will learn to listen carefully, take notes and outline oral presentations, increase their speaking vocabulary and practice speaking in both informal discussions and more structured situations.

Prerequisite: ESL Placement Exam

Times Repeatable: 3

ESL 080 ESL Academic Purposes Intermediate I (3-0) 3 hours

First portion of a course in intermediate English as a second language for students wishing to pursue academic studies in American colleges and universities. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area. Emphasis on directions and sequencing in academic contexts.

Prerequisite: ESL Placement Exam

ESL 081 ESL Academic Purposes Intermediate II (3-0) 3 hours

Second portion of a course in intermediate English as a second language for students wishing to pursue academic studies in American colleges and universities. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area introduced in ESL for Academic Purposes - Intermediate I. Emphasis on series of directions and sequencing in academic contexts.

Prerequisite: ESL 050 or ESL Placement Exam

ESL 082 ESL Academic Purposes Intermediate III (3-0) 3 hours

Third portion of a course in intermediate English as a second language for students wishing to pursue academic studies in American colleges and universities. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area. Emphasis on American life and college academic culture.

Prerequisite: ESL 051 or ESL Placement Exam

ESL 083 ESL Academic Purposes Intermediate IV (3-0) 3 hours

Fourth portion of a course in intermediate English as a second language for students wishing to pursue academic studies in American colleges and universities. Students will improve their reading, writing, speaking and listening while focusing on a chosen content area chosen in ESL for Academic Purposes - Intermediate III. Emphasis on expressing comparisons.

Prerequisite: ESL 052 or ESL Placement Exam

FIRE SCIENCE TECHNOLOGY (FST)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

FST 111 Introduction to the Fire Service (3-0) 3 hours

An introductory course which discusses the history and philosophy of the fire service. Overviews all aspects of fire science technology; fire fighting, emergency medical, under water rescue, hazardous materials, public education, fire investigations, and fire prevention. Major emphasis on orientation for people who are considering involvement in the fire service. Field trips are scheduled for the course. (Individuals with greater than one year firefighter experience are not eligible for credit.)

Prerequisite: Admissions Category I

FST 116 Fire Fighting Tactics and Strategy I (3-0) 3 hours

An introduction to the basic principles and methods associated with the strategic and tactical responsibilities of the line officer on the fire ground. Emphasizes size-up, fire operations, pre-fire planning, and basic engine and truck company operations. Recognized by the Office of the State Fire Marshal (OSFM) towards Fire Officer 1 & Tactics & Strategy 1. FST 111 and/or one year active experience in the fire service is recommended.

Prerequisite: None

FST 117 Fire Fighting Tactics & Strategy II (3-0) 3 hours*

Advances principle & methods associated with the fireground strategies and tactics required of the company officers and chief officers. The course emphasizes multi-company alarm assignments, sectorization of the fireground, handling disasters and major fire incidents. Recognized by the Office of the State Fire Marshal towards Fire Officer 2/ Tactics & Strategy 2.

Prerequisite: FST 116

Fire Science Technology (FST)

FST 118 Incident Command (3-0) 3 hours

Basic principles for firefighters, company officers and chief officers, for organizing and managing an emergency scene. This course will stress sectorization, scene safety, and scene management. Emergency fire, hazardous materials, under water rescue and medical scene management will be reviewed. FST 116 and/or 2 years active experience in the fire service is recommended.

Prerequisite: None

FST 119 Fire Apparatus Engineer (3-0) 3 hours*

A classroom and hands-on course designed for personnel who have or may have the responsibility as an apparatus engineer. The subject covers: preventative maintenance, pumps and controls, water supply, pump testing, and hydraulics. The course is designed to meet the Office of the State Fire Marshal and NFPA 1001 requirements except for driving requirements that must be met by the individual department.

Prerequisite: None

FST 173 Fire Instructor I (3-0) 3 hours

This course is designed to meet the needs of those individuals who wish to learn the techniques of instructing in the fire service. It is structured to provide basic information about human relations in the teaching-learning environment, methods of teaching, and proper method of writing lesson plans. Areas covered include: orientation and description of the instructor's job, roles and responsibilities of the fire service instructor, concepts of learning, human factors in learning, oral communications, methods of instruction, lesson plans, instructional materials, organizing the learning environment, testing and evaluation, records and reports, and practical application. This course is recognized by the office of the State Fire Marshal towards certification of Instructor 1 and Officer 1. FST 111 and/or one year active service experience in the fire service is recommended.

Prerequisite: None

FST 174 Fire Instructor II (3-0) 3 hours*

This course is a continuation of FST 173. Teaches advance principles and techniques of instruction. This course is structured to provide information about human relationships in the teaching-learning environment, methods of lesson and course development. Material covered will include performance objectives, instructional materials development, evaluation and references. Recognized by the Office of the State Fire Marshal towards Instructor 2/Officer 2.

Prerequisite: FST 173

FST 177 Fire Prevention Principles I (3-0) 3 hours*

The introductory course for the individual who will be involved in code enforcement. It will include: current laws, codes, ordinances, building construction, occupancies, hazards & causes, inspection techniques and investigations. Recognized by the Office of the State Fire Marshal towards Fire Officer 1/Fire Prevention Principles 1.

Prerequisite: None

FST 192 Hazardous Materials First Responder (3-0) 3 hours*

This course is designed for firefighters and other persons who might encounter hazardous materials in the course of their occupations. This course will stress identification, site entry, isolation, evacuation, use of Materials Safety Data sheets, and how to obtain assistance at the hazardous materials scene. Practical applications and hands on experiences are required in this course. The course meets the requirements for Hazardous Materials First Responder Operations, of the State Fire Marshal Certification and OSHA 29 CFR 1910.

Prerequisite: None

FST 217 Fire Officer Communications (3-0) 3 hours*

Techniques of company officer communications and group dynamics. Acquaints the student with the principles of communications and the role of the company officer in both formal and informal communication processes. Recognized by the Office of the State Marshal towards Fire Officer 1/ Management 2.

Prerequisite: FST 218 and/or at least one year active experience in the fire service.

FST 218 Fire Officer Supervision (3-0) 3 hours*

Introduction to objectives and techniques of fire company management. Acquaints the student with the role and function of the company officer discussion of management theories and practices: Includes: planning, organizing, staffing, directing and controlling. Recognized by the Office of the State Fire Marshal towards Fire Officer 1/ Management 1.

Prerequisite: None

FST 273 Fire Science Business & Operations (3-0) 3 hours*

The advanced study of management principles and techniques used by mid-level officers. These studies will include: management of resources; personnel, money, facilities and time; principles of delegation, problem solving and motivation. Recognized by the Office of the State Fire Marshal towards Fire Officer 2/Management 3.

Prerequisite: FST 217 and/or at least two years active experience in the fire service.

FST 274 Fire Administration & The Law (3-0) 3 hours*

Management principles and techniques used by future or current chief officers in the fire service. Acquaints the student to principles of public relations, labor relations, personnel management, and administrative liability, including: criminal and civil liability, disciplinary hearings, avoiding lawsuits, administrative investigations, and State and Federal Regulations. Recognized by the Office of the State Fire Marshal towards Fire Officer 2/Management 4.

Prerequisite: FST 273 and/or at least three years active experience in the fire service.

FST 279 Special Topics in the Fire Service (3-0) 3 hours

This course will take a subject of topical or current interest and cover that subject in depth. Since topics will vary widely from year to year, a student may seek approval to repeat this course once for credit.

Prerequisite: None

*The Office of the State Marshal requires that additional criteria be met prior to state certification. Check with your program coordinator for guidance.

FOOD SERVICE (FSM)

Business Division, Room A142, (847) 543-2041

FSM 110 Introduction to Professional Food Service (3-0) 3 hours

The history and organization of the food service industry including management structures and staffing requirements for different types of operations. It focuses on the role and responsibilities of food service personnel and analyzes trends within the industry.

Prerequisite: Admissions Category I or CSS 103 and MTH 101

FSM 111 Principles of Food Preparation I (2-4) 4 hours

Study of the principles of commercial food preparation with emphasis on handling tools, equipment, and materials for sauces, soups, entrees, and vegetables. Includes the study of quality and cost controls and menu planning. Emphasizes the importance of professional kitchen management.

Prerequisite: Admissions Category I or CSS 103 and MTH 101

Course fee

FSM 112 Culinary Arts I (1-4) 3 hours

Professional introduction to a full service kitchen and the uses of tools, materials, and equipment. Preparation and presentation of food. Combination of salads, soups, appetizers, sauces, entrees, vegetables, starches, and desserts.

Prerequisite/Corequisite: FSM 111

Course fee

FSM 113 Applied Food Service Sanitation (1-0) 1 hour

Principles and procedures of sanitation in food preparation and service. Includes causes and prevention of food borne illnesses. Develops understanding of health regulations and inspection procedures. The State of Illinois Sanitation Licensing Examination is given as part of this course.

Prerequisite: None

FSM 170 Principles of Food Preparation II (2-4) 4 hours

Study of the principles of commercial food preparation with emphasis on skill development for the production of bread and pastry, salads, and international cuisine. Includes the principles of purchasing, pricing, scheduling, and catering management. Emphasizes the importance of professional kitchen management.

Prerequisite: Admissions Category I or CSS 103 and MTH 101
Course fee

FSM 171 Culinary Arts II (1-4) 3 hours

This course provides expanded experience in the handling of tools, materials and equipment. Experience is provided in the preparation of soups, entrees, salads, and bakeshop in a commercial food service

Prerequisite/Corequisite: FSM 170

Course fee

FSM 175 Nutrition (3-0) 3 hours

Principles of nutrition with application to the food service industry. Includes fundamentals of food chemistry and nutrition for different age groups and special needs of individuals.

Prerequisite: CSS 103 and MTH 101

FSM 212 Menus/Merchandising/Facilities Planning (3-0) 3 hours

A study of factors affecting consumer patronage including menu design, promotional techniques and facilities planning of service and kitchen areas in various types of food service operations.

Prerequisite: 6 hours in FSM courses or FSM coordinator approval



Food Service (FSM) French (FRN) General Education Development (GED)

FSM 213 Quantity Food Purchasing (3-0) 3 hours

Principles and procedures of quantity purchasing including development of standards, cost controls, budgeting, and record keeping systems for food, beverages, equipment, and supplies. Vendor relations, legal factors, and storage requirements are included.

Prerequisite: FSM 110, 1 year prior food service experience or consent of coordinator

Course fee

FSM 271 Food Service Management (2-4) 4 hours

This course is the capstone for the Food Service Management option. Students demonstrate proficiency in managing a food service operation by applying concepts and skills in purchasing, merchandising, personnel supervision, management controls and team development.

Prerequisite: Fourth semester standing in the Food Service program.

Course fee

FSM 273 Food, Beverage, and Labor Control (3-0) 3 hours

Principles and practices of costing for food, beverage, and labor including analysis methods and problem resolution. Introduction to wine and spirits classification and marketing.

Prerequisite: 9 hours in FSM courses or FSM coordinator approval

FSM 299 Selected Topics in Food Service (Variable) 1-4 hours

A course designed to meet the needs of students for specialized instruction in current Food Service Management/Culinary Arts topics. Topics will be identified for each section of the course.

Prerequisite: Depends on the selected topic.

Times Repeatable: 3 - No more than 4 credit hours will count toward an associate degree or career certificate.

Course fee

FRENCH (FRN)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

FRN 121 Beginning Conversational French I (4-0) 4 hours

Fundamentals of language necessary for understanding, speaking, reading and writing of French. Practice in pronunciation from dialogues and pattern practices.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

FRN 122 Beginning Conversational French II (4-0) 4 hours

Fundamentals of language necessary for understanding, speaking, reading, and writing of French. Practice in pronunciation from dialogues and pattern practices. This is a continuation of FRN 121.

Prerequisite: FRN 121

FRN 221 Intermediate French I (4-0) 4 hours

Review and further study of grammar concepts, continued aural-oral practice, simple conversation and selected readings with text analysis.

Prerequisite: FRN 122

FRN 222 Intermediate French II (4-0) 4 hours

Review and further study of grammar concepts, continued aural-oral practice, simple conversation and selected readings with text analysis.

IAI H1 900

Prerequisite: FRN 221

FRN 223 French Civilization I (3-0) 3 hours

Composition and conversation based on contemporary writings emphasizing the social, political, economic and literary trends of modern France.

IAI H1 900

Prerequisite: FRN 222

FRN 224 French Civilization II (3-0) 3 hours

Study of France and its people through its language and political institutions as well as major trends in literature and art from the Gallo-Roman area to the present.

IAI H1 900

Prerequisite: FRN 223

GENERAL EDUCATION DEVELOPMENT (GED)

Community Education and Economic
Development Division, Building 4, (847) 543-2021

G.E.D. PREPARATION (GED) classes prepare students to take the high school equivalency exam.

GED courses do not apply to any associate degree or career certificate.

Students enrolling in college level instruction and students entering the college on FI visas are not eligible for tuition free adult education classes.

GED 006 G.E.D. Preparation I (variable) 3-4 hours

Preparation for those who want to take the General Educational Development Examination (G.E.D.) to earn their high school equivalency certificate. For adults who have not completed high school. Students under age 19 should call (847) 543-2457 for GED test information. This class is offered in English and in Spanish.

Prerequisite: Reading above 8.9 level on TABE

GED 007 G.E.D. Preparation II (3-0) 3 hours

A continuation of G.E.D. Preparation I (GED 006) for those who need further instruction before attempting the General Education Development Examination (G.E.D.) to earn their high school equivalency certificate. For adults who have not completed high school.

Prerequisite: GED 006

GEOGRAPHY (GEG)

Social Science Division, Room A244, (847) 543-2047

GEG 121 Physical Geography (3-0) 3 hours

Physical Geography is the study of all the processes and agents which help to shape and change the environment in which humans live. Emphasis is placed on the interrelationships which exist between the earth's heat and energy systems and the weather, climate, soils, vegetation, streams, oceans, landforms, and people and their activities.

IAI P1 909

Prerequisites: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

GEG 122 Cultural Geography (3-0) 3 hours

An introductory study of man's spatial arrangements and interrelationships that produce the diversity of the world's cultural landscape. Topics include population, migration, health, nutrition, culture, language, religion, settlements, cities, industry, agriculture, state systems, and expansion.

IAI S4 900N

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

GEG 123 World Regional Geography (3-0) 3 hours

World Regional Geography is an introductory survey course which emphasizes the human and physical geography of the world's major regions. Each region is surveyed as to its location and component countries and peoples, world importance, distinctive physical and cultural characteristics, relations to other areas of the world, and the major problems and potentialities associated with each. Student will gain a better geographic perspective on current affairs and an enhanced appreciation of travel.

IAI S4 900N

Prerequisites: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

GEG 223 Geography of Latin America (3-0) 3 hours

Survey of Latin America's cultural, economic, physical, political and social geographies. Emphasizes problems and potentials of regional development and land use.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

GEOLOGY (GEO)

Engineering, Math, Physical Sciences Division,
Room B134, (847) 543-2044

GEO 120 Earth Science (4-0) 4 hours

Primarily for the non-science major or those who seek a comprehensive overview of the earth and space. Subject material is organized to enable students to understand the relationships between various components of the environment. Topics of study include astronomy, atmosphere and weather, surface and groundwater, and geological processes and agents such as glaciers, wind, volcanoes and landslides.

IAI P1 905

Prerequisite: Admissions Category I

GEO 121 Physical Geology (3-2) 4 hours

For those who wish to explore an interest in geology, major in geology, or satisfy lab science requirements. Topics include igneous rocks and volcanism, sedimentary rocks and stratigraphy, metamorphic rocks and metamorphism, weathering, mass wasting, streams, deserts and glaciers. Lab studies concentrate on minerals, rocks and topographic maps.

IAI P1 907L

Prerequisite: Admissions Category I

Course fee

GEO 122 Historical Geology (3-2) 4 hours

Primarily for those majoring in geology or those who wish to understand the geologic evolution of North America. Combines a regional and topical approach to continental development, crustal structure, and mountain building. Regional stratigraphy is integrated with the origin and evolution of plants and animals. Lab topics include structural geology, geologic maps, fossils, and a mapping project. A two-day field trip to the Baraboo District of Wisconsin is required. Expenses of the field trip are borne by the student.

Prerequisite: GEO 121

Course fee

GEO 124 Oceanography (3-0) 3 hours

For the non-science major or those who wish to gain a comprehensive overview of the science of oceanography. Topics include a history of oceanographic investigations; topography, structure, and evolution of the ocean basin; chemical and physical properties of ocean water and water masses; waves; tides; oceanic circulation; shoreline processes; estuaries; marine sediments; resources; and ecology.

IAI P1 905

Prerequisite: Admissions Category I

Geology (GEO) German (GER) Health Information Technology (HIT)

GEO 126 Geology of Illinois (2-0) 2 hours

A survey of the principal aspects of Illinois geology, with emphasis on the landforms, rocks, soil, structure and glacial history of Illinois and parts of adjacent states. Also active geologic processes today, resource development, land and water use and management.

Prerequisite: Admissions Category I

GEO 221 Rocks and Minerals (1-2) 2 hours

Emphasis on hand specimen identification of minerals and rocks. Introduction to crystallography, occurrence and economic uses of minerals and rocks, natural resources.

Prerequisite: Admissions Category I

GEO 224 Environmental Geology (3-0) 3 hours

For the non-science major or as a foundation course for those wishing to major in environmental sciences. A critical and objective approach is utilized to evaluate the human interrelationship with geological hazards and problems. Volcanoes, earthquakes, landslides and subsidence, surface and ground-water hydrology, shorelines, waste disposal, mineral resources, and the energy situation are all included.

IAI P1 908

Prerequisite: Admissions Category I

GEO 226 Field Geology (2-2) 3 hours

Introduction to basic geological field methods and application of geological concepts through field studies of selected regions of North America. Travel expenses paid by student.

Prerequisite: Physical ability to take extended and rigorous hikes, occasionally under difficult conditions.

Course fee

Times Repeatable: 1

GERMAN (GER)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

GER 121 Beginning Conversational German I (4-0) 4 hours

Fundamentals of language necessary for understanding speaking, reading and writing of German. Practice in pronunciation from dialogues and pattern practices.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

GER 122 Beginning Conversational German II (4-0) 4 hours

Fundamentals of language necessary for understanding, speaking, reading, and writing of German. Practice in pronunciation from dialogues and pattern practices. This is a continuation of Beginning Conversational German I.

Prerequisite: GER 121

GER 221 Intermediate German I (4-0) 4 hours

Review and further study of grammar concepts, continued oral practice, simple conversation and selected readings. Laboratory practice encouraged.

Prerequisite: GER 122

GER 222 Intermediate German II (4-0) 4 hours

This course is the continuation of GER 221. More emphasis is placed on conversation, reading and writing. In this course, the student is introduced to the first literary work in German.

IAI H1 900

Prerequisite: GER 221

GER 223 German Civilization I (3-0) 3 hours

Composition and conversation based on readings in nineteenth and twentieth century German literature with emphasis on style.

IAI H1 900

Prerequisite: GER 222

GER 224 German Civilization II (3-0) 3 hours

Composition and conversation based on readings in nineteenth and twentieth century German literature with emphasis on style. A continuation of German 223.

IAI H1 900

Prerequisite: GER 223

HEALTH INFORMATION TECHNOLOGY (HIT)

Biological & Health Sciences Division,
Room C140, (847) 543-2042

HIT 111 Medical Terminology (3-0) 3 hours

Study of terms related to medical science, hospital services, medical specialties including pathology and radiology, and abbreviations used in medicine. Includes spelling and pronunciation.

Prerequisite: None

HIT 112 Health Care Delivery Systems (2-0) 2 hours

Current trends in health care delivery are presented including health facilities, medical staff organization and functions, the changing roles of health care professionals, and patterns of financing health care.

Prerequisite: None

HIT 113 Ethical and Legal Aspects of Medical Records (2-0) 2 hours

Presentation of concepts of law in medicine and health related areas as applied to the medical record. Includes survey of current State and Federal law relative to the release of medical information.

Prerequisite: None

HIT 114 Medical Transcription (1-2) 2 hours

Development of skills in interpreting, editing and transcribing physician and professional dictation into well-organized reports using medical terminology, effective language and reference skills.

Prerequisite: BSS 128 or 35 wpm

Corequisite: HIT 111

Course fee

HIT 115 Health Data Content & Structure (2-2) 3 hours

Introduction to the health information profession, the health information department, and the health record: its form, content and analysis. Filing systems are also included. Health records in a variety of settings are reviewed and analyzed: acute care, ambulatory care, home health care, long term care, etc.

Prerequisite: None

Course fee

HIT 116 Advanced Medical Transcription (3-0) 3 hours

Provides extensive experience in advanced transcription of medical reports. History and physical examination reports, consultation reports and operative reports are included for a variety of specialty areas such as cardiology, neurology and gynecology. Students will be expected to transcribe assigned reports with a high level of accuracy and moderate speed expected by local employers. In addition to the 3 scheduled hours of class time, students should plan on spending a minimum of 4 hours per week in the Health Information Technology Lab in order to complete the required reports.

Prerequisite: HIT 114

Course fee

HIT 117 Basic CPT Coding (1-2) 2 hours

Introduces the theory, structure, and organization of the Current Procedural Terminology (CPT) coding system. Emphasis will be on the application of coding principles to accurately assign CPT codes to health records. The role of CPT codes in billing and reimbursement will be included. Students with health care experience may contact the HIT coordinator if interested in alternative methods of meeting the prerequisite.

Prerequisite: HIT 111

Course fee

HIT 118 Basic ICD-9-CM Coding (1-2) 2 hours

Introduces the theory, structure, and organization of the International Classification of Diseases-9-Clinical Modification (ICD-9-CM) coding system. Emphasis will be on the application of coding principles to accurately assign ICD-9-CM codes to health records. The role of ICD-9-CM codes in billing and reimbursement will be included. Students with health care experience may contact the HIT coordinator if interested in alternative methods of meeting the prerequisite.

Prerequisite: HIT 111

Course fee

HIT 119 Pharmacology (1-0) 1 hour

An introductory course in pharmacology including terminology, drug category, use, side effects, contraindications and interactions. Common dosage ranges and routes of administration will also be examined.

Prerequisite: None

HIT 171 Insurance Procedures for the Medical Office (4-0) 4 hours

Introduction to health records and insurance processing procedures in the medical office. This course emphasizes the relationship between health information and billing procedures. Brief overviews of diagnostic and procedural coding are included.

Prerequisite: None

HIT 172 Health Statistics and Registries (1-2) 2 hours

This course focuses on the collection and reporting of medical statistical data. The functions and uses of registries, with emphasis on the Tumor Registry, are studied.

Prerequisite: HIT 115

Course fee

HIT 173 Medical Office Procedures (3-0) 3 hours

This course will provide students with a foundation of knowledge and skills in the activities performed in the front office of a medical or dental office. Topics include scheduling appointments, telephone techniques, patient education, book-keeping and banking, maintaining patient records, and managing the office medical records.

Prerequisite: None

HIT 211 Advanced Coding & Reimbursement (2-0) 2 hours

Explores complex coding areas which pose difficulty for coders. Builds upon previous knowledge of the basic principles and conventions of the ICD-9-CM and CPT coding systems. Emphasis on coding quality and the reimbursement impact of coding. The theory and structure of case-mix systems such as DRGs (Diagnosis-Related Groups) and APGs (Ambulatory Payment Groups) will be included.

Prerequisite/Corequisite: HIT 117 and HIT 118

Course fee

HIT 212 Clinical Practice in Health Information I (1-15) 4 hours

The first of a two-semester sequence of supervised clinical experience in health facilities (The student will be responsible for his/her transportation to and from the health facility).

Fall only.

Prerequisite/Corequisite: HIT 113, HIT 115, HIT 211 and admission to the HIT program

Course fee

Health Information Technology (HIT) History (HST)

HIT 213 Clinical Practice in Health Information II (0-8) 2 hours

Supervised clinical experience in various areas pertaining to health information. The student will be responsible for his/her transportation to and from the health facility. Spring only.
Prerequisite: HIT 212

Course fee

HIT 214 Organization and Supervision (2-0) 2 hours

The basic principles of management and supervision as applied to the health information profession. Spring only.
Prerequisite: HIT 112 or HIT 115 with grade of "C" or better

HIT 215 Medical Science (2-2) 3 hours

Current theories of disease processes which will assist the student in interpreting information within the medical record.
Prerequisite: HIT 111

Course fee

HIT 217 Health Information Systems and Data Literacy (3-0) 3 hours

Introduction to the application of basic statistical methods to health data, including reliability and validity of data, measures of central tendency, data dispersion, and data presentation. Review of electronic data processing concepts, systems concepts, and computer applications in health care..

Prerequisite: None

Course fee

HIT 218 Seminar in Health Information Technology (2-0) 2 hours

Selected problems or topics of interest to health information technology are analyzed and discussed. A literature search is summarized in a written report. The substance of the study is presented orally. Spring only.

Prerequisite/Corequisite: HIT 213

HIT 219 Quality Management & Performance Improvement (2-0) 2 hours

Introduces to the principles of the quality assessment process and utilization management. This course provides a framework for gaining skills in collecting and analyzing data for performance improvement initiatives.

Prerequisite: HIT 115

Corequisite: HIT 172

HISTORY (HST)

Social Science Division, Room A244,
(847) 543-2047

HST 121 History of Western Civilization I (3-0) 3 hours

This course surveys past civilizations starting with Sumer, Egypt, Greece and Rome, and western development to Scientific Revolution and Age of Enlightenment. Attention

is given to trends and patterns in government, religion, and society to enable the student to evaluate development of modern civilization and prepare for challenges of tomorrow.
IAI S2 902

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 122 History Of Western Civilization II (3-0) 3 hours

This survey course examines modern institutions, values, philosophy, and culture in the Western World from Enlightenment and French Revolution, through the dominance of Europe in 18th and 19th Centuries. It culminates in the 20th Century, looking at the adaptations of the Atlantic community to opposing ideologies and the Third World with references to contemporary events.

IAI S2 903

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 123 Modern Europe I (3-0) 3 hours

This course surveys the making of the modern mind and the Age of Revolutions. Emphases are placed on the Age of Reason, French Revolution and growth of modern democracy, liberalism, socialism and nationalism.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 124 Modern Europe II (3-0) 3 hours

This course surveys Europe with its world impact in the 20th century. Emphases are placed on intellectual modernism, totalitarianism, world wars, ideologies in conflict and global national interaction.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 126 History of Contemporary Non-Western Civilization (3-0) 3 hours

History of Contemporary Non-Western Civilization is a survey of the historical roots and modern history of the following areas: The Far East, Southeast Asia, and the Middle East. The course will include historical origins of the nations covered but will focus on their history from the late 19th century to the present.

IAI S2 905N

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 127 History of Chinese Culture and Society (3-0) 3 hours

This survey course is designed to provide students with an introduction to Chinese culture and society by studying its history, geography, political and economic structures, social organization and cultural institutions.

IAI S2 909N

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 129 Women in History (3-0) 3 hours

This course is an historical and humanistic survey of famous and obscure women from ancient times to the modern world. Its emphases are the status and treatment of women through the ages and factors which have defined and altered this status.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 221 United States History to 1876 (3-0) 3 hours

This course is a survey of American history from the pre-Columbian era to the end of Reconstruction, such as the interpretive survey on the political, constitutional, economic, social and cultural developments in the United States. Also an exploration of the European and African backgrounds, the colonial era, early national period, the era of Jacksonian Democracy, slavery, the Civil War and Reconstruction.

IAI S2 900

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 222 United States History 1876 to Present (3-0) 3 hours

Interpretative survey of social, economic, political, diplomatic, and cultural developments of United States since 1876 with emphasis on impact of industrialism, urbanization, two world wars, depression, foreign and domestic issues, and post World War II.

IAI S2 901

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 223 American Popular Culture (3-0) 3 hours

American Popular Culture is a survey of 20th century American culture and social history as reflected in popular movies, music, and general popular expression.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HST 240 Afro-American History I (3-0) 3 hours

This course surveys the African origins of African Americans, the African diaspora, the role played in colonial America, slavery, the U.S. Civil War and Reconstruction. Emphasis on the African Americans' contributions to America's development.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HST 241 Afro-American History II (3-0) 3 hours

The course surveys the role of African Americans in the United States from the end of Reconstruction to the present. Emphasis on the contributions to America's development and the problems encountered.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109.

HORTICULTURE (HRT)

Biological & Health Sciences Division,
Room C140, (847) 543-2042

HRT 110 Grounds Maintenance (2-2) 3 hours

Designed for those interested in and/or those presently working in the area of grounds care and maintenance. Includes pruning skills, fertilization and calculations and methods, planting of landscape plants, general turf care and pest problems.

Prerequisite: None

Course fee

HRT 111 Basic Horticulture (3-0) 3 hours

Focuses on basic anatomy, terminology and functions of plants and professions surrounding culture and use of ornamental plants.

Prerequisite: None

HRT 112 Tree Identification (2-2) 3 hours

Identification of deciduous and evergreen trees by their common and botanic names. Emphasis is placed on trees commonly used in the landscape and their outstanding characteristics. Approximately 135 trees will be covered in this course.

Prerequisite: None

Course fee

HRT 113 Shrub Identification (2-2) 3 hours

Identification of small trees, shrubs, vines, and ground covers by their common and botanic names. Approximately 135 shrubs will be covered in this course.

Prerequisite: None

Course fee

HRT 114 Soils, Fertilizer and Water (2-2) 3 hours

Study of plant nutrients and water as they relate to soils and plant growth. Biological, chemical and physical properties of artificial media and native soils are discussed. A basic knowledge of chemistry is helpful.

Prerequisite/Corequisite: HRT 111

Course fee

HRT 116 Entomology (2-2) 3 hours

Study of the importance of insects to man. Topics include insect biology, principles of pest management, natural and applied insect control, insect pests of vegetables, fruit, and ornamental plants. Laboratory includes observation, identification and diagnosis of insect pests.

Prerequisite: Admissions Category I

Course fee

Horticulture (HRT)

HRT 118 Landscape Graphics (2-2) 3 hours

Landscape graphics is a course to teach fundamentals of freehand drawing through drafting procedures. Using various symbols and color, students will learn to express landscape ideas on paper to communicate to the client how the intended landscape will look.

Prerequisite: Admissions Category I

Course fee

HRT 119 Plant Pathology (2-2) 3 hours

Study of agents that cause plant disease and methods of disease control. Emphasis is placed on diseases common to horticultural crops in Illinois and North Central United States.

Prerequisite: HRT 111 and HRT 114

Course fee

HRT 170 Arboriculture (2-2) 3 hours

Designed for those people interested in the care and proper maintenance of trees. Students will be required to climb and prune trees using standard safety practices. Good physical health is required. HRT 112 may be helpful.

Prerequisite: None

Course fee

HRT 172 Interior Plant Maintenance (2-2) 3 hours

Interior Landscaping is a new fast growth industry. In this class we cover the design, installation and care of interior plantings. We begin with basics of plant identification, growth and development and propagation. Other topics include fertilization, soils and indoor climates, pests and diseases, and business operations.

Prerequisite/Corequisite: HRT 111

Course fee

HRT 173 Perennial Flowers (2-2) 3 hours

Identification, care and maintenance of perennial and herbaceous plants. Field trips and outdoor labs are included. Approximately 125 plants will be covered in this course. Summer only.

Prerequisite: None

Course fee

HRT 174 Basic Floral Design (2-2) 3 hours

An introduction to the principles of floral design including the care and use of floral materials and accessories. Identification, handling, and storage of cut flowers will be covered. In addition to construction of basic arrangements, the floral industry and working in a flower shop will be discussed.

Prerequisite: None

Course fee

HRT 175 Advanced Floral Design (2-2) 3 hours

Covers floral arrangements for special occasions such as weddings, funerals and holidays. Customer relations will also be emphasized.

Prerequisite: HRT 174

Course fee

HRT 176 Small Engine Repair and Maintenance (2-2) 3 hours

A hands-on course covering proper use, maintenance and basic repair of power equipment used in horticulture. Emphasis will be on two- and four-cycle small engines used to operate such equipment.

Prerequisite: None

Course fee

HRT 210 Greenhouse Crop Production (2-2) 3 hours

Covers the production of greenhouse crops and the cultural practices required for growth. Seeding, watering, fertilization, containers, growing media, temperature control, insect and disease control will be covered. Bedding plants and pot crops will be grown throughout the semester.

Corequisite: HRT 111

Course fee

HRT 212 Turf Management (2-2) 3 hours

Examines the principles and practical knowledge necessary for the establishment and maintenance of high-quality turf-grass stands for use as home lawns, golf courses, athletic fields, parks and other commercial uses.

Prerequisite: HRT 111 and HRT 114

Course fee

HRT 213 Landscape Design (2-2) 3 hours

Presents basic concepts and principles of landscape design, application of these concepts to residential and commercial sites. Students will complete various types of designs during the course. HRT 112 and HRT 113 are recommended.

Prerequisite: HRT 118

Course fee

HRT 214 Landscape Construction (2-2) 3 hours

A course dealing with the installation of landscapes; organization, setting up and construction. Students will be assigned projects which will include design and cost estimates. Handling equipment and actual construction may be included.

Corequisite: HRT 118

Course fee

HRT 215 Computer Landscape Design (2-2) 3 hours

A computer landscape drafting course covering site planning and landscape design using AutoCAD in the creation of landscape design plans. Emphasis is placed on practical application of software and hardware to develop working drawings for the landscape industry. CAD 110 is strongly recommended.

Corequisite: HRT 118

Course fee

HRT 217 Plant Propagation (2-2) 3 hours

Covers the techniques and skills involved with propagating plants. Seed, cutting and grafting procedures are discussed and practiced along with environmental conditions needed to promote growth and development.

Corequisite: HRT 111

Course fee

HRT 276 Fieldwork (1-15) 3 hours
 A special project set up by the student and a HRT faculty member to cover a specific area of interest to the student.
Prerequisite: 12 hours of HRT credit with grade of "C" or better

HUMANITIES (HUM)

Communication Arts, Humanities &
 Fine Arts Division, Room B237, (847) 543-2040

HUM 121 Introduction to Humanities I (3-0) 3 hours
 An interdisciplinary course that introduces students to the art, literature, music, and philosophy of ancient and medieval, western and non-western civilizations.
IAI HF 902
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUM 122 Introduction to Humanities II (3-0) 3 hours
 An interdisciplinary course that introduces students to art, literature, music, and philosophy of western or non-western civilizations.
IAI HF 903
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUM 123 Introduction to Film (3-0) 3 hours
 This is an introductory course on the historical, technical and aesthetic study of film. Students learn how the film maker communicates to us through camera movement, angles, lenses, lighting, sound, color, and editing. Gain a historical perspective on film by viewing samples from the 1920's through the present day and analyzing both genre films such as the western, horror, musical, adventure or comedy as well as non-genre and documentary film making.
IAI F2 905
Prerequisite: Admissions category I or ENG 108 with a grade of A or B or ENG 109
Course fee

HUM 124 International and Regional Studies in the Humanities (Variable) 1-4 hours
 Students travel with faculty to international or regional locations which may vary from year to year to study the humanities. The course may emphasize the literature, language, music, philosophy or art of the area. Lectures, field trips, demonstrations and on site-individualized instruction will be used. Travel expenses are paid for by the student. Credit would be arranged with instructor.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109
Times Repeatable: 3 - No more than 4 credit hours will count toward an associate degree or career certificate.

HUM 125 Introduction to Fine Arts I (3-0) 3 hours
 An introductory study of the theory and principles of the fine arts. Includes a survey of art history and major artistic achievements, schools, and trends. For non-art majors. Develops an understanding of aesthetic concepts and theories through studio experience and ungraded art projects.
IAI F2 900
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109
Course fee

HUM 126 Introduction to the Performing Arts (3-0) 3 hours
 This course provides an interdisciplinary approach to the performing arts, including music, ballet and modern dance, drama and opera, as well as current performing art trends. Part of this course involves the study of philosophic, psychological and aesthetic perspectives of these performance style arts; another part will be devoted to viewing and analyzing different performing arts productions from the perspective of an educated audience member.
IAI F9 900
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109
Course fee

HUM 127 Critical Thinking (3-0) 3 hours
 An introduction to critical thinking skills (i.e. informal logic), including the following: problem solving, diagramming arguments, constructing sound reasoning skills and habits, detection of fallacies and reasoning in the disciplines. The course places an emphasis on interdisciplinary reasoning, both in the course's content, and in that the course may be taught by qualified faculty from a variety of disciplines.
IAI H4 906
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUM 128 Introduction to Mid-Eastern Civilizations (3-0) 3 hours
 A multi-media exploration of (1) the diverse philosophical and religious concepts and values in the Middle East, (2) the diverse expressions of these concepts and values in the art, architecture, craftsmanship, film, and literature produced by the cultures of North Africa, Egypt, Israel, Turkey, the Fertile Crescent, Arabian Peninsula, Iran, and Pakistan, and (3) the relation of these concepts and values to current philosophical issues in the Middle East regarding politics, economics, and gender. Comparisons will be made with Western philosophy, art, architecture, craftsmanship, film and literature.
IAI HF 904N
Prerequisites: None

Humanities (HUM) Human Services Program (HUS & HUX)

HUM 221 American Decades (3-0) 3 hours

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 of the United States and the cultural identity of American racial and ethnic minorities. Focus will be placed on specific decades; by comparing these decades students will develop analyzing and synthesizing skills which will be used to reveal a holistic picture of American life.

IAI HF 906D

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUM 222 Film and Society (3-0) 3 hours

This course will examine the evolution of American cinema and its relationship to society. The course will focus on the history of film and the social, economic and political pressures which have shaped its development. Special attention will be paid toward important facets of the film industry such as the genre, studio and star system.

IAI F2 905

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

Course fee

HUM 225 The Art of Dance (3-0) 3 hours

This course introduces students to an interdisciplinary approach to the art of dance. Combining a historical framework with various dance genres and a study of stylistic movement, the course introduces ancient and modern trends; a variety of genres, including ballet, modern, jazz, musical, tap, and video; psychological and philosophical aspects of movement; and the work of selected choreographers. Students will attend live dance performances at the college, in Lake County, and in the Chicago area. The student will move from the study of history and the creative process of dance to the role of a member of the dance audience and dance critic.

IAI F1 906

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUM 226 Women and the Arts (3-0) 3 hours

This interdisciplinary humanities course explores the depictions and contributions of women in the visual and performing arts throughout history. Current multi cultural and global developments in the visual and performing arts, the contrast of female and male creativity, social attitudes towards women and by women, and patronage of the arts will be investigated. Lectures, discussion/analysis, multimedia, guest speakers, demonstrations, area performances, visits to museums and galleries, small group discussions and presentations will be used to illuminate the subject matter.

IAI HF 907D

Prerequisites: ENG 120 or ENG 121

HUMAN SERVICES PROGRAM (HUS and HUX)

Social Science Division, Room A244,
(847) 543-2047

HUS 111 Health and Nutrition (3-0) 3 hours

The course focuses on personal health needs of the individual, including nutrition, health, and safety issues with emphasis on meeting health/safety needs for children, adolescents, and adults in group settings. A healthy lifestyle, preventive health, and community health are examined.

Prerequisites: Admissions Category I or ENG 108 with a grade of A or B or ENG 109 and MTH 101

HUS 112 Community Social Services (3-0) 3 hours

An overview of the range of public and private social services available to children, families, and individual adults. Physical health services, counseling services, financial aid, and protective services are included.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 113 Group Processes (3-0) 3 hours

Introduces basic theories of group processes and related communication skills. Laboratory experiences include observations of group behavior and experiences in self-understanding in relationship to other students in the group.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 114 Human Services Supervision (3-0) 3 hours

Designed to develop an understanding of the major functions of management in the human services area. Various methods of planning, organizing, and directing.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 115 Music Activities for Young Children (1-2) 2 hours

Descriptive lecture and experiential rhythmic activities emphasize integrating music into the preschool program. Singing, listening, creative movement, and rhythm instruments are included.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 116 Principles of Foster Care (1-0) 1 hour

For people who have received basic orientation for foster care from the agency for which they are fostering children. It seeks to acquaint new and experienced foster parents with basic concepts in fostering through formal presentations and learning from other class members.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

Human Services Program (HUS & HUX)

HUS 117 Behavior Assessment (4-0) 4 hours

Presents the idea of planned intervention to human systems utilizing verified principles of behavior change. Emphasis placed on the ways in which behavior is determined by factors in natural social situations. Research and the practical application of behavior change techniques are stressed.

Prerequisite: PSY 121

HUS 118 Professional Helping Skills (3-0) 3 hours

An introduction to the dynamics of establishing positive relationships with people in need of human services. The issue of intervention, therapeutic interviewing, confidentiality and empathetic communication will be presented. Required field experience of 40 hours with HUS coordinator appointed social service agencies.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 119 Language Development and Activities for Young Children (2-0) 2 hours

Focuses on the development of speech and language in the young child. Includes assessment of child language, methods of facilitating language development, practical curriculum activities, and criteria for literature selection.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 170 Human Service Practicum I (1-12) 4 hours

Supervised work experience at a designated facility that provides services related to the Human Service option which the student has elected. Total of 180 practicum hours, plus 30 hours of supervision.

Prerequisite: Admissions Category I, sophomore standing, a G.P.A. of 2.3, and coordinator's approval 60 days prior to the 1st day of semester for which the practicum is requested.

HUS 171 Human Services Practicum II (1-12) 4 hours

A continuation of supervised work experience in a preschool setting, residential child care facility, or other community agency employing human service workers. The student is guided from the Practicum I level of limited leadership to a level of total responsibility for programming during the hours the student serves at the practicum site. Total of 180 practicum hours, plus 30 hours of supervision.

Prerequisite: Admissions Category I, sophomore standing, a GPA of 2.40, a minimum of "C" in Practicum I, and coordinator's approval 60 days prior to the 1st day of semester for which the practicum is requested.

HUS 210 Principles of Residential Care (3-0) 3 hours

Methods and procedures used in residential care agencies, including program planning, activity management, and means of meeting needs of adolescents.

Prerequisite: HUS 212

HUS 213 Mental Retardation (3-0) 3 hours

Reviews the basic theories regarding the diagnosis and treatment of mental retardation. Programs designed for the care and rehabilitation of the mentally retarded will be emphasized. Present and future perspectives in the field of mental retardation will be discussed.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 214 Group Care of Infants and Toddlers (3-0) 3 hours

An overview of infant and toddler programs. Includes the care and protection of very young children, developmental educational curriculum, physical and social environments. Required field experience of 20 hours.

Prerequisite: PSY 222

HUS 216 Creative Activities I (2-2) 3 hours

Overview of techniques of conducting creative activities with young children, including experiences in art, music, language arts, science, mathematics, and social play.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 217 Creative Activities II (2-2) 3 hours

Creative activities used in the development and modification of latency and adolescent age children in residential group care.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 218 Psycho-Social Aspects of Aging (3-0) 3 hours

Presents knowledge and insight into the prevention of mental health problems persons experience in the latter years of life. Personality problems associated with aging discussed as well as the environmental problems experienced by the aging. Focus placed on the treatment and programs designed for the aging.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 219 Internship (2-15) 5 hours

Individual supervision and group seminars. Includes anticipation of employed human service technician's role on a social services team. Laboratory experience scheduled as much as possible in an area of student's interest. The internship involves 250 hours which includes 30 hours of supervision.

Prerequisite: Admissions Category I, sophomore standing, a GPA of 2.40, a minimum of "C" in Practicum II and consent of Human Service Coordinator

HUS 221 Principles of Early Childhood Education (3-0) 3 hours

Overview of early childhood care and education. Includes historical and philosophical influences on early childhood education, program planning, curriculum, indoor and outdoor environments, current issues, organizational structure, guidance techniques, and comparative early childhood programs.

Prerequisite: PSY 222

Human Services Program (HUS & HUX)

HUS 222 The Exceptional Child (3-0) 3 hours

Overview of children and adolescents with exceptional cognitive, physical, social, and emotional characteristics, including learning disabilities. Includes assessment, screening, educational needs, family communication, community resources, and legal aspects.

Prerequisite: PSY 222

HUS 223 Adolescent and Adult Development (3-0) 3 hours

Analysis of social, cultural, emotional, and physical aspects of growth and development from adolescence through adulthood.

Prerequisite: PSY 222

HUS 270 Administration of Early Childhood Programs (3-0) 3 hours

Designed for students who are interested in becoming or who are currently serving as directors of early childhood programs. The course will acquaint students with the organization, management, and evaluation of programs serving young children. Staff selection and supervision, parent/community relationships, fiscal management, and computer applications will be included.

Prerequisite: PSY 222 and HUS 211

HUS 271 School-Age Programming (3-0) 3 hours

Examines knowledge and skills needed to work effectively with school-age children from diverse cultural and socioeconomic backgrounds. Focuses on planning, organizing, and implementing appropriate curriculum for school-age children in organized child care programs.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 272 Math and Science for Young Children (2-0) 2 hours

The course incorporates theoretical, research, and pedagogical components related to mathematics and science for the young child. Emphasizes planning, preparation, and evaluation of appropriate activities and materials for use in early childhood math and science curriculum.

Prerequisite: Admissions Category I or ENG 108 with a grade of "A" or "B" or ENG 109 and MTH 101

HUS 273 Child, Family, and Community (3-0) 3 hours

The course focuses on the child in the context of family and community. It emphasizes the teacher's role in working with the child's family and community; stresses parent education, diversity in families, and legal responsibilities; and specifies criteria and techniques for formulating effective home-school partnerships. Class discussions and assignments will require student analysis and critical evaluation skills.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUS 299 Special Topics in Human Services (Variable) 1 to 3 hours

Special topics will be developed for the different Human Services options. Topics developed will focus on a specific current issue in the areas of early childhood education, exceptional child services, adult services, or alcohol and substance abuse. A maximum of six (6) credit hours of HUS 299 may be used as elective credit toward an A.A.S. degree in Human Services.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

FOR ALL HUX COURSES - SEE ADDITIONAL REQUIREMENTS LISTED WITH HUMAN SERVICES PROGRAM UNDER ASSOCIATE IN APPLIED SCIENCE PROGRAMS OF STUDY

HUX 170 Introduction to Substance Abuse (3-0) 3 hours

Provides the student with an historical background of substance abuse, the addictive process, and approach to treatment. Specific topics addressed include major classifications of abused substances, the resulting treatment modalities, and the application of specific counseling strategies to addiction.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUX 171 Assessment and Diagnosis of Alcoholism and/or Substance Abuse Disorders (2-0) 2 hours

A study of procedures, verbal and written data gathered during the client/intake process that forms the basis for a multi-variate diagnosis of alcoholism and/or substance abuse. Assessment procedures will include but not limited to Jellinek's categories of alcoholism; Michigan Alcoholism Screening Test (MAST); Behavioral Assessment of Alcohol Abuse (BAAA) and various types of life style questionnaires. Students will be expected to integrate behavioral, psychological, attitudes, physiological and clinical data to support a differential diagnosis. The differential diagnosis methods will be used to match the client with the appropriate differential treatment plan.

Prerequisite: HUX 170

HUX 172 Other Addictive Disorders (2-0) 2 hours

Examination of the addictive process as it is manifested in diverse social behaviors. Similarities and differences of potentially addictive behaviors will include, but not be limited to the following: gambling, smoking, eating disorders, caffeine, work, sex, compulsive spending, shoplifting, and some types of love relationships. The addictive process of "other addictive disorders" will be compared and contrasted with the addictive process of alcohol and drugs.

Prerequisite: HUX 170

Human Services Program (HUS & HUX) Industrial Electrician (ISE)

HUX 173 Special Populations and Addictive Disorders (2-0) 2 hours

Consideration of special groups, ethnic and culture groups with distinctive patterns of ASAAD. For each subpopulation studied, the differential addiction patterns will be explained; response to traditional treatment methods identified; and application of research data and treatment modes to accommodate the needs of subpopulation groups.

Prerequisite: HUX 170

HUX 174 Ethics, Law, Regulations, Records and Documentation (2-0) 2 hours

Introduction to multiple ethical considerations in the client relationship with professional staff. Elements considered will include but are not limited to: personal values of professional staff, confidentiality of information; sexual contact and social contact with clients. Adequate client record documentation systems will be studied and correlated with the process of keeping client records current.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUX 175 Pharmacological and Other Medical Terminology (1-0) 1 hour

Study of terms used in the medical profession and the psychotherapy profession as described in the Diagnostic and Statistical Manual (DSM IV) and the International Classification of Disease (ICD Codes). Abbreviations, spelling, pronunciation are emphasized. A summary of the neurotransmitter process is also included.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

HUX 176 Advanced Counseling Skills for Addictive Disorders (3-0) 3 hours

A study of the major theoretical approaches used in counseling alcoholism, substance abuse and addictive disorders.

Theory, principles and applications are emphasized. Special client problems generic to the diseases of addiction will be addressed. Offered fall only.

Prerequisite: HUS 118, HUX 170 and HUX 172

HUX 177 Advanced Group Counseling Skills (2-2) 3 hours

An integration of the major theoretical approaches to group work with practical experimental application to group work in a variety of human service settings. Students are expected to participate as both group leaders as well as group participants with personal concerns that need intervention. Offered spring only.

Prerequisite: HUS 113

HUX 178 Assessment and Treatment of Addictive Families (2-0) 2 hours

Written and observational procedures of all family members where one or more members have an addictive disorder. Treatment issues include; co-dependency; progressive symptoms and survival strategies of each family member; family interaction patterns and communication processes. Offered spring only.

Prerequisite: HUS 118, HUX 170 and SOC 224

HUX 179 Psycho-Social Aspects of HIV and Chemical Health (2-0) 2 hours

An interdisciplinary analysis of the biological, social and psychological aspects of HIV infections, and disease progression. Risk assessment, risk reduction, psychological interventions, medical management and legal issues are included.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

INDUSTRIAL ELECTRICIAN (ISE)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

ISE 110 Introduction to Industrial Electricity (1-2) 2 hours

Introductory course in industrial electricity. Emphasis placed on fundamental principles and practices.

Prerequisite: MTH 114

Course fee

ISE 111 Industrial Electrical Circuits I (2-2) 3 hours

Introduces students to electrical fundamentals as related to direct current systems and applications.

Prerequisite: MTH 114

Course fee

ISE 112 Industrial Electrical Circuits II (2-2) 3 hours

Introduces students to electrical fundamentals as related to alternating current systems and applications.

Prerequisite: ISE 111

Course fee

ISE 114 National Electrical Code (2-0) 2 hours

Provides the student with the opportunity for study and interpretation of the National Electrical Code.

Prerequisite: Previous electrical experience or education

ISE 117 Industrial Electronic Devices (2-2) 3 hours

Introduces students to a wide variety of analog and digital circuits used in various electronic systems and devices used in the home and industry.

Prerequisite: MTH 115, ELC 114

Course fee

ISE 118 Power Distribution (2-2) 3 hours

Electrical and electronic applications on industrial equipment including simple and automated welding control circuits, switching circuits, light and heat controls, speed and voltage regulators, large current polyphase rectifiers, temperature recorders and control, high speed light and register controls, automatic control of D.C. motors, closed loop servomechanisms, and electronic service instruments.

Prerequisite: MTH 115, ELC 114

Course fee

INDUSTRIAL MAINTENANCE & REPAIR (IMR)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

IMR 110 Industrial Pneumatics and Hydraulics (3-0) 3 hours

A study of fluid power technology using liquid or compressed air as the transfer media. Complete hydraulic and pneumatic systems are studied including power sources, reservoirs, pumps, compressors, lines, valves and actuators. It is recommended that MTH 114 be completed prior to enrolling in this course.

Prerequisite: None

IMR 111 Machine Components and Repair (2-2) 3 hours

This course deals with the construction and repair of machines. Machine parts such as belts, gears bearings, and fasteners will be discussed and repaired on machinery.

Prerequisite: Admissions Category I

Course fee

IMR 112 Pump Overhaul and Repair (2-2) 3 hours

Designed to provide the student with the ability to diagnose, troubleshoot, repair and maintain common types of centrifugal pumps. Offered every other year.

Prerequisite: Admissions Category I

Course fee

IMR 113 Plumbing And Pipefitting I (2-2) 3 hours

Designed to introduce the student to the basic principles and practices of plumbing and pipefitting.

Prerequisite: Admissions Category I

IMR 114 Plumbing And Pipefitting II (2-2) 3 hours

Designed to provide the student with greater insight into the principles and practice of plumbing and pipefitting.

Prerequisite: IMR 113 Plumbing and Pipefitting I

Course fee

IMR 115 Carpentry I (2-2) 3 hours

The essential details of frame dwelling construction, such as footings, girders, floor joists, floor openings, subflooring, balloon and platform types of framing, and rough framing of window and door openings are covered. The proper and safe usage of power and hand tools will also be covered.

Prerequisite: Admissions Category I

Course fee

IMR 116 Carpentry II (2-2) 3 hours

Roof framing and interior and exterior trim are covered.

Related work includes instruction in the building of cornices: applying exterior wall coverings: the construction of door and window frames: the application of baseboards, casings, and jambs: hanging and fitting doors: and the installation of hardware.

Prerequisite: IMR 115

Course fee

MACHINE TOOL TRADES (ISM) & (IST)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

ISM 110 Machine Trades Blueprint Reading (3-0) 3 hours

A study of the principles which are essential for visualization and training in the interpretation of blueprints and sketches of machine parts. Attention is given to representations of common machine processes, special forms of dimensioning, section, auxiliary views, symbols, surface finishes and other drafting and design principles.

Prerequisite: Admissions Category I

ISM 111 Machine Shop I (2-3) 3 hours

An introduction to machining and machine shop practices. Study topics include hand tools, measurement, cut off machines, drilling machines, taps and dies, turning machines, milling machines, grinding machines and general safety.

Prerequisite: ISM 110

Course fee

ISM 112 Machine Shop II (1-4) 3 hours

Designed as a continuation of material and information presented in Machine Shop I. Additional topics of study include advanced operations on the lathe and vertical milling machine, grinding, EDM, heat treating and materials usage.

Prerequisite: ISM 111

Course fee

ISM 115 CNC Programming I (2-2) 3 hours

Provides students with the basic principles and practices of numerical control programming. Manual parts programming will be performed on the latest FANUC controls. It is recommended that either ISM 213 or industrial experience in CNC machine tool operation should precede this course.

Prerequisite: ISM 111 or ISM 215, and MTH 115

Course fee

ISM 116 Precision Machining (1-4) 3 hours

Deals with precise, complex, and less frequently used machining operations. Use of indexing devices, tool post grinders, and the electro-discharge machine will be covered.

Prerequisite: ISM 112

Course fee

ISM 118 CNC Programming II (2-2) 3 hours
 A continuation of ISM 115 including advanced part programming dealing with the lathe, mill and wire EDM. Programming of complex parts with the aid of a computer will also be performed.
Prerequisite: ISM 115

ISM 119 APT Part Programming (2-2) 3 hours
 Programming of NC machine tools using a computer assisted language based on the APT programming language.
Prerequisite: MTH 117 and ISM 118 or Manual Part Programming experience
Course fee

ISM 211 Moldmaking I (3-0) 3 hours
 Basic theory and hands-on fundamentals of mold construction and components.
Prerequisite: MTH 114

ISM 212 CNC Specialization (1-6) 4 hours
 An advanced CNC course in which the student chooses a topic of specialization. Topics may include areas such as programming 4 and 5 axis machines, NC tooling, conversational programming, robotics and CNC, digitizing, etc. Course work may be completed at an arranged industrial site.
Prerequisite: ISM 118 or Manual Part Programming Experience, MTH 117
Course fee

ISM 213 CNC Operations I (2-2) 3 hours
 Set-up and operation of CNC controlled industrial vertical milling machine and turning center with FANUC controls.
Corequisite: ISM 215, or ISM 111, or approved experience
Course fee

ISM 214 CNC Operations II (1-2) 2 hours
 Advanced set-ups, operations, and features of CNC machine tools are covered including the use of a vertical machining center and turning center with FANUC controls.
Prerequisite: ISM 213
Course fee

ISM 215 Machining Principles (3-0) 3 hours
 Theory and practices involved in the operation of modern metal cutting machine tools are covered including carbide insert tooling applications.
Prerequisite: Admissions Category I

IST 110 Basic Die Making (3-0) 3 hours
 Presents students with the basic fundamentals of die construction and function using hands-on training as well as theory.
Prerequisite: ISM 112 or equivalent

IST 111 Die Design I (2-2) 3 hours
 Fundamentals of die design. Introduces the various mechanisms and components commonly used in die designing.
Prerequisite: IST 110 and DFT 117
Course fee

IST 113 Jig and Fixture Design (2-2) 3 hours
 Familiarizes students with the design fundamentals of drill jigs and milling, lathe, assembly, and grinding fixtures.
Prerequisite: DFT 117, ISM 112 or equivalent
Course fee

IST 115 Grinding Technology (2-2) 3 hours
 Provides students with an understanding of the purpose and use of grinding and sharpening cutting tools available in industry.
Prerequisite: Admissions Category I
Course fee

ITALIAN (ITL)

Communication Arts, Humanities &
 Fine Arts Division, Room B237, (847) 543-2040

ITL 121 Beginning Italian I (4-0) 4 hours
 An introduction to the Italian language. The course develops basic skills in pronunciation, vocabulary, grammar, reading, listening comprehension, and oral and written communication within the context of Italian culture.
Prerequisite: Admissions Category I or Eng 108 with a grade of A or B or ENG 109

ITL 122 Beginning Italian II (4-0) 4 hours
 This course continues to develop the basic skills introduced in Italian 121: pronunciation, vocabulary, grammar, reading, listening comprehension, and oral and written communication within the context of Italian culture.
Prerequisite: ITL 121

ITL 221 Intermediate Italian I (4-0) 4 hours
 Continued development of basic skills introduced in Italian 121 and Italian 122. The course is a general review and expansion of beginning grammar, conversation, vocabulary development, readings and writing exercises which focus on life in Italy.
Prerequisite: ITL 122

ITL 222 Intermediate Italian II (4-0) 4 hours
 This course is a continuation of Italian 221 and is designed to increase knowledge of Italian grammar and culture through practice in reading, writing, and speaking the language.
IA H1 900
Prerequisite: ITL 221

ITL 223 Italian Civilization I (4-0) 4 hours
 This is the first semester of a course designed to give the advanced student of Italian the opportunity to increase proficiency in the Italian language and knowledge of the Italian culture. A carefully selected series of readings and supplementary materials will provide the basis for the development of language and culture skills.
IA H1 900
Prerequisite: ITL 222

ITL 224 Italian Civilization II (4-0) 4 hours

This is the second semester of a course designed to give the advanced student of Italian the opportunity to increase proficiency in the Italian language and knowledge of the Italian culture. A carefully selected series of readings and supplementary materials will provide the basis for the development of language and culture skills.

IA H1 900

Prerequisite: ITL 223

JAPANESE (JPN)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

JPN 121 Beginning Japanese I (4-0) 4 hours

This course develops basic skills in pronunciation, vocabulary, grammar, reading, listening, comprehension, and oral and written communication within the context of Japanese culture.

Prerequisite: None

JPN 122 Beginning Japanese II (4-0) 4 hours

This course continues to develop the basic skills introduced in Japanese 121: pronunciation, vocabulary, grammar, reading and writing of Kana and Kanji, listening comprehension, and oral and written communication within the context of Japanese culture.

Prerequisite: JPN 121 or equivalent

JPN 221 Intermediate Japanese I (4-0) 4 hours

Designed to continue the development of basic skills, this course is a general review and expansion of beginning grammar, along with conversation, vocabulary development, and reading and writing of Kana and Kanji within the context of Japanese culture.

Prerequisite: JPN 122

JPN 222 Intermediate Japanese II (4-0) 4 hours

As a continuation of Japanese 221, this course increases knowledge of Japanese grammar and culture through practice in reading, listening comprehension, speaking, and reading and writing of Kana and Kanji.

IA H1 900

Prerequisite: JPN 221

LIBERAL ARTS & SCIENCE (LAS)

Vice President, Educational Affairs, Room C213,
(847) 543-2411

LAS 221 Sophomore Seminar (3-0) 3 hours

An in-depth cross-disciplinary examination of selected topics arising from existing CLC transfer courses. Content varies.

Prerequisite: Sophomore standing and permission of instructor

LIBRARY TECHNICAL ASSISTANT (LTA)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

LTA 114 Supervised Field Practicum I (0-4) 2 hours

Supervised observation and directed practice of paraprofessional experience in appropriate academic, special, school, or public libraries. Projects of benefit to the student and to the cooperating library are arranged. Progress toward satisfactory completion is regularly monitored by the LTA Coordinator or designated LTA faculty and the supervising librarian.

Students maintain brief descriptive logs. This course is primarily for students pursuing the Certificate in the Library Technical Assistant program.

Prerequisite: Twelve hours of Library Technical Assistant courses and consent of the LTA Coordinator.

LTA 115 Supervised Field Practicum II (0-6) 3 hours

Supervised observation and directed practice of paraprofessional experience in appropriate academic, special, school, or public libraries. Projects of benefit to the student and to the cooperating library are arranged. Progress toward satisfactory completion is regularly monitored by the LTA Coordinator or designated LTA faculty and the supervising librarian.

Students maintain brief descriptive logs. This course is primarily for students pursuing the Associate Degree in the Library Technical Assistant program.

Prerequisite: Twelve hours of Library Technical Assistant courses and consent of the LTA Coordinator.

LTA 121 Introduction to Library Science (3-0) 3 hours

The written word, from its origins in prehistory to its current interactive databases, is historically interwoven within library material preservation. Through practical exercises, students learn fundamental processes of automated databases such as online public access catalogs and periodical indexes.

Students also search basic reference materials, such as common dictionaries and encyclopedias as well as yearbooks, handbooks, and biographical dictionaries. Intellectual freedom and interpersonal communication within libraries are emphasized. Individual preparation of a bibliography utilizing learned skills is required.

Prerequisite: Admissions Category I, or ENG 108 with a grade of A or B, or ENG 109.

LTA 171 Audio-visual Media and Equipment (3-0) 3 hours

This course is intended to develop an appreciation for the nature of Audio-Visual materials and an understanding of their use in educational settings. Emphasis will be placed upon the physical operation of common A-V equipment and selection and evaluation of various media.

Prerequisite: None

LTA 172 Reference and Public Services I (3-0) 3 hours

Print, CD-ROM, Online, Internet and Audio-Visual reference sources in Art, Biography, Literary Criticism, Education, and Business are highlighted. Interpersonal skills in working with patrons are emphasized. Circulation services are outlined. The Reference Department is described in the context of public services.

Prerequisite: LTA 121 and at least one computer-related course from the required or elective list.

LTA 173 Reference and Public Services II (3-0) 3 hours

Print, CD-ROM, Online, Internet and Audio-Visual reference sources in Current Events, Social Sciences, Life Sciences, Medicine, and Technology are highlighted. Citation of sources is emphasized. Area practices in interlibrary loan and document delivery are discussed. Reference material purchase decisions are outlined.

Prerequisite: LTA 121 and at least one computer-related course from the required or elective list.

LTA 272 Cataloging and Classification (3-0) 3 hours

Practical preparation for a role as a supervised copy cataloger. Emphasis is on descriptive cataloging of book and non-book materials with AACR2 Rev. and MARC format. Introduction to subject cataloging using Sears List of Subject Headings and classification using Dewey Decimal Classification.

Prerequisite: LTA 121

LTA 273 Library Materials (3-0) 3 hours

Criteria and sources for selection, ordering, and receiving print and non-print materials. Designed to provide solid background in how to develop a collection which is suitable for its clientele.

Prerequisite: LTA 121

LTA 277 Automation for Libraries (2-2) 3 hours

An introduction to automation in all library departments: circulation, technical services, reference, and administration. Applications of micro and mini computers; local area networks, Internet and connectivity are highlighted.

Prerequisite: LTA 121 and CIS 120

LTA 279 Children's Library Services (3-0) 3 hours

The audience for Children's Library Services, infants to young adults, and parents and teachers, is examined. Hands on approaches are used in the exploration of programming and publicity. Discussions and projects involve collection development (including digital resources), policy, and budget issues. Administration, employee presentations, and grant-writing are outlined. Networking opportunities and job interviewing are discussed. The Internet for children is highlighted.

Prerequisite: LTA 121

LIBRARY SCIENCE (LSC)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

*In addition to LSC 101,
see Library Technical Assistant (LTA)*

LSC 101 Library Basic Skills (0-2) 1 hour

Library Basic Skills is a module designed to help students learn basic library searching skills such as the card catalog, indexes and handbooks of information. Instruction is self-paced and self-scheduled, and utilizes a workbook. Students are tested on concepts from each unit through paper and pencil tests in the Testing Center. The final examination is a practical test in which the student goes to the Reference Department in the Learning Resource Center and answers prepared paper and pencil questions.

Prerequisite: Basic Skills Assessment

MANUFACTURING TECHNOLOGY (MFG)

Engineering, Math & Physical Sciences Division,
Room B162, (847) 543-2044

MFG 112 Work Simplifications (3-0) 3 hours

Principles of job analysis and productivity measurement and improvement in techniques used in the work place are discussed and evaluated. Specific techniques studied include motivation and job enrichment, motion and time study, process flow charts, and production system evaluation. Prior completion of Technical Mathematics I (MTH 117) or higher is strongly recommended.

Prerequisite: None

Manufacturing Technology (MFG) Math Computer Science (MCS) Mathematics (MTH)

MFG 114 Introduction to Quality Analysis (3-0) 3 hours

This course introduces the student to various quality analysis concepts and tools. Recognized standards, inspection methods, methods of presentation of data, basic control charts, and various quality improvement techniques are covered.

Prerequisite: None

MFG 210 Manufacturing Materials (3-0) 3 hours

A survey course which covers subjects related to a wide variety of materials used in manufacturing. Includes a development of understanding of the mechanical, physical, electrical and chemical properties of materials. Specific characteristics and processing methods for metals, polymers, ceramics, adhesives, and composites will be described.

Prerequisite: Admissions Category I

MFG 214 Advanced Quality Methods (3-0) 3 hours

This course is a continuation of MCD 213 and deals with reliability, regression analysis, experimental design, hazard analysis, and related concepts.

Prerequisite: MCD 213 or consent of the instructor

MFG 215 Manufacturing Analysis (3-0) 3 hours

Study of manufacturing methods and cost analysis using current principles of manufacturing/industrial engineering technology. Will incorporate a case study approach involving research and analysis of manufacturing related problems by individuals and groups. Topics for study and analysis include: plant layout and materials handling, cost and value engineering, quality control/assurance, production planning and control, inventory control, methods engineering and time study.

Prerequisite: Final semester standing or division associate dean approval.

MATH COMPUTER SCIENCE (MCS)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

MCS 124 Programming in BASIC Language (2-0) 2 hours

A beginning course in computer programming using the QBASIC form of QBASIC language. Machine organization, input and output, transfer of control, looping, arrays, character strings and subroutines, and sequential files are the major topics.

Prerequisite: MTH 102 with a grade of "C" or better or 1 year of high school algebra or Math Placement Test

Course fee

MCS 140 Computer Programming I (3-0) 3 hours

This course is designed to fulfill the requirements established by the Association for Computing Machinery (ACM) for the CS1 course. It also is designed to meet the computer science requirements of engineering students. This is a course in machine organization, algorithm development and programming style using the C++ programming language.

Applications include sorting and searching techniques, root solving procedures, and numerical integration. EXTENSIVE computer time commitment required. Previous programming experience is recommended.

Prerequisite: MTH 145 or MTH 224 with a grade of "C" or better or concurrent enrollment in either MTH 145 or MTH 224.

Course fee

MCS 142 Computer Programming II (3-0) 3 hours

Fulfills the requirements established by the Association for Computing Machinery (ACM) for the CS2 course. Using the C++ computer programming language this course presents such topics as string processing, internal searching and sorting, recursion and data structures such as stacks, queues, linked lists, trees and graphs. EXTENSIVE computer time required. Offered spring only.

Prerequisite: MCS 140 with a grade of "C" or better, or MTH 145 with a grade of "C" or better and CIS 211 or CIS 216

Course fee

MCS 240 Introduction to Computer Systems (3-0) 3 hours

Fulfills the requirements established by the Association for Computing Machinery (ACM) for the CS3 course. Topics include computer structure, machine language, assembly language, addressing techniques, macros, program segmentation and linkage. Extensive time commitment required in computer lab.

Prerequisite: MCS 142 with a grade of "C" or better

Course fee

MATHEMATICS (MTH)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

MTH 101 Elementary Concepts of Mathematics (Variable) 1-4 hours

Basic principles of arithmetic: fractions, decimals, ratios, proportions, percent, very basic algebra, descriptive graphs and basic statistics all from a calculator based perspective.

Specific electronic calculator required for this course. Contact EMPS division office for details. This course does not apply to any associate degree or career certificate.

Prerequisite: None (Open to Admissions Category I and II students only).

MTH 102 Basic Algebra (Variable) 1-4 hours

For those students whose interests lie in areas requiring a working knowledge of elementary algebra. Content mainly concerned with the manipulative skills of elementary algebra. Practical applications (story problems) will be introduced throughout. A specific graphics calculator is required for this course. Contact the EMPS division office for details. This course does not apply to any associate degree or career certificate program.

Prerequisite: Credit in MTH 101 or satisfactory score on Basic Skills Assessment or Admissions Category I

MTH 104 Geometry (3-0) 3 hours

Geometry is equivalent to the concepts course in high school geometry. After a cursory review of algebra, the concepts of undefined terms, axioms and postulates, and theorems are introduced. Topics also include plane and solid geometry, properties of congruence, similarity, ratio and proportion, area, perimeter, and volume of basic figures. Constructions and the writing of inductive, deductive, and indirect proofs are included. This course does not apply to any associate degree or career certificate.

Prerequisite: MTH 102 with a grade of "C" or better or Math Placement Test

MTH 108 Intermediate Algebra (4-0) 4 hours

For students who need College Algebra (MTH 122) or course of comparable difficulty in their curriculum but do not meet the prerequisite. Continues the development of the number system to include irrational and complex numbers. Equations, graphs, and inequalities involving linear and quadratic functions are emphasized. Exponential and logarithmic functions and sequences are introduced. This course does not apply to any associate degree or career certificate. A specific graphics calculator is required for this course. Contact the EMPS division office for details.

Prerequisite: MTH 102 with a grade of "C" or better or Math Placement Test

MTH 109 Introduction to the Graphics Calculator (1-0) 1 hour

A course designed to help students prepare for classes requiring the use of a graphics calculator. Primary emphasis will be on topics used in College Algebra (MTH122), Trigonometry (MTH 123), Finite Mathematics (MTH 127) and Statistics (MTH 222). Students in other disciplines such as the physical sciences may also find this course helpful. Topics will include graphing, finding roots and points of intersection, matrices, fitting a curve to a set of data points and elementary programming. A specific electronic graphics calculator is required for this course. Contact the EMPS division office for details.

Note: This course does not apply to any associate degree or career certificate .

Prerequisite: MTH 108 with a grade of "C" or better or consent of instructor

MTH 114 Applied Mathematics I (Variable) 1-3 hours

Basic principles of mathematics are studied, with application to typical shop problems. Review of fractions, decimals, ratios, proportions, and percent. Introductory algebra, measuring systems, precision, and accuracy. Specific electronic calculator required for this course. Contact EMPS division office for details.

Prerequisite: None

MTH 115 Applied Mathematics II (3-0) 3 hours

Practical geometry, measurement of plane and solid figures, precision, accuracy, elementary right triangle trigonometry, law of cosines, and law of sines. Specific electronic calculator required for this course. Contact EMPS division office for details.

Prerequisite: MTH 114 with a grade of "C" or better or MTH 102 with a grade of "C" or better or Math Placement Test.

MTH 117 Technical Mathematics I (4-0) 4 hours

College mathematics for students majoring in technology. Includes algebra, geometry and trigonometry. Specific electronic graphics calculator required for this course. Contact EMPS division office for details.

Prerequisite: MTH 114 with a grade of "C" or better, or MTH 102 with a grade of "C" or better or Math Placement Test.

MTH 118 Technical Mathematics II (4-0) 4 hours

Continuation of MTH 117. Major topics are algebra, geometry, vectors, logarithms, electronic graphics calculator, oblique and analytical trigonometry. Specific electronic graphics calculator required for this course. Contact EMPS division office for details. Offered spring only.

Prerequisite: MTH 117 with a grade of "C" or better, or Math Placement Test.

MTH 121 Fundamentals of Mathematics I (3-0) 3 hours

Modern concepts of logic, graph theory, probability, statistics, and related topics. Appropriate for general education or as part of a two course sequence for elementary education majors. Use of a calculator will be integrated with the concepts of the course.

IAI M1 904

Prerequisite: MTH 108 with a grade of "C" or better or Math Placement Test.

MTH 122 College Algebra (4-0) 4 hours

Primarily for students who need to continue in mathematics. Topics include matrices, systems of equations, inequalities, absolute values, logarithmic and exponential functions, theory of equations, binomial theorem, progressions, and mathematical induction. Specific electronic graphics calculator required for this course. Contact EMPS division office for details.

Prerequisite: MTH 108 with a grade of "C" or better or Math Placement Test

Mathematics (MTH)

MTH 123 Trigonometry (3-0) 3 hours

Primarily for students who need to continue in mathematics. Topics include trigonometric functions and their graphs, identities, trigonometric equations, DeMoivre's Theorem, complex numbers conic sections, and practical applications. Specific electronic graphics calculator required for this course. Contact EMPS division office for details.

Prerequisite: MTH 122 with a grade of "C" or better or concurrent enrollment in MTH 122 or Math Placement Test.

MTH 127 Finite Mathematics I (3-0) 3 hours

Designed primarily for commerce or social science students of whom it may be required. Topics include set theory, elementary combinatorics, probability, matrix algebra, introduction to linear programming, descriptive statistics, and Markov chains. A specific electronic graphics calculator is required for this course. Contact the EMPS division office for details.

IAI M1 906

Prerequisite: MTH 122 with a grade of "C" or better or Math Placement Test.

MTH 145 Calculus and Analytic Geometry I (5-0) 5 hours

A course in the calculus of algebraic and transcendental functions. Analytic geometry topics are limited to the line and circle. Calculus topics include differentiation and integration of both algebraic and trigonometric functions with applications. Specific electronic graphics calculator required for this course. Contact EMPS division office for details.

IAI M1 900

Prerequisite: MTH 123 with a grade of "C" or better or Math Placement Test.

MTH 146 Calculus and Analytic Geometry II (4-0) 4 hours

MTH 146 is a continuation of MTH 145 which covers inverse trigonometric and hyperbolic functions, applications of the definite integral, techniques of integration, L'Hôpital's Rule, improper integrals, sequences, series and conic sections. Specific electronic graphics calculator required for this course. Contact the EMPS division office or details.

IAI M1 900

Prerequisite: MTH 145 with a grade of "C" or better or consent of the instructor.

MTH 211 Technical Mathematics III (3-0) 3 hours

Introductory integral and differential calculus with applications. Topics in analytic geometry also covered. Practical problems related to electronics emphasized. Specific electronic graphics calculator required for this course. Contact EMPS division office for details. Offered fall only.

Prerequisite: MTH 118 with a grade of "C" or better or Math Placement Test.

MTH 221 Fundamentals of Mathematics II (3-0) 3 hours

Principally for students who will be majoring in elementary education. Emphasis on topics to prepare elementary education teachers in understanding and experience in mathematics. Topics to include functions, real number system, numeration systems, non-metric geometry, graphics calculator and computer software. Offered spring only.

IAI M1 903

Prerequisite: MTH 121, Fundamentals of Mathematics I with a grade of "C" or better or consent of the instructor.

MTH 222 Elementary Statistics (4-0) 4 hours

Application of elementary principles of probability, descriptive statistics, an introduction to inferential statistics and elementary computer techniques. Specific electronic graphics calculator required for this course. Contact EMPS division office for details.

IAI M1 902

Prerequisite: MTH 108 with a grade of "C" or better or Math Placement Test.

Course fee

MTH 224 Introduction to Mathematical Analysis (4-0) 4 hours

Includes analytical geometry and calculus topics such as functions and their graphs, rectangular coordinate systems, limits, differentiation and integration of algebraic, logarithmic and exponential functions. Applications are included along with selected topics from multivariable calculus. A specific electronic graphics calculator is required for this course. Contact EMPS division office for details. Offered spring and summer only.

IAI M1 900

Prerequisite: MTH 122 with a grade of "C" or better or Math Placement Test.

MTH 225 Introduction to Linear Algebra (3-0) 3 hours

For engineering students or for students intending to transfer to a university whose calculus sequence includes the topics listed below. Provides an introduction to vector spaces with particular emphasis on Euclidean n-space, matrix algebra and linear transformations. Applications of topics to problems arising in engineering and business. Computer software will be integrated as appropriate. Offered spring only.

Prerequisite: MTH 146 with a grade of "C" or better or consent of the instructor

MTH 227 Ordinary Differential Equations (3-0) 3 hours

Involves the solving of various ordinary linear and nonlinear differential equations of first and higher order and the solving of systems of differential equations. Methods include separation of variables, various substitution techniques, use of integrating factors, undetermined coefficients, variation of parameters, Laplace transforms, infinite series, and selected numerical methods. Applications include simple harmonic motion, population growth and decay, cooling, L-R-C circuits, and mixing problems. Uniqueness and existence theorems are covered. Computer software and graphing calculators are integrated into the course where appropriate. Offered spring and fall only.

Prerequisite: MTH 146 with a grade of "C" or better or consent of the instructor.

MTH 244 Discrete Mathematics (3-0) 3 hours

Introduction to the mathematical analysis of finite collections and to the mathematical foundations of sequential machines, computer system design, data structures and algorithms.

Topics include but are not restricted to sets, counting, recursion, graph theory, trees, networks, Boolean algebras, automata and formal grammars and languages. This course is a beginning course in the mathematics of computer science. Specific electronic graphics calculator required for this course. Contact EMPS division office for details. Offered only in selected semesters.

IAI M1 905

Prerequisite: MTH 122 with a grade of "C" or better and facility in a high-level programming language

MTH 246 Calculus and Analytic Geometry III (4-0) 4 hours

MTH 246 is a continuation of MTH 146. Topics include plane curves, parametric equations, polar coordinates, vectors in two and three dimensions, multiple integrals, and partial derivatives. Solid analytic geometry topics to include quadric surfaces, cylindrical and spherical coordinates and curves in 3-space. Specific electronic graphics calculator is required for this course. Contact EMPS Division office for details.

IAI M1 900

Prerequisite: MTH 146 with a grade of "C" or better or consent of the instructor

MECHANICAL ENGINEERING TECHNOLOGY (MCD)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

MCD 111 Manufacturing Processes (3-0) 3 hours

A survey course of processes, production procedures and materials used in manufacturing are studied; casting, machining, forging, rolling, treatment and production of engineering materials.

Prerequisite: Admissions Category I

MCD 112 Basic Metallurgy I (3-0) 3 hours

Introduction to the study of metals with emphasis on their physical and mechanical properties relating to applications including metal forming, heat treatment and surface treatment of carbon and alloy steels.

Prerequisite: Admissions Category I

MCD 113 Basic Metallurgy II (3-0) 3 hours

Continuation of Basic Metallurgy I (MCD-112) with emphasis on cast irons, nonferrous metals and their alloys. Foundry casting, machining, forming, welding and power metallurgy processes are treated. Note: This course will only be offered every other year.

Prerequisite: MCD 112

MCD 114 Dimensional Metrology (3-0) 3 hours

Development of techniques of dimensional measurements as applied to work of skilled trades, inspectors, technicians, drafters, and engineers.

Prerequisite: Admissions Category I

MCD 212 Mechanisms (4-0) 4 hours

Study of motion, velocity, and acceleration as pertaining to the design of gears, linkages, and other mechanical assemblies which transmit or convert motion. Prior completion of Technical Physics (PHY 111) or higher and Technical Mathematics I (MTH 117) or higher are strongly recommended. Offered spring only.

Prerequisite: None

MCD 213 Statistics and Quality Control (3-0) 3 hours

Statistical methods for quality control and other industrial problems. Development of sampling plans, control charts, and quality/costs studies.

Prerequisite: MTH 117

MCD 214 Mechanical Design and Drafting (2-2) 3 hours

Design and graphic representation of basic machine parts such as gears, cams, castings, and stampings, redesign of simple mechanisms, piping drawing, and welding representation. Student must furnish basic required equipment. Offered fall only.

Prerequisite: EGR 121 or DFT 111

Course fee

MCD 215 Machine Design (5-0) 5 hours

The application of empirical and analytical techniques used in the design of mechanical components to safely and effectively transmit force and motion are developed. Combined states of stress using Mohr's Circle, design criteria (including maximum shear stress Mises-Hencky strain energy and fatigue) and the design and analysis of mechanical elements (including clutches, brakes, belts, chains, bearings, fasteners, gearing, springs and cams) are developed. Offered spring only.

Prerequisite: EGR 215

MCD 219 Plant Layout and Materials Handling (3-0) 3 hours

Relationship between good plant layout and efficient materials handling. Selection and arrangement of production machinery, product and process layout schemes, techniques of making layouts.

Prerequisite: MTH 117

Medical Imaging (MIM)

MEDICAL IMAGING (MIM)

Biological & Health Sciences Division,
Room C140, (847) 543-2042

MIM 110 Introduction to Medical Imaging (3-0) 3 hours

Provides a basic understanding of the role of medical imaging in the health care delivery system. The student will develop basic skills in proper body mechanics, and methods of transporting and assisting patients, and gain an understanding of aseptic technique and infection control.

Prerequisite: Admissions Category I

Course fee

MIM 111 Radiographic Anatomy & Positioning I (4-2) 5 hours

Includes a study of the radiographic anatomy and examination procedure for the chest, abdomen, digestive and urinary tracts, and distal upper and lower extremities. Students will learn how to read various types of technique charts and program the x-ray units for correct exposures for these examinations.

Prerequisite: Admissions Category I

Course fee

MIM 112 Principles of Radiographic Exposure (2-2) 3 hours

Provides an understanding of the factors that control the production of a radiographic image and a basic understanding of radiation protection.

Prerequisite: Admission to the Medical Imaging Program

Corequisite: MIM 110, MIM 111

Course fee

MIM 113 Radiographic Anatomy & Positioning II (4-2) 5 hours

Includes a study of the radiographic anatomy and examination procedure for the proximal upper and lower extremities, and the axial skeleton. Students will learn how to read various types of technique charts and program the x-ray units for correct exposures for these examinations.

Prerequisite: MIM 112

Course fee

MIM 114 Clinical Practice I (0-16) 3 hours

Supervised competency based clinical practice. Emphasis on routine examination of the chest and abdomen including examinations of the digestive system, urinary tract, and biliary collecting system, and appendicular skeleton. Spring only.

Prerequisite: MIM 112

Corequisite: MIM 113

Course fee

MIM 115 Clinical Practice II (0-16) 3 hours

Supervised competency based clinical practice. Emphasis on routine examinations of the appendicular and axial skeleton. Summer only.

Prerequisite: MIM 114

Course fee

MIM 116 Advanced Radiographic Procedures (1-0) 1 hour

Studies the special radiographic procedures routinely performed in the majority of radiology departments. This study shall identify the contrast agents, anatomical structures investigated, and examination procedures. Summer only.

Prerequisite: MIM 114

Corequisite: MIM 115

Course fee

MIM 210 Technical Aspects of Patient Care (2-0) 2 hours

Surveys of patient communication, acute situations, trauma radiography, contrast media and pharmacology.

Prerequisite: MIM 115 and MIM 116 with grade of "C" or better in both and BIO 124

Course fee

MIM 211 Imaging Equipment (5-2) 6 hours

Mechanical and electrical physics applied to x-ray equipment. Factors affecting x-ray emission. Survey of digital vascular radiography, interventional procedures and basic principles of ultrasound. Laboratories and discussions in principles of radiographic exposure and image evaluation. Fall only.

Prerequisite: MIM 115 and MIM 116 with grade of "C" or better in both and BIO 124

Course fee

MIM 212 Clinical Practice III (0-18) 3 hours

Supervised clinical practice. Emphasis on routine special procedures, mammography, surgical, trauma, and mobile radiography. Observations and practice in vascular and interventional procedures. Fall only.

Prerequisite: MIM 115, MIM 116, BIO 124

Course fee

MIM 213 Medical Imaging Pathology (2-0) 2 hours

Includes etiology and processes of trauma and disease. The emphasis is placed on radiographic pathology of body systems. Pathology seen with computed tomography, ultrasound and magnetic resonance imaging is discussed. Fall only.

Prerequisite: MIM 116

MIM 214 Advanced Topics in Radiography (5-2) 6 hours

Radiation biology, radiation regulations, and radiation measurements. Pediatric and geriatric radiography. Sensitometry and quality control. Survey of radiation therapy and nuclear medicine. Laboratories and lecture in principles of radiographic exposure and quality control. Film critique. Spring only.

Prerequisite: MIM 211, MIM 212 and MIM 213 with grade of "C" or better in each

Course fee

Medical Imaging (MIM) Medical Laboratory Technology (MLT)

MIM 215 Clinical Practice IV (0-18) 3 hours

Supervised competency based clinical practice. Emphasis continued on routine and vascular special procedures, mammography, surgical, trauma and mobile radiography. Includes orientation rotations to computed tomography and ultrasound and completion of course and terminal program competencies. Spring only.

Prerequisite: MIM 211, MIM 212 and MIM 213 with grade of "C" or better in each

Course fee

MIM 216 Computed Imaging (2-0) 2 hours

Computer anatomy and functions related to computed tomography and magnetic resonance imaging. Physics and basic imaging parameters of these modalities. Presentation of case studies. Spring only.

Prerequisite: MIM 211, MIM 212 and MIM 213 with grade of "C" or better in each

MIM 217 Applied Radiation Biology (1-0) 1 hour

A survey of the somatic and genetic effects of ionizing radiation.

Prerequisite: MIM 116

MIM 218 Survey of Radiology Administration (1-0) 1 hour

A survey of the structure and function of the radiology department and its relation to the hospital and the health care consumer.

Prerequisite: MIM 113

MIM 219 Radiography Seminar (2-0) 2 hours

Review and discussion of radiographic principles, techniques and methods. Emphasis is placed on the interdependence of theory and principles.

Prerequisite: MIM 211 and MIM 212 with grade of "C" or better in both

MEDICAL LABORATORY TECHNOLOGY (MLT)

Biological & Health Sciences Division,
Room C140, (847) 543-2042

MLT 110 Introduction to Medical Lab Technology (1-2) 2 hours

An introduction to the profession of Medical Laboratory Technology focusing on the roles of the medical laboratory personnel on the health care system, professionalism, communication, basic laboratory math, medical ethics, CLIA-waived testing, legal implications of laboratory testing, and educational preparation and certification of laboratory personnel.

Prerequisite: Category I

Course fee

MLT 111 Immunology (1-2) 2 hours

Theory and practical experiences in laboratory immunology are presented. The course stresses phlebotomy and explains the functioning of a normal and abnormal immune system. The student will also learn how immunology testing utilizes antigen-antibody reactions in the diagnosis and treatment of disease. Review of lab safety and quality control is included.

Prerequisite: Acceptance into MLT program

Corequisite: MLT 110

Course fee

MLT 112 Hematology and Coagulation (3-6) 6 hours

Prepares medical laboratory technology students to perform required tests in the areas of hematology and coagulation. Theoretical knowledge of the hematopoietic system and procedures for the purpose of identifying and quantifying different cell types, cell structure, chemical content, and functional activity are stressed. Coagulation theories and factor identification in specific bleeding disorders are presented.

Corequisite: MLT 111

Course fee

MLT 113 Immunohematology (2-4) 4 hours

The course is designed to prepare students to develop an understanding of the fundamental principles of immunohematology, and to perform routine pre and post transfusion lab procedures. It presents the study of red blood cell antigen and antibody reactions, the techniques that are most widely used in immunohematology laboratory to detect potential problems associated with transfusion therapy, principles and application of quality control procedures, and laboratory safety.

Prerequisites: Admission to the MLT program and completion of BIO 121 with a grade of with grade of "C" or better

Course fee

MLT 114 Body Fluid Analysis (1-2) 2 hours

An introduction to basic body fluid analysis to include urine, CSF, and amniotic fluid. Test procedures in basic body fluid analysis and their correlation to disease processes is included. As always, there will be an emphasis on laboratory safety and quality control.

Corequisite: MLT 111

Course fee

MLT 115 Phlebotomy Techniques (1-2) 2 hours

This course is a study of current phlebotomy techniques. Students will develop skill in performing phlebotomy procedures. It includes proper use of equipment, current safety standards, medical and legal policies and regulations, interpersonal and communication skills and correct specimen collection, transport and preparation for laboratory testing.

Prerequisite: MLT 110

Course fee

Medical Laboratory Technology (MLT) Multimedia Communications (COM)

MLT 116 Clinical Phlebotomy (0-7) 2 hours

Provides the student with supervised clinical practice of current phlebotomy techniques. Students will develop skill in performing phlebotomy procedures in various health care settings. It includes proper use of equipment, current safety standards, medical and legal policies and regulations, interpersonal skills and correct transport, collection and preparation for laboratory testing.

Prerequisite: MLT 110 and MLT 115

Course fee

MLT 210 Clinical Chemistry (3-4) 5 hours

The course is designed to prepare students to develop an understanding of the fundamental principles of clinical chemistry, to perform manual and automated chemistry procedures on body fluids, and, to correlate, validate and verify the test results to physiological changes and disease processes for the purpose of aiding in the screening, diagnosis and monitoring of disease processes. It is an overview of analytical techniques that are most widely used in a clinical chemistry laboratory, principles and application of quality control procedures, and laboratory safety.

Prerequisites: MLT 112 and CHM 123

Course fee

MLT 213 Clinical Microbiology (3-4) 5 hours

This course prepares the MLT student to perform microbiological procedures on all body fluids and secretions for the purpose of identification of relevant microorganisms using cultural, morphological and chemical methods. Quality control and laboratory safety are stressed.

Prerequisites: MLT 112 and BIO 125

Course fee

MLT 271 Chemistry Practicum (0-7) 2 hours

Supervised clinical chemistry instruction in a hospital setting. Emphasis is on both routine and specialized chemistry procedures. Instrumentation and computer work is also highly stressed. Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session, integrating lab knowledge and skills. Professional growth, job placement and resume writing are also included in Friday sessions.

Prerequisite: MLT 210

Course fee

MLT 272 Hematology Practicum (0-7) 2 hours

Supervised clinical hematology instruction in a hospital setting. Emphasis is on both routine and specialized hematology procedures. Instrumentation and computer work is also highly stressed. Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session, integrating lab knowledge and skills. Professional growth, job placement and resume writing are also included in Friday sessions.

Prerequisite: MLT 210

MLT 273 Immunohematology Practicum (0-7) 2 hours

Supervised clinical immunohematology instruction in a hospital setting. Emphasis is on both routine and specialized immunohematology procedures. Instrumentation and computer work is also highly stressed. Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session, integrating lab knowledge and skills.

Professional growth, job placement and resume writing are also included in Friday sessions.

Prerequisite: MLT 210

MLT 274 Microbiology Practicum (0-7) 2 hours

Supervised clinical microbiology instruction in a hospital setting. Emphasis is on both routine and specialized microbiology procedures. Instrumentation and computer work is also highly stressed. Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session, integrating lab knowledge and skills. Professional growth, job placement and resume writing are also included in Friday sessions.

Prerequisite: MLT 210

MLT 275 Serology/Body Fluids/Phlebotomy Practicum (0-7) 2 hours

Supervised clinical serology/body fluids/phlebotomy instruction in a hospital setting. Emphasis is on both routine and specialized serology/body fluids/phlebotomy procedures. Instrumentation and computer work is also highly stressed. Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session, integrating lab knowledge and skills. Professional growth, job placement and resume writing are also included in Friday sessions.

Prerequisite: MLT 210

MULTIMEDIA COMMUNICATIONS (COM)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

COM 111 Introduction to Multimedia (3-0) 3 hours

Designed for beginners, course content is geared toward potential producers, educators, business people, and home-based users. We'll explore the variety of hardware and software now used to produce multimedia, from simple audience-oriented presentations to highly interactive CD ROM programs. Through lectures, demonstrations, and hands-on laboratory experience, we'll examine the production techniques, application uses, trends, business and legal concerns, design elements, and the product evaluation standards currently used in the multimedia industry.

Prerequisite: None

Course fee

COM 112 Multimedia Platforms (2-2) 3 hours

Multimedia Platforms is a "start here" course for anyone interested in an umbrella introduction to the latest in multimedia hardware, software, and operating systems. Designed for first-time home users, students, or business people, this course offers a hands-on overview of the basics in how personal computer systems work, major software genres, PC information resources, and multimedia peripherals. Hardware topics include computer-system terminology, monitors, printers, scanners, CD-ROMs, modems, networks, sound and video cards, mouse operations, multimedia equipment, and utility accessories. Software topics include basic operating systems (DOS and Windows), and major types of special application and utility programs. We'll also cover system maintenance, networks, BBS access, desktop conferencing and how to customize, integrate, and manage exactly the type of computer system for your needs.

Prerequisite: None

Course fee

COM 115 Internet Fundamentals (3-0) 3 hours

Designed for both beginners to partial users, this course addresses in detail everything you need to know to access, explore, and use the world's biggest and richest information resource: the Internet. We'll examine the various equipment you will need, the software available, online provider options, costs involved, and current issues revolving around Internet access. After an overview of the telecommunication process, we'll take an in-depth look at each of the major areas on the Internet: E-mail, Telnet, FTP, Chat, Gopher, Usenet, and the World Wide Web. You will get step-by-step instructions on how to access, research, and retrieve academic, personal, and professional information. You will learn how to send and receive messages; visit the data resources of the major universities, governments, and world organizations; talk live to people anywhere; access and download useful files and programs; visit or join thousands of special-interest news groups; sit in on online university courses; and go browsing for career or business opportunities.

Prerequisite: None

Course fee

COM 116 Developing Web Pages (3-0) 3 hours

Designed for beginners, this course is an introduction to online publishing, geared toward training technical communicators how to design, produce, and maintain information-based page sites on the World Wide Web. Students will be given an introductory view of Web geography, navigation vehicles, and information search techniques. The focus of the course; however, will remain on how to impart technical information clearly, using HTML. Students will gather the information they need to communicate, then design and produce online documents and Web pages that convey that information to consumers in the clearest and most useful ways possible.

Prerequisite: None

Course fee

COM 171 Introduction to Computer Graphics (0-6) 3 hours

This is a hands-on introductory course in the creation and development of computer graphic images. Through a series of applied practical projects the student will be introduced to and learn to utilize paint, draw, image manipulation and basic animation programs. This introductory course provides anyone who works with computer graphic images an overview and understanding of how to create, import and manipulate a variety of computer-generated images.

Prerequisite: One applied art studio course or consent of instructor

Course fee

COM 215 Multimedia Presentations (3-0) 3 hours

Designed for entry-level multimedia producers, business people, educators and industry trainers, this course provides in-depth training on how to produce high-quality, full-feature multimedia presentations. Topics include: audience analysis; design considerations; presentation hardware and software platforms; creating, modifying, acquiring and using multimedia elements (text, graphics, photographs, animation, video and sound); hyperlinking to other programs; and employing special program effects. Supervised lab time centers on applying lecture topics to two of your own end-of term presentation projects.

Prerequisite: COM 111 and COM 112

Course fee

COM 216 Advanced Online Publishing (3-0) 3 hours

This course is geared toward web page designers who need to incorporate advanced control management and interactive elements into their web pages through scripting languages. Students will use the JAVA language to write their own scripts for their web pages which will provide functions such as interactivity, create software to read and manipulate forms, and set "Cookies" to record information on users visiting a site. Advanced features of Netscape and Microsoft Internet Explorer will be introduced and used in web pages.

Prerequisites: COM 115, Internet Fundamentals and COM 116, Online Publishing

COM 217 Multimedia Authoring (3-0) 3 hours

This course is geared toward multimedia designers who will be creating kiosks, CD Rom software, marketing and educational software, and interactive sites. Students will use a popular authoring software package to create an interactive multimedia presentation. The design, storyboarding, prototyping, testing, and production techniques for creating a multimedia package will be followed with the final project.

Prerequisites: COM 115, Internet Fundamentals, COM 116, Online Publishing, and COM 215, Multimedia Presentations.

Multimedia Communications (COM) Music (MUS)

COM 218 Building Commercial Websites (3-0) 3 hours

This course provides information and skills for students seeking to create web sites with secure transactions, information transfer, and promotions. Students will set up sites using commercial software designed specifically for Online Commerce and can decide to continue the portfolio assignment as an actual presence for an organization. Students must already have web page development skills.

Prerequisites: COM 115 and COM 116

COM 219 Building Instructional Websites (3-0) 3 hours

Students will examine the application of instructional design to teaching through an Internet or Intranet. Students will be creating advanced web pages for use in a training or educational setting, examining methods of creating interactive learning experiences and examining methods to integrate learning strategies into online course material.

Prerequisites: COM 111, COM 115 and COM 116

COM 299 Selected Topics in Multimedia (Variable) 1-3 hours

This course is designed to meet the needs of students for specialized instruction in current multimedia topics. Topics will be identified for each section of the course. Credit will be from 1 to 3 hours depending upon the topic.

Prerequisites: The prerequisites required for a Selected Topics in Multimedia will vary depending on the topic being studied

MUSIC (MUS)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

MUS 120 Vocal Ensembles (0-2) 1 hour

Understanding and enjoyment of choral music. Student may choose CLC Singers or Choir of Lake County.

Prerequisite: CLC Singers: Audition

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 120, MUS 123, and MUS 223 will count toward an associate degree.

MUS 121 Voice Class I (1-1) 1 hour

Introduction to singing techniques beginning with group singing and gradually introducing solo singing. No vocal background is needed. Intended for non-music majors.

Prerequisite: None

Course fee

MUS 122 Voice Class II (1-1) 1 hour

Introduction to singing techniques with emphasis on repertoire. A continuation of MUS 121.

Prerequisite: MUS 121

Course fee

MUS 123 Wind Ensemble (0-2) 1 hour

Understanding and enjoyment of instrumental music through selected examples of standard instrumental ensemble literature of all periods.

Prerequisite: Audition

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 120, MUS 123, and MUS 223 will count toward an associate degree.

MUS 124 Introduction to Music (3-0) 3 hours

A non-technical listening course emphasizing recognition and understanding of various styles of music, past and present.

IAI F1 900

Prerequisite: None

MUS 126 Music Skills for Classroom Teachers (3-0) 3 hours

An introduction to basic instrumental and vocal skills for use in general teaching. Intended for non-music majors.

Prerequisite: None

MUS 127 Fundamentals of Music (2-0) 2 hours

Provides background to understand language of music of various style periods. Study of notation, rhythm, scales, intervals, chords, and musical terms using keyboard as an aid. Preparation for MUS 128 and a practical course for classroom teachers. Students should combine this course with Piano Class I (MUS 145, 1 credit hour).

Prerequisite: None

MUS 128 Theory of Music I (4-0) 4 hours

A concentrated study of musical language including analysis, recognition, and writing of chords and harmonic progressions. Ear-training and sight-reading are also offered. Students without keyboard background should combine this course with Piano Class I (MUS 145, 1 credit hour). Students without theory preparation may take Fundamentals of Music (MUS 127) concurrently.

Prerequisite: None

MUS 129 Theory of Music II (4-0) 4 hours

Written four-part harmony, analysis of form and harmony, and continuation of ear training. Continuation of MUS 128.

Prerequisite: MUS 128

MUS 140 20th Century Music (3-0) 3 hours

A non-technical listening course emphasizing recognition and understanding of various styles of 20th century music including jazz and popular music. Emphasis placed on music through recordings, scores, and performance of representative works of each period. Comparison of styles and consideration of music in relation to other fine arts and to the general historical background.

IAI F1 902

Prerequisite: None

MUS 141 Applied Music-Voice I (Variable) 1-2 hours

This course is designed for the vocalist who is a beginner or advanced and intends to become seriously involved with music. This is a course of independent study on a private lesson basis.

Prerequisite: None

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-189, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree.

MUS 143-144 Applied Music-Instrumental (Variable) 1-2 hours

These courses are designed for the instrumentalist who is a beginner or advanced and intends to become seriously involved with music. This is a course of independent study on a private lesson basis.

Prerequisite: None

Course fee

MUS 145 Piano Class I (1-1) 1 hour

An introduction to basic playing, keyboard chords, and music reading. Interpretation of various music styles is considered. For beginners or those who have not studied for a considerable time. Students should combine this course with Fundamentals of Music (MUS 127, 2 credit hours).

Prerequisite: None

Course fee

MUS 146 Piano Class II (1-1) 1 hour

A continuation of MUS 145. Provides additional opportunity for study and practice of more advanced compositions for piano.

Prerequisite: MUS 145 or equivalent

Course fee

MUS 147 Guitar Class I (1-1) 1 hour

Introduction to the fundamentals of the guitar for development of playing skills, reading, improvisation and technique. Explores the use of music theory as it relates to the guitar in terms of keys, chord construction and progression. Emphasis on variety of songs and historical styles for repertoire development. MUS 127 Fundamentals of Music is strongly recommended as a companion course for students who need work in reading pitches and rhythms.

Prerequisite: None

Course fee

MUS 148 Guitar Class II (1-1) 1 hour

A continuation of MUS 147. It develops and advances skills learned and introduces new concepts and techniques.

Prerequisite: MUS 147

Course fee

MUS 160-169 Applied Music-Instrumental (Variable) 1-2 hours

These courses are designed for the instrumentalist who is a beginner or advanced and intends to become seriously involved with music. This is a course of independent study on a private lesson basis.

Prerequisite: None

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-189, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree.

MUS 180-188 Applied Music-Instrumental (Variable) 1-2 hours

These courses are designed for the instrumentalist who is a beginner or advanced and intends to become seriously involved with music. This is a course of independent study on a private lesson basis.

Prerequisite: None

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-189, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree.

MUS 223 Jazz Ensemble (0-2) 1 hour

Understanding and enjoyment of instrumental music through selected examples of standard instrumental ensemble literature of all periods.

Prerequisite: Audition

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 120, MUS 123, and MUS 223 will count toward an associate degree program.

MUS 224 Music Literature (3-0) 3 hours

The historical development of western music, including various musical styles and periods and the contribution of key composers in shaping the western musical tradition.

IAI F1 902

Prerequisite: None

MUS 228 Theory of Music III (4-0) 4 hours

Continuation of MUS 129. Advanced study of musical language including chromatic chords, seventh chords, and modulation.

Prerequisite: MUS 129

MUS 229 Theory of Music IV (4-0) 4 hours

Continuation of MUS 228. 20th Century musical techniques are considered.

Prerequisite: MUS 228

Music (MUS) Nursing (NUR)

MUS 241 Applied Music-Voice II (Variable) 1-2 hours

This course is designed for the vocalist who is well advanced and intends to become seriously involved with music. This is a course of independent study on a private lesson basis and may be taken four (4) times.

Prerequisite: None

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-189, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree.

MUS 243-244 Applied Music-Instrumental (Variable) 1-2 hours

These courses are designed for the instrumentalist who is well advanced and intends to become seriously involved with music. This is a course of independent study on a private lesson basis and may be taken four (4) times.

Prerequisite: None

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-189, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree.

MUS 245 Piano Class III (1-1) 1 hour

Continuation of MUS 146. More advanced keyboard techniques, use of pedals, improvisation and functional piano. Music reading of all periods.

Prerequisite: MUS 146

Course fee

MUS 246 Piano Class IV (1-1) 1 hour

Continuation of MUS 245. The highest level of advancement in piano class. Increased skills in all piano techniques.

Prerequisite: MUS 245

Course fee

MUS 260-288 Applied Music-Instrumental (Variable) 1-2 hours

These courses are designed for the instrumentalist who is well advanced and intends to become seriously involved with music. This is a course of independent study on a private lesson basis.

Prerequisite: None

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-189, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree.

NURSING (NUR)

Nursing Education

Room D208, (847) 543-2340

NUR 110 Nurse Assisting (6-3) 7 hours

Meets state requirements for preparation for employment in long-term care facilities. Participants must speak and read English and have at least an 8th grade reading level. The lecture portion of the course is held at the Lakeshore Campus or the Grayslake campus, depending upon the section in which the student is enrolled. Clinical training for all students will be held on selected days throughout the course at various long-term care facilities in the community. Students not attending the first day of class will be dropped from enrollment. Attendance at each scheduled class and clinical laboratory is mandatory. Upon successful completion of this course, the student will be eligible to take the state mandated written competency examination for Nurse Assistant Certification.

Prerequisite: Admissions Category I or high school diploma or GED or Adult Education reading test or Basic Skills Assessment Test or ENG 093 or ENG 108 or ENG 109 or ENG 121; at least 16 years of age.

Course fee

NUR 171 Nursing: Universal Self-Care (3-12) 7 hours

Focuses on universal self-care requirements and behaviors, and introduces the nursing process with emphasis on assessment of universal self-care demands, abilities and limitations. In both simulated and clinical laboratory settings the student uses the nursing helping methods of doing, supporting, guiding, teaching, and providing a developmental environment with clients with few self-care agency limitations. Introduces the student to the health care system and the role of the nurse. Peer learning groups and mastery testing are used; proficiency examinations are available.

Prerequisite: Admission to the Associate Degree Nursing Program

Course fee

NUR 172 Nursing: Developmental Self-Care (3-12) 7 hours

Building upon NUR 171, this course focuses on developmental self-care, changes in developmental self-care demands and abilities, and common hazards to life and well-being during each of the major developmental stages of the life span. Views the client as a member of a family and the health care system focused at developmental self-care. In both simulated and clinical laboratory settings, the student applies the nursing process in using the helping methods for clients with few to moderate self-care agency limitations. Peer learning groups and mastery testing are used; proficiency examinations are available.

Prerequisite: NUR 171 and BIO 124 (C or better in both)

Course fee

**NUR 271 Nursing: Health-Deviation
Self-Care I (3-18) 9 hours**

Building upon NUR 172, this course focuses on the human being's health-deviation self-care demands and responses to selected acute and chronic health problems. Includes the impact of health deviation on universal self-care and developmental self-care for clients and families in the health care system. In both simulated and clinical laboratory settings the student applies the nursing process in using the helping methods for clients with moderate to severe self-care agency limitations. Opportunity to plan client care with nursing team members is provided. Peer learning groups and mastery testing are used; proficiency examinations are available.

Prerequisite: NUR 172 and BIO 125 (C or better in both) and PSY 222

Course fee

**NUR 272 Nursing: Health-Deviation
Self-Care II (3-18) 9 hours**

Builds on NUR 271 and focuses on the human being's health deviation self-care demands and responses to multiple and complex health problems. Includes emphasis on health deviation requiring long term institutionalization. In both simulated and clinical laboratory settings, the student applies the nursing process in using the helping methods for clients with more severe self-care agency limitations. Provides an introduction to the role of the nurse as a manager and issues faced in transition to practice as a registered nurse. Opportunity provided to participate in client centered conferences. Peer learning groups and mastery testing are used.

Prerequisite: NUR 271 with grade of (C or better)

Course fee

**PERSONAL DEVELOPMENT
(PDS)**

Counseling Center, Room C110, (847) 543-2060

**PDS 120 Becoming a Successful
Student (Variable) 1-2 hours**

Designed to train students in a number of attitudes and skills that are valuable for school success: goal setting, time management, memory development, notetaking, textbook reading strategies, test-taking, library use, school resources, motivation and stress management. Involves extensive reading and homework assignments since intensive practice is required for mastery. One credit hour options are offered on special topics such as test or speech anxiety. This course may not be audited.

Corequisite: Admissions Category I or concurrent enrollment in ENG 108

PDS 121 Self-Empowerment (1-0) 1 hour

This course empowers students to become more aware of self by identifying personal strengths and values in order to resolve conflicts and set goals. Students will work in a structured setting to reinforce one another's positive attributes. With increased personal understanding, they are empowered to achieve appropriate goals. This seminar is especially valuable for students who seek more self-confidence and motivation to live a more fulfilled life at home, at work, in college-but most of all, within themselves. This course may not be audited.

Prerequisite: None

PDS 122 Career Exploration (1-0) 1 hour

In an economy that includes more careers than anyone can possibly think of, there ought to be some careers that can really satisfy an individual's needs - if they can be identified. Career Exploration examines an individual's interests, values, personality traits, and experiences in an effort to match them with suitable careers. Thus, career clusters and families are studied, and appropriate careers are researched. Career development, education and training, as well as job search skills, are also discussed. This course may not be audited.

Prerequisite: None

PDS 123 Human Relations (1-0) 1 hour

A laboratory experience in affective education in which the student gains increased awareness of and sensitivity to emotional reactions and experiences in himself and others. Designed to provide students with both positive and negative feedback from other students. Feedback concerned with students' behaviors, attitudes, emotions and values as observed by fellow group members. Some sections (when specified) will focus on special topics, i.e. race relations, multi-cultural issues. This course may not be audited.

Prerequisite: Interview with counselor

PHILOSOPHY (PHI)

Communication Arts, Humanities & Fine Arts
Division, Room B237, (847) 543-2040

PHI 121 Introduction to Philosophy (3-0) 3 hours

Discusses the ideas of major philosophers concerning questions of human knowledge, logic, moral values, political and social philosophy, and religious beliefs. Attempts made to get students to think out their own answers to these questions.

IAI H4 900

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PHI 122 Logic (3-0) 3 hours

Formal reasoning, including categorical and symbolic modes of analysis. Covers Venn diagrams, predicate logic, rules of inference and replacement. Introduces the inductive method and the problem of induction.

IAI H4 906

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

Philosophy (PHI) Physical Education (PED)

PHI 123 Philosophy of Religion (3-0) 3 hours

Discusses the beliefs within Hinduism, Judaism, Buddhism, Christianity, Islam, and Atheistic Humanism concerning the existence of God, the nature of self, life's purpose, evil, prayer, ethics and afterlife. Attention given to cultural influences, similarities and differences and the relationship of faith and reason.

IAI H4 905

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PHI 125 Introduction to Ethics (3-0) 3 hours

Discussion of contemporary moral issues which may include sexual morality, homosexuality, women's rights, animal rights, environmental ethics, abortion, euthanasia, nuclear war, famine and population. An attempt is made to find solutions to these problems in terms of ethical theory.

IAI H4 904

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PHI 129 Philosophical Issues in Contemporary Feminism (3-0) 3 hours

A study of the questions of whether there is a distinction between masculine and feminine character, whether one's sex imposes moral obligations or rights, what might be meant by the "equality of the sexes," and what effect sexual equality may have on the institutions of marriage, the family, personal relations. Both classical and contemporary philosophical writers will be read.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PHYSICAL EDUCATION (PED)

Physical Education Division, Building #7,
2nd Floor, (847) 543-2046

PED 121 Individual Sports I (Variable) 0.5-1 hour

The demonstration and instruction of skills and techniques in individual sports. Participation in these sports and instruction in the rules and strategies involved. Students should consult a recent class schedule for sports offered during a particular semester. This course may be repeated and credit earned may be used to meet elective requirements for the A.A. and A.S. degrees. Credit is earned at the rate of 0.5 credit hours for each 16 hours of instruction.

Prerequisite: None

Course fee

Times Repeatable: 3 - No more than 4 credit hours earned in PED 121 and PED 127 will count toward an associate degree.

PED 123 Team Sports I (Variable) 0.5-1 hour

Group instruction in a variety of team sports, including techniques of play, strategy and rules. Provides group instruction and experience in a variety of team sports. Emphasis on participation. Sports offered include basketball, volleyball, softball and baseball. Courses may be repeated and credit applied to A.A. or A.S. degrees. Credit is earned at the rate of 0.5 credit hours for each 16 hours of instruction.

Prerequisite: None

Times Repeatable: 2 - No more than 1 credit hours earned in PED 123 will count toward an associate degree.

PED 127 Restricted Activity (0-2) 1 hour

Fitness or recreation activities for students restricted by health limitations. Includes individual programs adapted to meet specific requirements.

Prerequisite: Written report of a physician.

Times Repeatable: 3 - No more than 4 credit hours earned in PED 121 and PED 127 will count toward an associate degree.

PED 128 Introduction to Recreation (3-0) 3 hours

This course is designed to introduce the student to the historical and philosophical aspects of recreation and the factors that influence use of leisure time. The nature, scope and importance of recreational activities in a school and community setting are covered along with program development for the various age groups.

Prerequisite: ENG 108 with a grade of A or B or ENG 109

PED 129 Fundamentals of Youth Programming (4-0) 4 hours

This course takes you through childhood behavior and development, indoor and outdoor group relationships, and creative learning experiences. Expenses for group projects (\$35-\$50) assumed by the students. Outdoor and indoor events are required. Class projects will be graded according to the requirements of the project and additional classtime will be needed. Equipment will be provided for each event. For students going into a career in physical education, recreation, pre-school teaching, elementary education, social work or voluntary agencies.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 140 Contemporary Health Issues (2-0) 2 hours

Basic human physiology, nature of disease, and principles and problems of personal health.

Prerequisite: Student must have a current CPR card or acquire one to complete this course; Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 141 Theory and Practice of Fitness (1-2) 2 hours

This course is intended to teach students basic physiological concepts of fitness as well as provide regularly scheduled opportunities to develop their aerobic fitness capacities.

Prerequisite: None

PED 148 Recreation Operations (3-0) 3 hours
 An introductory course involving the organizational, management and administrative aspects of conducting recreational programs and activities.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 149 Leisure Sports and Activities (1-2) 2 hours
 An introductory course to discuss, demonstrate and practice the skills and techniques of various types of recreational games and sports.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 220 Physical Education in the Elementary School (2-2) 3 hours
 Designed specifically for classroom teachers, teacher aide, and elementary physical education major. Curriculum, materials, and progression of activities in elementary school physical education discussed, demonstrated and practiced. Students will spend lab time in local elementary schools.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 221 Introduction to Physical Education (2-0) 2 hours
 An introduction to the professional field of Physical Education. An understanding of the role of Physical Education in the total education program. A study of the objectives of Physical Education with emphasis on physical fitness and social development.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 222 Coaching Strategies in Basketball (2-0) 2 hours
 A professional course in Physical Education with emphasis on coaching philosophy, techniques and strategies. Methods of teaching individual skills, organization of practice session, and an understanding of offensive and defensive team strategies will be covered.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 223 Coaching Strategies in Football (2-0) 2 Hours
 The course is designed to instruct students in the basic offensive and defensive schemes, terminologies, scouting "break-down" and analysis, special teams, offensive and defensive philosophies, and staff hiring practices.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 224 Coaching Strategies in Baseball (2-0) 2 hours
 A professional course in Physical Education with emphasis on coaching philosophy, techniques and strategies. Methods of teaching individual skills, organization of practice sessions, and an understanding of offensive and defensive team strategies will be covered.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 225 Officiating (1-0) 1 hour
 Instruction, practice and examination of officiating or judging techniques for the following sports; men's football, women's basketball, men's basketball, volleyball, softball, baseball and soccer.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109
Times Repeatable: 3

PED 228 First Aid (Variable) 0.5-2 hours
 Intended for those interested in the care and prevention of injuries and is designed to emphasize the principles of safety and first aid. Skills and techniques in first aid are presented along with development of personal practices aimed at reduction of accidents.
Prerequisite: Student must have a current CPR card or acquire one to complete this course; Admissions Category I or ENG 108 with a grade of A or B or ENG 109
Times Repeatable: 3 - No more than 2 credit hours may count toward an associate degree.

PED 229 Experience in the Out-Of-Doors (Variable) 2-3 hours
 Extends the classroom into out-of-doors. Outdoor experiences are provided in a variety of natural areas through field trips. Instructional emphasis is placed on how to move through these areas with minimum environmental impact and how to live within them through various outdoor activities such as camping and hiking.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109
Course fee
Times Repeatable: 1 - No more than 3 credit hours may count toward an associate degree.

PED 240 Coaching Strategies in Softball (2-0) 2 hours
 A professional course in Physical Education with emphasis on coaching philosophy, techniques and strategies, methods of teaching individual skills, organization of practice sessions, and an understanding of offensive and defensive team strategies will be covered.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PED 241 Coaching Strategies in Volleyball (2-0) 2 hours
 A professional course in Physical Education with emphasis on coaching philosophy, techniques and strategies. Methods of teaching individual skills, organization of practice sessions, and an understanding of offensive and defensive team strategies will be covered.
Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

Physical Education (PED) Physics (PHY)

PED 242 Philosophy of Coaching (Variable) 0.5-3 hours

This course is a study of the essential elements of coaching men and women and boys and girls. It emphasizes the development and analysis of various coaching styles and philosophies, development of individual and team objectives, methods of coaching organization and various motivational techniques. As such, the course will serve to prepare the student for all aspects of coaching aside from the technical aspects of the particular sport.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

Course fee

Times Repeatable: 3 - No more than 3 credit hours may count toward an associate degree.

PED 248 Fieldwork in Recreation (1-20) 4 hours

Gives students the learning experience of working in public and private recreation programs. This on-the-job training in Lake County recreation agencies provides students with the opportunity to demonstrate acquired recreation skills and knowledge and to continue to develop as a professional recreation person. Includes group seminar sessions with other students and regular meetings with the CLC instructor/supervisor.

Prerequisite: PED 128 and PED 129

PHYSICS (PHY)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

PHY 111 Technical Physics I (3-2) 4 hours

Study of mechanics and basic properties of matter. Topics covered include forces, motion, work, energy, harmonic motion, elasticity, waves and sound.

Prerequisite: Admissions Category I or one year of high school algebra, MTH 102, or MTH 115

Course fee

PHY 112 Technical Physics II (3-2) 4 hours

Study of temperature, heat and thermodynamics, electricity, magnetism, and optics with an introduction to modern physics. Major topics are electric and magnetic fields, electric circuits, properties of waves, lenses, mirrors, diffraction, photons, and structure of matter.

Prerequisite: PHY 111

Course fee

PHY 120 Practical Aspects of Physics (3-2) 4 hours

One semester lecture-discussion course supplemented with demonstrations and laboratory designed primarily for non-science students. Stresses some fundamental concepts in physics as applied to everyday situations. Verbal rather than mathematical approach emphasized.

IAI P1 901L

Prerequisite: Admissions Category I

Course fee

PHY 121 General Physics I (4-2) 5 hours

First course in a two semester sequence designed for students in arts and sciences. Basic concepts of mechanics waves and sound are developed through lectures, demonstrations and laboratory experience. Basic knowledge of algebra and geometry assumed.

IAI P1 900L

Prerequisite: Admissions Category I and MTH 108 or two years of high school algebra

Course fee

PHY 122 General Physics II (4-2) 5 hours

Second course in a two semester sequence. Basic concepts of heat, thermodynamics, electricity, magnetism and modern physics are developed.

Prerequisite: PHY 121

Course fee

PHY 123 Physics for Science and Engineering I (4-2) 5 hours

First course in a three semester sequence designed for students in engineering, physics, mathematics and chemistry. Fundamental concepts of mechanics are developed through lecture, demonstration and laboratory experience. MTH 146 is recommended as a corequisite. Offered fall and spring only.

IAI P2 900L

Prerequisite: MTH 145

Course fee

PHY 124 Physics for Science and Engineering II (4-2) 5 hours

Second course in a three semester sequence. Fundamental concepts of heat, electricity, and magnetism are developed. Offered fall and spring only.

Prerequisite: PHY 123

Course fee

PHY 221 Physics for Science and Engineering III (3-2) 4 hours

Third course in a three semester sequence. Fundamental concepts of waves, sound optics, and modern physics are developed. Offered summer only.

Prerequisite: PHY 124

Course fee

POLITICAL SCIENCE (PSC)

Social Science Division, Room A244, (847) 543-2047

PSC 121 American National Politics (3-0) 3 hours

This course covers the structures and processes of the federal government. It includes the organization, powers and responsibilities of the branches of government as contained in the Constitution, the interrelationships among the branches of government, and the factors which influence the policy-making process.

IAI S5 900

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PSC 122 State and Local Politics (3-0) 3 hours

A survey of governmental structures and political processes in American state and local governments with emphasis on powers, responsibilities, and political behavior of decision-makers at state and local levels.

IAI S5 902

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PSC 221 Comparative Political Systems (3-0) 3 hours

Study of various governmental systems: democracy, socialism, communism, theocracy, and fascism. Selected countries and the United Nations will be analyzed to familiarize students with the theories and types of these governmental units.

IAI S5 905

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PSC 222 International Relations (3-0) 3 hours

Critical analysis of contemporary international problems with an emphasis on theory, decision-making, past and present global crises, American foreign policy, the nuclear arms control, and the post cold war period. Emphasis is on the principles underlying international relations and on locating reliable sources for making informed opinions in foreign policy.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PSC 223 Political Campaigns and Elections (3-0) 3 hours

Historical development and modern strategies of political parties and interest groups in campaigns and elections. Attention given to an analysis of current elections at the national, state, and local levels.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PSYCHOLOGY (PSY)

Social Science Division, Room A244, (847) 543-2047

PSY 121 Introduction to Psychology (3-0) 3 hours

The survey course presents the basic concepts and perspectives for understanding human behavior and mental processes. It includes factors affecting human behavior and mental processes, research methodology, the terminology of the discipline, application of psychological principles to everyday life, and the interrelation of psychology with other disciplines.

IAI S6 900

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PSY 122 Psychology in Business and Industry (3-0) 3 hours

This course is designed as an introductory survey of the field of industrial and organizational psychology (in business). The focus is on human behavior and its practical applications in the world of industrial and non-industrial organizations. (e.g. education, government, etc.) Psychological principles in the area of personnel selection, motivation, leadership, job satisfaction, supervisory practices, research, and group activities will be covered.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

PSY 129 Psychology of Women (3-0) 3 hours

The psychological study of women will provide an opportunity to examine critically many of the historical and current views of femininity. It will draw empirical and theoretical contributions from all areas of psychology to provide a firmly based and comprehensive understanding of the nature and potential of women.

Prerequisite: PSY 121

PSY 221 Educational Psychology (3-0) 3 hours

Human behavior and conditions, both physical and social, by which it is modified. Special attention to formal education situations and problems. Psychological principles in the area of teacher and student characteristics and needs, social-emotional-sexual-intellectual development, learning, motivation and special education areas such as learning disabilities and the culturally different student receive special emphasis.

Prerequisite: PSY 121

PSY 222 Child Growth and Development (3-0) 3 hours

Physical, social, emotional and cognitive development of child from conception through adolescence. Methods of studying children individually and collectively discussed.

IAI S6 903

Prerequisite: PSY 121

Psychology (PSY) Radiography (RAD) Real Estate (RLE)

PSY 223 Abnormal Psychology (3-0) 3 hours

This course provides a systematic presentation of the concepts related to psychopathology and personality disorders with specific emphasis given to functional causation and general psychological theory. Behavior deviation patterns are described and illustrated.

Prerequisite: PSY 121

PSY 224 Theories of Personality (3-0) 3 hours

The course is designed to present the student with a survey of the major theories of personality. Theorists will be studied according to the following categories: 1) psychoanalytic; 2) social-biological; 3) psycho-statistical; 4) stimulus-response; 5) existential. Several case studies will be presented for analysis.

Prerequisite: PSY 121

PSY 225 Social Psychology (3-0) 3 hours

The course is an introduction to the study of the individual's interaction with his social environment. It includes problems of social learning, attitude formation, persuasion, conformity, communication, group behavior, aggression, altruism, prejudice, and attraction.

IAI S8 900

Prerequisite: PSY 121

RADIOGRAPHY (RAD)

See Medical Imaging on page 107.

REAL ESTATE (RLE)

Business Division, Room A143, (847) 543-2041

RLE 110 Real Estate Transactions and Mathematics (3-0) 3 hours

This course fulfills the pre-exam requirements for a salesperson's license, but will also serve the avocational needs of first-time buyers or investors. Topics include, but are not limited to, real property and laws relating to ownership; valuation of real property; federal income tax laws affecting real estate; financing of real estate; settlement; real estate practice; and pertinent state laws and topics. Basic mathematics applied to situations involving real estate related situations will be presented.

Prerequisite: Admissions Category I or CSS 103 and MTH 102

RLE 111 Real Estate Transactions (2-0) 2 hours

This course is mandatory to file for Illinois Real Estate Salespersons Examination. Course is mandatory before filing for examination. It may be substituted for the refresher course for license reinstatement if taken within one year of reinstatement application. The course includes instruction in real estate law, types of interest and ownership in real estate, home ownership, legal descriptions, titles, liens, taxes, encumbrances, listing, advertising, appraisal, finance, closings, professional code of ethics.

Prerequisite: Admissions Category I or CSS 103 and MTH 102

RLE 112 Contracts and Conveyances (2-0) 2 hours

This course is mandatory for the State of Illinois broker applicant. The course includes instruction in deeds, fixtures, contracts, real estate closings, foreclosure and redemption, land use controls, landlord/tenant, cooperatives and condominiums.

Prerequisite: RLE 111 or RLE 110 or licensed real estate salesperson

RLE 210 Real Estate Investing (2-0) 2 hours

This course is acceptable for fifteen hours of credit toward meeting the State of Illinois's broker education requirements for real estate licensure. The course provides the principles and practices of real estate investment including investment evaluation techniques for a variety of real properties, managing costs, legal requirements, financing, and income tax considerations. It is intended for owners of real estate as an investment and real estate practitioners providing advice to potential investors.

Prerequisite: RLE 111 or RLE 110 or licensed real estate salespersons or brokers

RLE 211 Real Estate Finance (2-0) 2 hours

Includes instruction in types of financing, sources of financing, mortgages, mortgage documents, closing a mortgage, interest, liens, foreclosures, insurance, mortgage risk, principles of property value for mortgage credit, mortgage analysis, construction loans.

Prerequisite: RLE 110 or RLE 111 or licensed real estate salesperson

RLE 212 Real Property Management (2-0) 2 hours

Includes instruction in fundamentals of tenant-management relationship, property modernization, property maintenance, leases, insurance, commercial property, industrial property, advertising.

Prerequisite: RLE 110 or RLE 111 or licensed real estate salesperson

RLE 213 Brokerage and Sales (2-0) 2 hours

Includes instruction in qualifications and functions of a real estate broker; land utilization, appraisal methods and principles, office organization, selection, training and supervision of salespersons and office personnel; compensation of salesperson listings; prospects; real estate markets; financial control; and government regulations.

Prerequisite: RLE 110 or RLE 111 or licensed real estate salesperson

Real Estate (RLE) Refrigeration and Air Conditioning (RAC)

RLE 214 Real Estate Appraisals (2-0) 2 hours

For salespersons or brokers. This course includes instruction in the appraisal process, real property value, economic trends, depreciation, and land value. The class shall complete a sample appraisal report project using the three basic approaches to value.

Prerequisite: RLE 110 or RLE 111 or licensed real estate salesperson

RLE 215 Advanced Real Estate Principles and Review (1-0) 1 Hour

This course serves as a pre-licensing review to update those about to take the licensing exam (course can be repeated). This course is mandatory for the State of Illinois broker applicant. It includes instruction in Illinois real estate law and the broker-salesperson relationship. This course also qualifies for the 15 hour refresher course for reinstatement of license.

Prerequisite: RLE 110 or RLE 111

RLE 299 Current Topics in Real Estate (1-0) 1 hour

This course is designed to meet the continuing education requirements for real estate licenses at both the salespersons and broker levels. The course is repeatable. Topics included in this course are: license law and escrow, anti-trust, fair housing, agency, appraisal, property management, rights and duties of parties to the real estate transaction, and financing.

Prerequisite: Real Estate salesperson or broker level of licensure.

Times Repeatable: 3

REFRIGERATION AND AIR CONDITIONING (RAC)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

RAC 110 Theory of Refrigeration (3-3) 4 hours

This course consists of lectures, demonstrations and lab experiences in the area of basic refrigeration, theory and practice. The functioning and operating characteristics of the mechanical refrigeration system including, condensers, evaporators, compressors, refrigerant control devices, refrigerants, test equipment and special service procedures connected with the basic refrigeration cycle will be covered. The student will be required to purchase basic hand tools that will be used in this and other refrigeration and air conditioning courses.

Prerequisite: None

Course fee

RAC 111 Domestic Refrigeration Systems (3-3) 4 hours

Service needs of the domestic refrigeration industry including servicing of domestic refrigerators, freezers, ice makers, etc. covered. Various types of electric controls including thermostats, defrost controls, relays, and protective devices are studied. System malfunction diagnosis and corrective procedures are presented and practiced. The student will be required to provide their own basic tools.

Prerequisite: RAC 110, RAC 174

Course fee

RAC 112 Residential Air Conditioning Systems (3-3) 4 hours

The course will cover the basic principles, practices and operation of air conditioning equipment used for residential cooling. Laboratory work includes operating, testing and troubleshooting various types of air-conditioning equipment and a basic understanding of load calculations. Offered spring only.

Prerequisite: RAC 110, RAC 174

Course fee

RAC 113 Commercial Refrigeration Systems (3-3) 4 hours

Various types of installations are studied, along with the product to be cooled, the desired temperature to be maintained, and humidity conditions. Problems involving system balance and component capacity and use of heat load charts are presented. The student will be required to provide their own basic tools.

Prerequisite: RAC 110, RAC 174

Course fee

RAC 114 Commercial Air Conditioning Systems (3-3) 4 hours

Special attention is given to the cooling and heating requirements for various commercial structures and the selection of equipment to meet these needs. Calculations and problems coordinated with laboratory operations, heat gain, heat loss calculation, humidification and dehumidification are included. The student will be required to provide their own basic tools.

Prerequisite: RAC 110, MTH 115

RAC 115 Installation and Service Practice for Heating and Air Conditioning (2-4) 4 hours

Provides experiences in the installation and service of residential and commercial heating and air conditioning equipment including selection, layout, troubleshooting and code requirements. The student will be required to provide their own basic tools.

Prerequisite: RAC 112, RAC 118, RAC 119

Course fee

Refrigeration and Air Conditioning (RAC) Robotics (ROB) Russian (RUS)

RAC 117 Refrigeration Installation and Service Problems (2-4) 4 hours

Installation procedures and service techniques used in commercial refrigeration and air conditioning, including piping techniques, codes, preventive maintenance, multiple systems, and system accessories. The students will be required to provide their own basic tools.

Prerequisite: RAC 110, RAC 113, RAC 119

Course fee

RAC 118 Residential Heating Systems (3-3) 4 hours

Oil burners, high pressure and vaporizing; electric heat, various types including panels, baseboards, valance and electric furnaces; heat pumps, gas heat, installation and servicing. The student will be required to provide their own basic tools.

Prerequisite: RAC 110, RAC 174

Course fee

RAC 119 Electric Motors and Controls (3-3) 4 hours

Provides a background in the theory of operations application and installation and troubleshooting of electrical control circuits and control devices used in refrigeration, heating, and air conditioning. Covers the basic types of motors used in the industry, their operation and application. The student will be required to provide their own basic tools.

Prerequisite: RAC 110, RAC 174

Course fee

RAC 171 Refrigeration and Air Conditioning Code (3-0) 3 hours

Offers students an opportunity to understand and learn the requirements placed on contractors and installation personnel involved in layout and installation of major refrigeration, heating and air conditioning equipment and will attempt to cover national, state, and local codes which govern such installations.

Prerequisite: RAC 110

RAC 172 Special Problems in Refrigeration and Air Conditioning (Variable) 1-3 hours

Individual research and projects in the area of a student's interest, involving significant effort in problem analysis, data collection, and the development of appropriate solutions. Also, offered to groups if significant interest exists in specific areas such as solar energy, energy conservation, etc. Hours or credit would be arranged with instructor.

Prerequisite: RAC 110, RAC 174 and RAC 119

RAC 173 Air Movement and Ventilation (3-2) 4 hours

Proper methods and techniques involved in the design, sizing, and balancing of complete ventilation systems covered. Also covers special instruments used to measure air properties and air movement. The student will be required to provide their own basic tools.

Prerequisite: RAC 110, RAC 112

Course fee

RAC 174 Applied Electricity (3-2) 4 hours

Basic AC and DC circuitry, laws of electricity, uses of meters, and safety procedures are included in the course. Emphasis is placed on application of electrical wiring to heating, refrigeration, and air conditioning. Practical techniques in wiring and parts of National Electrical Code are studied. The student will be required to provide their own basic tools.

Prerequisite: None

Course fee

RAC 175 Pneumatic Control Systems (3-3) 4 hours

Provides a background in the theory of operation, application and installation of pneumatic control circuits and control devices used in heating and air conditioning. Also covers electrical devices used in conjunction with pneumatic controls. The student will be required to provide their own basic tools.

Prerequisite: RAC 110, RAC 174, RAC 119 and RAC 114

Course fee

ROBOTICS (ROB)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

ROB 111 Introduction to Robotics (2-2) 3 hours

An overview of the definitions, classifications, components, sensors, control systems, interface hardware, and socio-economic implications related to the implementation of industrial robots. The course is intended to be an introductory course providing information to be used in sequential courses in the areas of maintenance, application, and programming of industrial robots.

Prerequisite: Admissions Category I

Course fee

ROB 112 Automated Systems Controls (2-2) 3 hours

Provides technical knowledge related to the operation of devices used to monitor and control automated systems. Mechanical, electrical and electronic components will be studied in detail in terms of theory of operation and application. The use of microprocessors as primary control components is the major topic of the second half of the course.

Prerequisite: ROB 111 and ELC 111

Course fee

The robotics field is very broadly defined. Students desiring further study should consider the following:

ELC 114 Motor and Machine Controls
ELC 171 Programmable Logic Controllers
ELC 211 Electrical Machinery
ELT 171 Industrial Control Systems
ELT 213 Introduction to Digital Electronics
ELT 216 Microprocessors I
IMR 110 Industrial Pneumatics and Hydraulics
MCD 212 Mechanisms
MCD 215 Machine Design

RUSSIAN (RUS)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

RUS 121 Beginning Russian I (4-0) 4 hours

This course will develop basic skills in pronunciation, vocabulary, grammar, reading, listening comprehension, and oral and written communication within the context of the Russian culture.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

RUS 122 Beginning Russian II (4-0) 4 hours

This course continues to develop the basic skills introduced in Russian I. Pronunciation, vocabulary, grammar, reading, listening comprehension, and oral and written communication within the context of Russian culture.

Prerequisite: RUS 121

RUS 221 Intermediate Russian I (4-0) 4 hours

This course continues to develop the basic skills introduced in Russian 121-122. The course is a general review and expansion of beginning grammar, conversation, vocabulary development, readings and writing exercises which focus on life in the former U.S.S.R.

Prerequisite: RUS 122

RUS 222 Intermediate Russian II (4-0) 4 hours

This course is a continuation of Russian 221 and is designed to increase knowledge of Russian grammar and culture through practice in reading, writing, and speaking the language.

IAI HI 900

Prerequisite: RUS 221

SOCIAL SCIENCE (SSC)

Social Science Division, A244, (847) 543-2047

SSC 111 Contemporary American Problems I (3-0) 3 hours

Interdisciplinary course stressing interrelationship of social sciences. Materials developed through survey of political facts and concepts of sociology, economics, and political science and their relationship to historical development of United States. Major emphasis deals with historical and contemporary problems facing society.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SSC 112 Contemporary American Problems II (3-0) 3 hours

Contemporary American Problems is presently utilized as an independent study course for students who need this course to complete career program requirements. Enrollment must be approved by division chairperson.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SOCIAL SCIENCE INTERNATIONAL (SSI)

Social Science Division, A244, (847) 543-2047

SSI 124 International Study in the Social Sciences (Variable) 1-3 hours

Students will travel with faculty to international/regional locations which may vary from year to year to study selected topics or current issues in the social or behavioral sciences (anthropology, sociology, psychology, geography, history, political science, economics). The instructor will assist students in developing required activities or projects undertaken during the travel experience. These will include field trips, lectures, discussions or other appropriate activities. Credit is variable and arranged with the instructor. Students are responsible for the travel expenses, tuition, and fees.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

Times Repeatable: 2 - No more than 3 credit hours may count toward an associate degree or career certificate.

SOCIOLOGY (SOC)

Social Science Division, Room A244,
(847) 543-2047

SOC 121 Introduction to Sociology (3-0) 3 hours

Introductory analysis and description of structure and dynamics of human behavior in our society. Application of scientific methods of observation and conceptualization of social roles, status, and culture. Processes in socialization, intergroup and collective behavior, and specific analysis of major institutions and social changes considered.

IAI S7 900

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

Sociology (SOC) Spanish (SPA)

SOC 222 Social Problems (3-0) 3 hours

Analysis of contemporary social problems and investigation of theories dealing with social disorganization. Among areas developed are problems of race and ethnic relations, issues of health care, poverty, sexual and economic inequality, crime and penal institutions, and militarization. SOC 121 is recommended but not required to enroll in this course.

IAI S7 901

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SOC 223 Deviance (3-0) 3 hours

The sociological study of the origins, causes, and control of deviance and deviant behavior; deviance as a labeling process; course emphasis placed on individual and group deviance, resulting from societal norms and values. Some areas to be covered: drug use, sexual deviance, criminal behavior, marginal deviance, career deviance. SOC 121 is recommended but not required to enroll in this course.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SOC 224 Sociology of the Family (3-0) 3 hours

A study of the interaction between social systems and the family as a system. Includes an analysis of the dynamics of the individual nuclear family with implications for husband/wife parenting roles.

IAI S7 902

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SOC 225 Social Stratification (3-0) 3 hours

An examination of the causes and consequences of social inequality, particularly those involving the distribution of wealth, power, and prestige. A study of the relationship between social class and group interests, ideologies, and conflict. SOC 121 is recommended but not required to enroll in this course.

IAI S8 900

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SPANISH (SPA)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

SPA 121 Beginning Conversational Spanish I (4-0) 4 hours

Fundamentals of language necessary for understanding, speaking, reading and writing of Spanish. Practice in pronunciation from dialogues and pattern practices. This is the college level course.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SPA 122 Beginning Conversational Spanish II (4-0) 4 hours

Continuation of SPA 121. Emphasis on the development of oral comprehension and conversational ability. Instruction in the appreciation of the Spanish culture to be an integral part of the regular class activities.

Prerequisite: SPA 121 or two years of high school Spanish

SPA 123 Spanish for Spanish Speakers (3-0) 3 hours

This course will emphasize grammatical concepts and terminology as well as conversation for the near native and native speakers; it will allow the student to recognize grammatical forms and structures, and to understand their use to communicate meaning. The goal of the course is to enhance the student's knowledge of written as well as spoken Spanish and to help the student develop knowledge of his/her native language. This course is designed for those students who speak Spanish at home but has had little or no formal education in the Spanish language. The course will be taught completely in Spanish and will replace SPA 121 and 122 for near-native Spanish speakers. Attention also will be given to conventions of orthography.

Prerequisite: Native or near-native Spanish speaking ability

SPA 221 Intermediate Spanish I (4-0) 4 hours

Continued development of oral comprehension and accurate control of sound system and syntax. Selected examples of cultural and contemporary writing to elicit an awareness of the similarities and differences of each culture (English-Spanish) and a fuller understanding of the value systems of the Hispanic societies.

Prerequisite: SPA 122 or three years of high school Spanish

SPA 222 Intermediate Spanish II (4-0) 4 hours

A continuation of Spanish 221. Students encouraged to work in language laboratory one hour per week.

IAI H1 900

Prerequisite: SPA 221

SPA 223 Spanish Civilization I (3-0) 3 hours

Designed to give the advanced student of Spanish the opportunity to increase his proficiency in the Spanish language. A careful selection of readings of cultural and historical values will provide the writing and conversational material needed to meet the objectives of the course. Filmstrips of high cultural significance will serve to bring into focus various aspects of the Hispanic world and instigate spontaneous oral commentaries.

IAI H1 900

Prerequisite: SPA 222

SPA 224 Spanish Civilization II (3-0) 3 hours

A survey of Hispanic literature requiring competence in both conversation and composition. A continuation of SPA 223.

IAI H1 900

Prerequisite: SPA 223

SPEECH (SPE)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

SPE 101 English Pronunciation: Vowels (3-0) 3 hours

For students wishing to work intensively on learning to pronounce the vowel sounds of general American English. Emphasis is on reducing pronunciation errors that contribute to a distracting accent or dialect. This course does not apply to any associate degree or career certificate.

Prerequisite: None

Times Repeatable: 3

SPE 102 English Pronunciation: Consonants (3-0) 3 hours

For students wishing to work intensively on learning to pronounce the consonant sound of general American English. Emphasis is on reducing pronunciation errors that contribute to a distracting accent or dialect. This course does not apply to any associate degree or career certificate.

Prerequisite: None

Times Repeatable: 3

SPE 111 Communications II (3-0) 3 hours

For students in career programs or individuals interested in improving communication skills. Designed to encourage understanding and application of basic communication principles. Includes the study of the communication process, awareness of self in this process, interaction in interpersonal situations, and role playing in interviews.

Prerequisite: None

SPE 121 Fundamentals of Speech (3-0) 3 hours

Fundamentals of communication principles, understanding your role in the communication process, and speech presentation in audience situations. Includes small group experiences and public speaking.

IAI C2 900

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SPE 122 Business and Professional Speaking (3-0) 3 hours

For students desiring concentrated experience in public speaking. A workshop-oriented course covering informative, demonstrative, persuasive and argumentative speaking. Basic goal is for student to think and speak before an audience comfortably and effectively.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SPE 123 Dynamics of Small Group Discussion (3-0) 3 hours

The study of the small group with an emphasis on decision making and problem solving. A behavioral approach to group communication that includes leadership, interpersonal relationships, communications barriers, conflict resolution, etc. Although of general interest, course should be of special interest to students in business, teaching or psychology programs.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SPE 124 Oral Interpretation (3-0) 3 hours

Understanding and appreciation of literature through performing it orally in class, both individually and in groups. For students who desire more familiarity with literature and/or students interested in developing their speaking voice.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SPE 127 Intercultural Communication (3-0) 3 hours

This course will examine how culture influences the communication process. Students will explore how diverse underlying cultural orientations and patterns influence communication behaviors within and between cultures. Theoretical and practical aspects of intercultural communication will be addressed with a focus on how students can become interculturally competent communicators.

Prerequisite: Admissions Category I

SPE 128 Interviewing Practices (3-0) 3 hours

Techniques and skills to improve fluency, accuracy, and persuasiveness in one-to-one communication. Covers all types of interviewing and process of dyadic communication.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

SPE 220 Creative Dramatics for the Classroom Teacher (3-0) 3 hours

This course introduces the skills and techniques of the creative dramatics process to classroom teachers at the pre-school, grade school, junior high and high school levels for use in all curriculum areas. The format includes explanation, demonstration and discussion of the games, improvisational experiences, role play, storytelling, puppetry and other educational exercises used in the classroom setting. Major emphasis is placed on incorporating creative drama as a process to facilitate learning.

Prerequisite: SPE 121 or consent of instructor.

Recommended: EDU 221

Theatre (THE) Vocational Skills Training (VST)



THEATRE (THE)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

THE 121 Introduction to Theatre I (3-0) 3 hours
Presents a broad overview of live theatre. Will cover the various elements that make up theatre, the history of theatre, the theatre of the present, and the practitioners involved in the production of live theatre. Work on college productions is required.

IAI F1 907

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

THE 125 Principles of Acting I (3-0) 3 hours
Introduction to stage movement, concentration, relaxation, improvisation, business and the creation of a character. Emphasis is on recognition and utilization of an actor's "inner resources" in establishing believability on stage in accordance with the intention of a script.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

THE 126 Stagecraft (3-0) 3 hours
Provides training in methods of scene construction, painting, rigging and shifting with elementary work in lighting practice and control. Practical methods will be taught as well as a survey of historical staging styles to give students an understanding of the evolution of theatre. Work on college productions required.

Prerequisite: Admissions Category I or ENG 108 with a grade of A or B or ENG 109

THE 129 Theatre Practicum (0-6) 3 hours
Designed to give students an in-depth experience of the technical work involved in a theatre production. Students will learn how the elements of theatre proceed from the planning stage through the performance nights. Students will be expected to work on actual crews of a production.

Prerequisite: THE 125 or THE 126

Times Repeatable: 2

THE 223 Theatre History and Literature (3-0) 3 hours
This course will introduce students to the classic plays of Western and Non-Western Literature from ancient Greek drama to contemporary works. Each play will be considered in its cultural and theatrical context.

Prerequisite: ENG 121

THE 225 Acting II (3-0) 3 hours
A continuation of the study of acting, this course will concentrate on characterization, scene study and ensemble work. An introduction to acting styles and period drama will be included.

Prerequisite: THE 125

THE 228 Directing I (3-0) 3 hours
An introduction to the principles, problems, procedures of directing for the stage. Will include historical background, script selection, interpretation, stage composition, blocking, rehearsal techniques and performance, and a workshop in which students will have the opportunity for practical application of the principles of directing.

Prerequisite: THE 125

Course fee

THE 229 Stage Makeup (3-0) 3 hours
An investigation of the principles, techniques and materials of stage makeup and practical experience in their application.

Prerequisite: None

Course fee

VOCATIONAL SKILLS TRAINING (VST)

Community Education and Economic Development
Division, Building 4, (847) 543-2034
VST courses do not apply to any associate degree or career certificate.

VST 200 Circuit Board Soldering (2.5-0) 2.5 hours
Various techniques in the area of through-the-hole and surface-mount soldering through lecture, demonstration, and practice. Procedures for safety component identification, tools, and theory will be covered.

Prerequisite: None

Course fee

VST 711 Office Communications (1.5-0) 1.5 hours

Students will learn appropriate methods for maintaining an office. These skills will be applied to a variety of situational activities which include scheduling appointments, arranging meetings and conferences, using the telephone, handling the mail, and interacting with office personnel and clients.

Prerequisite: None

VST 712 Developing Office Skills (1.5-0) 1.5 hours

Students will learn and develop the skills needed to participate in the overall activities of an office. These activities include processing office mail, filing, preparing financial records, using word processing terms and equipment, and becoming familiar with copiers and duplicating machines.

Prerequisite: None

VST 717 Model Office-Level I (.5-0) .5 hours

Simulated work environment providing student "employees" with hands-on training necessary for transition into unsubsidized employment. Technical skills, basic skills and on-the-job survival skills will be covered in this course. An additional 16 hours of outside study will be met through open lab times in the Model Office classroom, access to CLC computer labs at both Lakeshore and Grayslake locations, plus worksheets and homework.

Prerequisite: None

VST 718 Model Office-Level II (1-0) 1 hour

Simulated work environment providing student "employees" with hands-on training necessary for transition into unsubsidized employment. Technical skills, basic skills and on-the-job survival skills will be covered in this course. *Prerequisite:* None

VST 719 Model Office-Level III (1.5-0) 1.5 hours

Simulated work environment providing student "employees" with hands-on training necessary for transition into unsubsidized employment. Technical skills, basic skills and on-the-job survival skills will be covered in this course.

Prerequisite: None

VST 721 Computer Typing I (1-2) 2 hours

Students will enhance their typing skills by learning how to type on a computer with speed and accuracy.

Prerequisite: None

VST 722 Word Processing (1-2) 2 hours

Students will learn basic word processing skills.

Prerequisite: None

VST 723 Data Base (2-2) 3 hours

Students will learn the basics of simple electronic filing on an IBM computer.

Prerequisite: None

WATER-WASTEWATER (WWW)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

WWW 111 Maintenance of Mechanical and Electric Equipment (3-0) 3 hours

Overview of equipment maintenance and repair, including preventive maintenance programs, record keeping, lubrication, troubleshooting, etc. Emphasis is placed on equipment encountered in water and wastewater operations.

Prerequisite: Admissions Category I

WWW 112 Fundamentals of Wastewater Treatment (3-0) 3 hours

Wastewater-Includes basic theory and design for primary and secondary treatment facilities, review of water pollution regulations, sludge handling, disinfection, and review of mathematics for state certification tests.

Prerequisite: MTH 115

WWW 113 Basic Waterworks Operations (3-0) 3 hours

Potable Water-Includes water sources and quality, pumps and hydraulics, chlorination and fluoridation, distribution, certification, and operational reporting. Aids students in preparing for class "D" and "C" certification examination, which includes waterworks facilities that are limited to storage, distribution, and chemical addition to the water supply.

Prerequisite: MTH 115

WWW 114 Introduction to Water and Wastewater Analysis (2-2) 3 hours

An introductory study of laboratory procedures used for the analysis of potable water, wastewater, industrial wastes, and surface and ground waters. Develops an understanding of the theory and laboratory techniques needed for evaluation of treatment methodology, operational practices, and laboratory certification. Special emphasis placed on the use of standard methods of analysis for compliance monitoring requirements. First class meeting will be held at the Technology Campus. All other class meetings will be held at an off-campus lab.

Prerequisite: MTH 115

Course fee

WWW 116 Intermediate Wastewater Plant Operations (3-0) 3 hours

Wastewater operation and control techniques of primary, secondary, and tertiary wastewater treatment facilities. Primarily for operators preparing for state certification exams.

Prerequisite: WWW 112 and MTH 115

Water-Wastewater (WWW) Welding (WLD)

WWW 117 Intermediate Water and Wastewater Analysis (3-0) 3 hours

Continues of the study of laboratory procedures used for the analysis of water and wastewater. Develops an understanding of the theory and laboratory techniques used in advanced laboratory procedures. Special emphasis will be placed on the use of standard methods of analysis, and quality control practices needed for compliance monitoring requirements and laboratory certifications. First class will be held at the Technology Campus. CHM 120 or equivalent may be substituted for the course prerequisite. All other meetings will be held at an off-campus lab.

Prerequisite: WWW 114

Course fee

WWW 119 Intermediate/Advanced Waterworks Operations (3-0) 3 hours

Portable Water - Aids the student in preparing for class "A" and "B" state certification examinations. Topics include filtration, aeration, ion exchange, stability control, fluoridation, disinfection, water quality, requirements for laboratory procedures, surface water resources management, coagulation and sedimentation, taste and odor control, water softening by chemical precipitation, and emergency operations.

A class "C" operators license may be substituted for the course prerequisite.

Prerequisite: WWW 113

WWW 299 Selected Topics in Water Wastewater (Variable) 1-3 hours

Problems of individual interest in water supply or wastewater treatment technology. Advanced study in one or more technical areas such as treatment processes, design, water quality, process automation, laboratory instrumentation, or water/wastewater mathematics may be approved.

Prerequisite: None

WELDING (WLD)

Engineering, Math, Physical Sciences Division,
Room B162, (847) 543-2044

WLD 113 Welding Blueprint Reading (3-0) 3 hours

Study and development of blueprint reading skills as they apply to the metals/welding fabrication trades. Skill and proficiency in understanding the make-up and interpretation of prints will include the study of associated materials, processing, dimensioning, weld joint designs and symbols, as well as fundamental drawing abilities. Student must furnish basic required equipment.

Prerequisite: None

WLD 117 Applied Fabricating and Processing (2-2) 3 hours

Allows students the opportunity to experience and study supplemental skills required in the metals fabrication trades. Continuation of blueprint reading skills, measurement and layout, inspection and testing, metal finishing, and use of processing and machine tools.

Prerequisite: WLD 170, WLD 113, and WLD 172 or WLD 175 or WLD 178.

Course fee

WLD 170 General Welding (1-2) 2 hours

Provides a general and basic knowledge of safety, operation, and the fundamentals of gas, shielded metal arc, gas tungsten and gas metal arc welding. Develops primary and essential skills in their safe and proper operation. Equipment set up, applications, tools, materials will be covered. Development of welding skills are secondary to the primary understanding of safety, and knowledge of welding processes application and associated equipment.

Prerequisite: None

Course fee

WLD 171 Gas Welding, Cutting and Brazing (2-2) 3 hours

Welding theory, safety, care of equipment, skill development and application with the fuel-gas process. Covers fusion welding, brazing, and cutting processes with steel. Opportunity to practice and work with pipe, cast iron, aluminum, and soldering.

Prerequisite: WLD 170

Course fee

WLD 172 Shielded Metal Arc Welding (2-2) 3 hours

Covers the fundamental theory and practice of "stick" electrode welding in the flat and horizontal positions. Safety, equipment set-up and adjustment, materials preparation, and electrode selection are emphasized. Opportunity to work with a variety of material thicknesses, joint designs, and all common electrode types; as well as access to a large variety of machine types. Welding of steel and its alloys is emphasized, but opportunity is provided for study and practice of welding other metals.

Prerequisite: WLD 170

Course fee

WLD 174 Advanced Shielded Metal Arc Welding (2-2) 3 hours

Advanced study in "stick" electrode welding theory and practices. Features opportunity to develop out-of-position welding abilities on plate and pipe, study methods of weld testing, certification procedures, and welding of stainless steel, cast iron and aluminum with the SMAW process.

Prerequisite: WLD 170, WLD 172

Course fee

Welding (WLD) Continuing Education Courses

WLD 175 Gas Metal Arc Welding (2-2) 3 hours

This course involves the theory and skill development of GMAW (mig or "wire-feed" process) and FCAW (flux core) arc welding. Students will have the opportunity to study various aspects and application of this process with steel, aluminum and stainless steel under a variety of conditions. Machine set-up, operation, troubleshooting, maintenance and repair are incorporated throughout the course.

Prerequisite: WLD 170

Course fee

WLD 176 Welding Certification (Variable) 1-3 hours

Designed to allow the student to prepare for and complete certification or qualification testing utilizing chosen process(es). Standard welding codes (ASME, AWS, API) will be used, or those codes specified by a current or potential employer. Student shall be responsible for the costs of any testing or lab reports performed by outside agents.

Prerequisite: WLD 170 and WLD 171 and either WLD 174, WLD 175, or WLD 178. Individuals or groups with special needs or requirements may enroll with the consent of the program coordinator.

Course fee

Times Repeatable: 2 - No more than 3 credit hours will count toward an associate degree or career certificate.

WLD 178 Gas Tungsten Arc Welding (2-2) 3 hours

This course involves the theory and skill development of GTAW (Tig or "Heliarc" process) arc welding. Students will have the opportunity to study the various aspects of this process with both ferrous and non-ferrous metals under a variety of conditions. Machine set-up, operations, troubleshooting, maintenance and repair are incorporated throughout the course.

Prerequisite: WLD 170

Course fee

Continuing Education Courses

Below is a current list of Continuing Education Vocational Skills courses offered by the College of Lake County. All of the courses listed below have no basic skills prerequisites. This list will change each semester as courses are added and deleted based upon needs assessment. Complete descriptions and other information regarding these and other courses offered by Continuing Education may be found in the class schedule or obtained from the Division of Community Education and Economic Development (847) (847) 543-2022.

GSA 101	Effective Audio-Visual Thinking	1 credit
GSA 102	Problem Solving Techniques	1 credit
GSB 752	Introduction or Microcomputers/ Appleworks	2 credits
GSB 782	Introduction to Macintosh/ Microsoft Windows	2 credits
GSC 001	Purchasing Agent Training	1 credit

GSC 003	Purchasing & Materials Management	3 credits
GSF 016	Current Nursing Practice Update	7 credits
GSF 019	Current Gerontological Issues in Nursing	.5 credit
GSF 025	Adult Physical Assessment	3 credits
GSF 026	Pharmacology for Allied Health	1 credit
GSF 029	Medical Imaging Pathology	2 credits
GSF 030	Radiography Seminar	2 credits
GSF 034	Pediatric Assessment	3 credits
GSF 037	Rehabilitation Nursing	5 credits
GSF 040	EKG Interpretation	1 credit
GSF 041	Psychiatric Medication Update	1 credit
GSF 046	12-Lead ECG Interpretation	1 credit
GSF 050	Psychiatric Nursing Update	1 credit
GSF 053	Perioperative Nursing	2 credits
GSH 017	MLT Certification Review	1.5 credits
GSK 007	Letter & Sign Painting I	2 credits
GSK 009	Private Pilot Ground School	3 credits
GSK 010	Travel Agency Training	3 credits
GSK 011	Advanced Travel Agency Training	3 credits
GSK 012	Airline Computer Training	1.5 credits
GSK 017	Letter & Sign Painting II	2 credits
GSK 040	Woodworking/Furniture Making	2 credits
GSK 041	Advanced Woodworking/ Furniture Making	3 credits
GSK 500	Introduction to Horse Management	2 credits
GSK 501	Horse Judging & Selection	2 credits
GSK 502	Horse Health & Disease	2 credits
GSK 503	Horse Nutrition	2 credits
GSK 504	Horse Breeding & Genetics	2 credits
GSK 505	Horse Marketing	2 credits
GSL 003	Introduction to Medical Spanish	1 credit
GSL 004	Medical Spanish	1 credit
GSN 001	Modern Office Procedures	2 credits
GSN 002	Re-Entering Today's Office	2 credits
GSN 003	Typing Refresher	3 credits
GSN 032	Typing on Computer	2 credits
GSS 017	Stained Glass/Beginning	1.5 credits
GSS 018	Stained Glass/Advanced	1.5 credits
GSS 501	Calligraphy/Beginning	1 credit
GSS 502	Calligraphy/Advanced	1 credit
GSS 825	Photography/Introduction	1.5 credits
GSV 817	Tailoring	2 credits
GSV 825	Home Landscaping	1 credit
GSV 828	Upholstering	3 credits

Facilities and Extension Locations



On the Grayslake Campus

Students enrolled in classes for the first time at the College of Lake County in September, 1969. At that time, the facilities on the 230-acre main campus consisted of the buildings which now make up the North Campus. The main building, which was completed in 1974, is comprised of the A. Harold Anderson Campus Wing and the Paul W. Brandel Campus Wing. A Learning Resource Center was added to it in 1980. Since that time, the college has added a Physical Education Building in 1982 and the Science/Student Services Module in 1987. The college's growth reflects its commitment to excellence and the support which the people of Lake County have given it.

The **Learning Resource Center** is the cultural center of the college. Named after the first chairperson of the Communication Arts, Humanities, and Fine Arts Division, the **John C. Murphy Memorial Library** honors one of CLC's earliest teachers and leaders with a collection of over 125,000 books and 600 periodical titles. Its **Audio-Visual Center** provides students with access to 800 filmstrips, 500 films and video-tapes, and hundreds of audio-cassettes and records. The **Learning Assistance Center** provides tutoring and alternative delivery systems to support and complement classroom instruction. In the informal library lounge, browsers can relax with the latest copies of popular periodicals, national newspapers, new books and updated career materials. In the **Community Gallery of Art**, patrons can enjoy art exhibits, poetry readings, and musical recitals. Many of the activities in the gallery are sponsored by the College of Lake County Foundation. The Esper A. Peterson Reading Room provides an open, well-lighted space overlooking Willow Lake for students to study, read and have quiet conversations.

The **Physical Education Building** houses physical education, intramural, and inter-collegiate athletic activities. At regularly scheduled times when the gym is not being used, currently enrolled CLC students may use the field house and the weight room for recreation and exercise. Outside the P.E. Building, the college's other athletic facilities include athletic fields, tennis courts, and a physical fitness trail which encircles the campus.

Student Activity Areas are designed to meet the needs and interests of students outside the formal classroom setting. The Recreation Room and Lancers, located in the lower level in the main building, allow students to enjoy billiards, table tennis, foosball, and electronic games, while others enjoy refreshments and occasional entertainment in Lancers. The College Bookstore is also on this level.

An 80,000 square foot **Science/Student Services** addition to the main campus opened in spring, 1987. This module houses facilities for biology, chemistry and medical records

technology classrooms, laboratories and preparation areas, student service offices, a conference center, and a 400-seat auditorium. A counseling center has been added in this module as well as office space for the student newspaper and radio station and the student government offices.

Since the College of Lake County is a community college designed to be a commuter institution, *housing facilities are not available.*

The **Multiuse Instructional Building** was opened in Fall 1996. It includes a child-care center and classrooms and faculty offices for the art, nursing education, multimedia and human services programs.

The **Performing Arts Building** opened during the Spring 1997 semester. It includes three theatres: a 600-seat Mainstage Theatre, used for musicals and other major productions; a 250-seat Studio Theatre, used for most other productions; and a smaller Experimental Theatre, used for student productions and classes. The facility also houses practice areas for dance, choir and instrumental activities, along with classrooms and faculty offices.

Hours of Operation

These hours are generally maintained during the semester while classes are in session. There may be exceptions during breaks or holidays.

Admission and Financial Aid

Monday-Thursday8:00 a.m.-8:00 p.m.
Friday8:00 a.m.-4:00 p.m.

Bookstore and Business Services Offices

Monday-Thursday8:00 a.m.-8:30 p.m.
Friday8:00 a.m.-4:30 p.m.

Learning Resource Center

Monday-Thursday8:00 a.m.-10:00 p.m.
Friday8:00 a.m.-4:30 p.m.
Saturday9:00 a.m.-4:30 p.m.
Sunday1:00 p.m.-5:00 p.m.

Lakeshore Campus

Monday-Thursday7:30 a.m.-10:00 p.m.
Friday7:30 a.m.-4:30 p.m.
Saturday8:00 a.m.-4:30 p.m.

Southlake Educational Center

Monday, Tuesday, Wednesday8:30 a.m.-5:00 p.m.
Thursday8:30 a.m.-8:00 p.m.

Facilities and Extension Locations

Food Service

Lancers, a deli-style restaurant is located in the Commons area of the main building, near the Bookstore on the Grayslake campus. The menu includes many varieties of sandwiches, soups, salads, desserts, drinks, plus a daily special, all made fresh daily at its CLC facility. Food Service is open Monday through Thursday from 7:00 a.m. to 8:30 p.m.; Fridays 7:00 a.m. to 3:00 p.m.

The Willow Room restaurant is also located on the Grayslake campus. It specializes in great food at great prices. The restaurant operates like a buffet; as long as there are tables open, patrons will be able to walk in, have a complete meal, and be out in half an hour. The Willow Room is open for lunch Monday through Friday from 11:00 a.m. to 1:30 p.m.

Lakeshore Campus

The College of Lake County Lakeshore Campus (LSC) offers students a variety of educational options including high quality classroom and self-paced video instruction.

The Lakeshore Campus provides educational programming including transfer and career courses leading to the acquisition of A.A. and A.A.S. degrees, adult education, continuing education, community service activities and career development courses.

The Lakeshore Campus also provides a broad range of support services which include registration, basic skills testing, academic advisement, academic support through the Learning Assistance Center, a bookstore, child-care and counseling.

The Lakeshore Campus is open Monday through Thursday 7:30 a.m. to 10:00 p.m., Friday 7:30 a.m. to 4:30 p.m., and Saturday 8:00 a.m. to 4:30 p.m. For more information call 623-8686. The Lakeshore Campus is located at 111 N. Genesee Street, Waukegan, Illinois.

Parking: There are 150 free parking spaces in the City of Waukegan parking garage adjacent to the Lakeshore Campus South Building that may be used by College of Lake County students. CLC students are required to obtain a parking permit from the Campus Safety officer at the reception desk in the South building of the Lakeshore Campus before parking in the structure. The entrance to the garage on Sheridan Road, and the entrance to the Lakeshore Campus from the garage is at the northwest corner of the garage at the rear of the South building.

Textbooks: Textbooks are available at the Lakeshore Campus for students enrolled in courses at the Lakeshore Campus and at Waukegan West, Zion-Benton and Warren high schools. Books may be purchased during the first two weeks of classes from 9:00 a.m. to 1:00 p.m. and from 5:00 p.m. to 9:00 p.m. Monday through Thursday and 9:00 a.m. to 1:00 p.m. on Friday.

Southlake Educational Center

The Southlake Educational Center (SEC), is located at 1120 South Milwaukee Avenue in Vernon Hills, which is one quarter mile north of the intersection of Route 21 and Route 45 and two miles south of Route 60. The Vernon Hills facility serves the southeast and southwest portion of Lake County. Beginning in fall 1999, the Center will house two new computer laboratories, two distance learning rooms and eight general classrooms, as well as administrative offices.

The Center offers a wide range of courses and services including registration, student advisement, basic skills testing and career counseling. Using the latest computer equipment, a variety of credit and non-credit computer courses are available at SEC to enhance either workplace or personal computer skills. Senior citizens pursuing life-long learning opportunities can enroll in mini-courses through the Discovery Program, and weeklong in-depth study experiences through the Elder College program. District residents are able to work towards an A.A.S. degree with a business emphasis and an A.A. degree with a liberal arts emphasis by taking courses at SEC, Adlai Stevenson, Highland Park, Deerfield, Lake Zurich and Wauconda high schools.

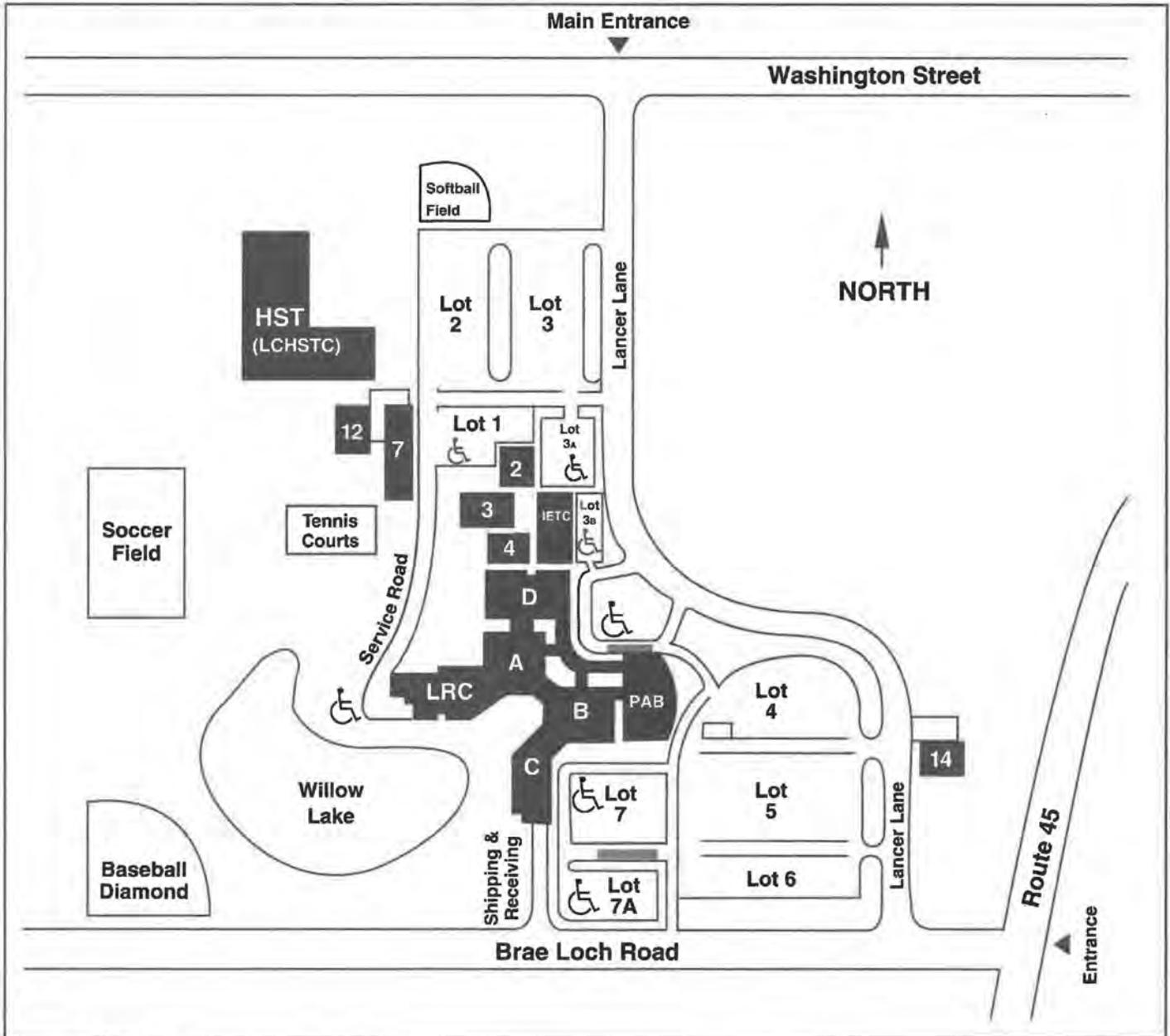
Textbooks for students enrolled in SEC classes may be purchased between 8:30 a.m. and 8:00 p.m. at Southlake Educational Center during the first two weeks of classes, at Deerfield High School for courses offered there, and at Highland Park Public Library for courses offered at Highland Park High School. Textbooks for Adlai Stevenson, Lake Zurich and Wauconda high schools are available for purchase on-site, during the FIRST TWO WEEKS of class. Book sales at the high schools and the library are from 6:00 p.m. to 8:00 p.m. ONLY. For more information call (847) 478-1833.

Environmental Model Community

The Environmental Model Community project is a program to reduce waste and the use of toxic materials. During a 1994 "trash audit," it was estimated that the college produced more than half a million pounds of solid waste annually. Paper accounted for more than half of the material, plastic about 10%, and aluminum just over 4%. (Four percent of 535,500 pounds is more than 10 tons of aluminum with a recycle value of more than \$6,000). In the Environmental Model Community project, the college expends significant efforts in solid waste reduction, toxin reduction, recycling, and the purchase of recycled products.

The Environmental Model Community project led to the College of Lake County becoming the first community college in the United States to be designated as an "Environmental Model Community." Model Community status, conferred by the Central States Education Center, recognizes the college's actions in the areas listed above.

CLC Campus Map



LEGEND
BUILDINGS

- A, B, & C - Administrative Offices & classrooms
- D - Administrative Offices, classrooms & Child Care Center
- PAB - Performing Arts Building
Theaters, classrooms and Box office
- LRC - Learning Resource Center
- 2 - Refrigeration/Welding
- 3 - General Classrooms
- 4 - Adult & Continuing Education
- 7 - Health & Physical Education
- 12 - Automotive Technology
- 14 - Ornamental Horticulture

- HST - Lake County High Schools
Technology Campus
(Automated Industrial Center)
- IETC - Illinois Employment & Training Center

PARKING LOTS

- Student & Visitor - Lots 2, 3, 4, 5, & 6
- Staff - Lots 1, 7, 7a & 3b
- IETC - Lot 3b
- Visitor - Circle Drive & Lot 7

Full Time Faculty, Professional, Specialist and Administrative Staff

ADAMS-SOLLER, NEDRA
Speech
B.S., Eastern Michigan University
M.A., Eastern Michigan University

AGUINALDO, TERESA G.
English
B.A., University of Missouri-Columbia
M.A., University of Missouri-Columbia

AKEN, IRENE
Library Processing Technician
B.S., University of Wisconsin-Stout

ALANDT, KATY
Southlake Educational Center Assistant
B.S., Oakland University

ALDERSON, LESLIE
RAC Lab Assistant
RAC Certificate, College of Lake
County

ALLEN, ANN McKAIN
Graphic Designer
B.A., Emporia State University

ANASTASIO, DENISE J.
Health Information Technology
B.A., University of Wisconsin-Parkside
R.R.A., Seattle University
M.P.A., University of Wisconsin-
Parkside

ANDERSON, GARY WILLIAM
Criminal Justice, Sociology
B.A., Buena Vista College
M.A., University of Iowa

ANDERSON, ROGER L.
Computer Information Systems
B.S., Michigan State University
M.S., University of Missouri

ANDRADE, OSCAR
Computer Information Systems
B.S., Northeastern University
M.S., Northeastern University

ARMOUR, RAYNE S.
Librarian
B.A., Mount Mary College
M.A., University of Kentucky

ARNOLD, THOMAS
Criminal Justice
B.A., Western Illinois University
M.A., Western Illinois University
Ed.D., Northern Illinois University

BADER, JOANNE
EMPS Lab Assistant
B.S., DePaul University

BAILEY, LEWIS
Refrigerator/Air-Conditioning/Heating
B.S.E., University of South Dakota

BEAUDOIN, JAMES
Assistant Director
Information Systems

BECK, DAVID
Counselor
B.A., Ripon College
M.S., Indiana University

BECKWITH, JO
Reference Librarian
B.A., MacMurray College
M.S.L.S., University of Illinois

BEITEL, DOUGLAS M.
Drafting
CAD Drafting Technology
Architectural Technology
Building Construction Technology
B.S., Southern Illinois University
M.S., Southern Illinois University

BENASSI, MARIO A.
Psychology
B.S., University of Wisconsin-Parkside
M.A., DePaul University
Ph.D., DePaul University

BERRYMAN, TERRI
Director, Career &-Placement Services
B.S., Western Kentucky University
M.A., Northeast Missouri State
University

BETTENHAUSEN, RUTH
Director, Business Services
B.S., University of Illinois-Urbana
M.B.A., University of Illinois-Urbana

BLOCK, YVONNE
Administrative Office Systems
B.S., University of Wisconsin
M.S., University of Wisconsin

BOND, RUTH
Computer Information Systems
A.A.S., Purdue University
B.S., Southern Illinois University
M.A., Webster University
M.B.A., Webster University

BOOY, GRACE
Learning Resource Center Coordinator,
Lakeshore Campus
B.S., University of Wisconsin-Oshkosh

BOYKE, DAVID A.
Physics and Astronomy
A.S., College of Lake County
B.S., University of Wisconsin
Whitewater
M.S., Northeastern Illinois University

BRANDT, JANE
Coordinator, Adult Education
B.S., University of Illinois
M.A.Ed., Northern Illinois University

BRASILE, CANDACE
Physical Education
B.S., University of Wisconsin-Superior
M.A., Central Michigan University

BRASILE, ROBERT J.
Chemistry
B.A., Knox College
M.A.T., University of Iowa
D.A., University of Illinois-Chicago

BRONNER, GWETHALYN
Director, Instructional Performing Arts
Building
B.S., Northwestern University
M.A., The School of the Art Institute of
Chicago

BROWN, WENDY
Division Assistant/Academic Advisor
Social Science Division
B.A., Northern Illinois University
M.A., Temple University
M.Sc., Leicester University

BUCHHOLZ, MADGE
Director, College Bookstore
B.A., Lake Forest College

BUCHTA, TOM L.
Dean, Learning Resource Center
B.S., Indiana State University
M.L.S., Rosary College

BULAKOWSKI, CAROLE
Assistant Vice President,
Educational Affairs
B.A., Marygrove College
M.A., Eastern Michigan University
Ph.D., Loyola University

BUTTERWORTH, MICHAEL
Speech
B.A., Northern Illinois University
M.A., Northern Illinois University

BYRNE, MARY C.
Library Circulation Supervisor
B.S., Illinois State University

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CANIGLIA, ROBERT

Equipment Technician
A.A., College of Lake County
B.A., Northeastern Illinois University
M.A., Northeastern Illinois University

CARLSON, DONNA

Mathematics
B.S., University of Illinois
M.S., University of Illinois

CASE, DIANE

Financial Aid Office Coordinator
A.A., College of Lake County
B.A., University of Wisconsin - Parkside

CASPER, NATALIA

Mathematics
B.S., Marquette University
M.S., Marquette University

CHARUHAS, MARY S.

Dean, Adult and Community Education
B.A., Indiana University
M.S.Ed., Northern Illinois University

CHITTAL, PANDURANG (JAY)

Accounting
M.S., Illinois Institute of Technology
M.A.S., Northern Illinois University

COLEMAN, LUCILLE D.

Associate Degree Nursing
A.D.N., Jones County Junior College
B.S.N., Alverno College
M.S., DePaul University
R.N.C., American Nurses Association
C.N.A., American Nurses Association

COLEMAN, REGINALD

Art
B.F.A., University of Oklahoma
M.F.A., University of Oklahoma

COOK III, GRANGER

User Support Technician
A.A.S., College of Lake County
B.S., Roger Williams College

COOK, NANCY W.

Art
A.B., Brown University
M.A.T., Brown University

CORN, MICHAEL J.

Dean, Biological and Health Sciences
B.S., Eastern Illinois University
M.S., Eastern Illinois University
Ph.D., University of Florida

COSCARELLI, ROBERT J.

Speech, Theatre
B.S., Indiana University
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M.A., Northeastern Illinois University
National Certified Counselor
Licensed Clinical Professional Counselor

COTTON, JOHAAN

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CRANE, CAROL W.

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M.A., Webster University

CUMMINS, RODNEY

Automotive Technology
A.A.S., Ferris State College
B.S., Southern Illinois University
M.S., Southern Illinois University
Certificate, Ferris State College

CURTIS, JOHN

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CURTIS, LINDA W.

Biology
B.S., University of Wisconsin-Stevens
Point
M.S., University of Wisconsin-
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CURTIS, LYNNE E.

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B.A., Augustana College
M.A., University of Chicago

DARDEN, TRUDY

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B.S., University of Illinois
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DARLING, JANICE

Business Learning Center
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DeMURO, NANCY

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B.A., Bradley University
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B.A., Southern Illinois University
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DEVERY, PENNE P.

Communication Arts
B.S., University of Wisconsin
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Ph.D., Marquette University

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Director, Health Center
B.S.N., University of Rhode Island
B.S., Nurse Anesthesia, George
Washington University
M.S., Pepperdine University
M.A., San Diego State University
Ed.D., Northern Illinois University

DEVORE, WILLIAM L.

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B.A., Illinois Wesleyan University
M.A., University of Illinois
Certified Fund Raising Executive
(CFRE)

DIGERLANDO, ROSE

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Computer Aided Design
Computer Aided Manufacturing
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DiPRIMA, PAT

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University of Illinois-Chicago
R.N.C.S., American Nurses
Credentialing Center

DULMES, STEVEN L.
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B.S., Purdue University
M.S., DePaul University

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B.A., Lake Forest College

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M.S., Northern Illinois University
Ed.D., Northern Illinois University
R.N.C.S., American Nurses
Credentialing Center

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B.S., Boston College
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M.A., Northeastern University

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Milwaukee
M.A., University of Wisconsin-
Milwaukee

GLENNON, EIBHLIN
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M.A., Northwestern University

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M.A., University of Missouri

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M.A., Northwestern University

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M.A., Concordia University of Montreal

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M.S., Northern Illinois University

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GUNDRUM, ANTHONY
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College
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HANSON, JERRY E.

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M.A., Northern Illinois University
Ph.D., University of Wisconsin-
Milwaukee

HASLOW, SHIRLEY

Reference Technician
A.A.S., Gateway Technical Institute

HAUCA, ANNE

Project Specialist
B.B.E., Eastern Michigan University
M.S.Ed., Northern Illinois University

HEINRICH, THOMAS

Director, Human Resources
B.A., DePaul University
M.A., DePaul University

HERNANDEZ, ALICE

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B.A., Northeastern Illinois University

HERNANDEZ, SHERRY

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M.S., DePaul University

HICKMAN, SCOTT

Anatomy and Physiology
B.S., Illinois State University
M.S., Illinois State University
Ph.D., University of Illinois-Chicago

HINKLEY, JERRY L.

Biology, Botany and Microbiology
B.S., Southern Illinois University
M.A., Southern Illinois University

HODGE, JAMES L.

Mathematics
B.S., Eastern Illinois University
M.S., University of Notre Dame

HOEKSTRA, THOMAS E.

Music
B.M., Wheaton College
M.M., Indiana University
Ph.D., University of Iowa

HOLLAND, DONALD R.

Dean, Business Division
B.S., Northern Illinois University
M.B.A., Northern Illinois University

HOLMES, ANTHONY

Ceramics
B.A., Southern Illinois University
M.F.A., Southern Illinois University

HOPKINS, LESLIE

Philosophy/Humanities
B.A., MacMurray College
M.A., Arizona State University

HOWELL, CANDY

Child Care Class Facilitator
A.A.S., College of Lake County

HOY, TRACEY

Mathematics
B.S., Elmhurst College
M.S., Northern Illinois University

HUDSON, JACK W.

Electronics/Electrical Technologies
B.S.E.E., University of Illinois
M.S., Northern Illinois University

HUNT, CHRISTINE

Associate Degree Nursing
A.B., University of Illinois
M.S.N., New York Medical College
M.S., Northern Illinois University

HUNTLEY, ELIZABETH

Traffic Safety Coordinator
B.S., University of Southern Colorado

HUNTSINGER, CAROL S.

Psychology, Human Services
B.S., University of Minnesota
M.Ed., National-Louis University
Ph.D., Loyola University-Chicago

HUSSISSIAN, LEON

AV Equipment Coordinator

INFANTINO, STEPHEN

Philosophy, Humanities
B.A., St. Mary of the Lake
S.T.L., Gregorian University, Rome
M.A., University of Chicago
Ph.D., University of Chicago

ISMAIL, BRENDA

Human Resources Assistant
B.S., Southern Illinois University

JAHNKE, FRED

User Support Technician
A.A.S., College of Lake County

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Admission Requirements

The College of Lake County welcomes all individuals who can benefit from the courses and programs of study offered by the college, including those who are high school graduates, others 18 years of age and older, and individuals younger than 18 years of age who meet established criteria.

Admission to the college does not ensure entrance into a particular course or program of study. The college reserves the right to limit enrollment because of space or budget restrictions, to establish selective admission requirements, and to give preference to residents of Community College District 532.

The college has three admission categories for new students:

Admission Category I

includes those students who have provided evidence of college-level reading, writing and mathematical skills as a prerequisite for enrollment in courses designated as requiring those skills.

The following credentials are required:

1. Completed CLC Application for Admission form.
2. If younger than 18 years of age, either a completed CLC Secondary School Reference form or an official transcript of high school record showing date of graduation/withdrawal.
3. ONE of the following records to demonstrate basic reading, writing and mathematical skills:
 - 3.1 Official transcript of high school record showing top 1/3 rank in class after six semesters.
 - 3.2 Official transcript of college/university record listing at least 30 semester hours of credit with no grade less than "C" or credit equivalent to the following or higher level courses at CLC:
Language Skills: ENG 108 with a grade of A or B or ENG 109
Math: MTH 101 - Elementary Concepts of Mathematics.
 - 3.3 CLC Basic Skills Assessment
Language Skills: Score of 153 or above.
Math: Score of 56 or above.
 - 3.4 American College Test (ACT)
Reading: Score of 17 or above.
English: Score of 17 or above.
Math: Score of 17 or above.
 - 3.5 Scholastic Aptitude Test (SAT)
Reading: Verbal Score of 450 or above.
Writing: Verbal Score of 450 or above.
Math: Math Score of 450 or above.
 - 3.6 Official transcript of General Educational Development (GED) test
Reading: Score of 55 or above in Reading Skills.
Writing: Score of 55 or above in Writing Skills.
Math: Score of 55 or above in Mathematics.
 - 3.7 Evidence of an associate or higher degree from an accredited college or university.

Admission Category II

includes those students who have provided evidence of basic reading, writing and mathematical skills which demonstrates that they can benefit from enrollment in skill enhancement courses.

The following credentials are required:

1. Completed CLC Application for Admission form.
2. If younger than 18 years of age, either a completed CLC Secondary School Reference form or an official transcript of high school record showing date of graduation/withdrawal.
3. ONE of the following records to demonstrate basic reading, writing and mathematical skills:
 - 3.1 CLC Basic Skills Assessment
Language Skills: Score of 152 or below.
Math: Score of 55 or below
 - 3.2 American College Test (ACT)
Reading: Score of 16 or below.
English: Score of 16 or below.
Math: Score of 16 or below.
 - 3.3 Scholastic Aptitude Test (SAT)
Reading: Verbal score of 449 or below.
Writing: Verbal score of 449 or below.
Math: Math score of 449 or below.
 - 3.4 Official transcript of General Educational Development (GED) tests
Reading: Score of 54 or below in Reading Skills.
Writing: Score of 54 or below in Writing Skills.
Math: Score of 54 or below in Mathematics.

Admission Category III

This category includes those students who will limit their enrollment to courses that do not require evidence of prerequisite reading, writing, and mathematical skills; however, with the exception of English 120, English 121, and mathematics courses, students in this category may enroll for a total of two courses that require college-level reading, writing, and mathematical skills but for which students have met all other prerequisites.

The following credentials are required:

1. Completed CLC Application for Admission form.
2. If younger than 18 years of age, either a completed CLC Secondary School Reference form or an official transcript of high school record showing date of graduation/withdrawal.

An official transcript is one that is sent directly from the sending institution to the Office of Admission and Records. If your name has changed, please ask the sending institution to show your new name on the transcript.

Programs of Study

Please choose the subject that you are most likely to study at CLC. Write the code and name in the space provided on the application form.

BIOLOGICAL SCIENCE

CODE TITLE

BIO	Biology/Botany/Zoology
CHM	Chemistry
DNT	Pre-Dentistry
EMT	Emergency Medical Technician
HIT	Health Information Technology
HRT	Horticulture
MED	Pre-Medicine
MIM	Medical Imaging
MLT	Medical Laboratory Technology
NUR	Nursing
OCC	Pre-Occupational Therapy
PHR	Pre-Pharmacy
PPT	Pre-Physical Therapy
VET	Pre-Veterinary

BUSINESS

CODE TITLE

ACC	Accounting
AOS	Administrative Office Systems
BUS	Business Administration and Management
CIS	Computer Information Systems
FSM	Food Services
RLE	Real Estate

COMMUNICATION ARTS

CODE TITLE

ART	Art
COM	Technical Communication
ENG	English/Journalism
FOR	Foreign Language
HUM	Humanities
LTA	Library Technical Assistant
MUL	Multimedia Communications
MUS	Music
PHI	Philosophy
SPE	Speech
THE	Theatre

CONTINUING & ADULT EDUCATION

CODE TITLE

ABE	Adult Basic Education and Literacy
ASE	High School Completion
ESL	English as a Second Language
GED	General Education Development (GED)
GSS	Personal, Cultural and Career Development
VOC	Vocational Skills General

ENGINEERING, MATHEMATICS, AND PHYSICAL SCIENCE

CODE TITLE

ABR	Auto Body Repair and Painting
ARC	Architectural Technology
AUT	Automotive Technology
BCT	Building Construction Technology
CAD	CAD-Drafting Technology
CIV	Civil Technology
DFT	Drafting Certificate
EGR	Engineering
ELT	Electrical/Electronics Engineering Technology
FST	Fire Science Technology
GEO	Geology
IMR	Industrial Maintenance/Repair
MCS	Computer Science
MET	Mechanical Engineering Technology
MTH	Mathematics
MTT	Machine Tool Trades/CNC
PHY	Physics
QLT	Quality Technician
RAC	Refrigeration, Heating, and Air Conditioning
WLD	Welding
WWW	Water-Wastewater

PHYSICAL EDUCATION AND RECREATION

CODE TITLE

PED	Physical Education
REC	Recreation

SOCIAL SCIENCE

CODE TITLE

ANT	Anthropology
CRJ	Criminal Justice
ECO	Economics
EDU	Education
GEG	Geography
HST	History
HUS	Human Services Program
PSC	Political Science
PSY	Psychology
SOC	Sociology

APPLICATION FOR ADMISSION

If you need assistance completing this form, please call the Office of Admission and Records at (847) 543-2061.

PLEASE TYPE OR PRINT LEGIBLY.
FILL IN OR CHECK APPROPRIATE RESPONSES.

1. SOCIAL SECURITY NUMBER:

2. COMPLETE LEGAL NAME:

_____ (Last) _____ (First) _____ (Middle)

Former or Maiden Name: _____

3. PERMANENT ADDRESS - Must be listed to document legal residence for tuition assessment and state reporting purposes:

Number and Street _____

City or Town _____

State & zip code _____ County (if Illinois) _____

4. MAILING ADDRESS - If you have a second address for the purpose of receiving mail you may list it below. You must also list your permanent address above:

P.O. Box or Street _____

City or Town _____

State & zip code _____ County (if Illinois) _____

5. TELEPHONE:

HOME: (_____) _____
Area Code Telephone Number

WORK: (_____) _____
Area Code Telephone Number

6. APPLYING FOR TERM BEGINNING: _____

YEAR

- 01 - Spring (January-May) 02 - Summer (June-July) 03 - Fall (August-December)

7. CITIZEN/VISA STATUS (Check one):

- 1 - U.S. Citizen
- 2 - Immigrant (Permanent Resident)
Country of Origin _____
Alien Registration Number _____
- 3 - Non-immigrant (Non-resident alien)
Country of Origin _____
Visa Category _____

8. DATE OF BIRTH:

_____/_____/_____ AGE: _____
Month Day Year

9. SEX: M - Male F - Female

10. EDUCATIONAL OBJECTIVE AT CLC:

- 01 - To complete an associate degree
- 02 - To complete a certificate of one year or more
- 03 - To complete a certificate of less than one year
- 04 - To complete one or several courses

11. STUDENT INTENT: The following best describes my primary reason for attending CLC (Check only one):

- 1 - To prepare for new or first occupational career
- 2 - To improve present occupational skills
- 3 - To explore courses to decide on a career
- 4 - To prepare for transfer to four-year college/university
- 5 - To remedy basic skill deficiencies
- 6 - To pursue non-career, personal interests
- 7 - To prepare for high school diploma equivalency test
- 8 - Other or unknown

12. PROGRAM OF STUDY: Refer to "Programs of Study" to choose the subject you are most likely to study at CLC:

Code _____ Title _____

13. LAST HIGH SCHOOL ATTENDED:

_____ Name _____ City _____ State _____

14. HIGH SCHOOL STATUS:

- 1 - Graduated from High School: YEAR: _____
- 2 - Attending now and expect to graduate: YEAR: _____
- 3 - Received GED High School Certificate: YEAR: _____
- 4 - Did not graduate and no longer attend.

15. LAST COLLEGE/UNIVERSITY ATTENDED OR NOW ATTENDING - WRITE "NONE" IF YOU HAVE NEVER ATTENDED A COLLEGE/UNIVERSITY:

_____ Name _____ City _____ State _____

16. HIGHEST EDUCATIONAL LEVEL COMPLETED AFTER HIGH SCHOOL:

- 01 - Certificate Program 05 - First Professional Degree
- 02 - Associate Degree 06 - Doctoral Degree
- 03 - Bachelor's Degree 07 - None of the above
- 04 - Master's Degree

17. HAS EITHER OF YOUR PARENTS GRADUATED FROM A FOUR-YEAR COLLEGE OR UNIVERSITY?

- Y - YES N - NO

18. MILITARY SERVICE RECORD:

- 02 - Active Duty - Great Lakes
- 03 - Active Duty: STATION: _____
- 04 - Veteran 05 - Never Served

19. ETHNIC/RACIAL DESCRIPTION (Optional):

- 01 -Asian or Pacific Islander 04 -Black Non-Hispanic
- 02 -Hispanic 05 -White Non-Hispanic
- 03 - American Indian or Alaskan Native 06 - Non-resident Alien

20. CERTIFICATION: I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the College or subject to dismissal. With this in mind, I certify that the above statements are correct and complete. (Your signature and date are required before CLC can process this application.) The College of Lake County affirms and adheres to a policy of equal opportunity in all aspects of education and employment.

Signature _____ Date _____

OFFICE USE ONLY	TOWN CODE	COUNTY CODE	RESIDENCE CODE	H.S. CODE	COLLEGE CODE
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Residence Status

Students are classified at the time of admission to the college for purposes of tuition assessment and enrollment reporting according to resident status as follows:

In-District Illinois Resident Student:

1. A student who is 18 years of age or older who has lived in Community College District 532 in some capacity other than as a student at a post-secondary education institution or a correctional institution for at least thirty (30) days prior to enrolling at CLC, or
2. An unemancipated student under 18 who has at least one parent, step-parent or court-appointed guardian who meets the above criteria.
3. Community College District 532 is defined to include residents of the following Lake County, Illinois public high school districts:

1. Adlai E. Stevenson	9. Mundelein
2. Antioch	10. North Chicago
3. Grant	11. Round Lake
4. Grayslake	12. Warren
5. Highland Park-Deerfield	13. Wauconda
6. Lake Forest	14. Waukegan
7. Lake Zurich	15. Zion-Benton
8. Libertyville	

Out-Of-District Illinois Resident Student:

1. A person who resides in Illinois but is not a resident of Community College District 532 as defined above.
2. Includes residents of the Barrington, Illinois public high school district.

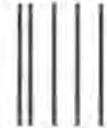
Out-Of-State Student:

1. A person who is not a legal resident of the State of Illinois.
2. Includes International students and other non-immigrant aliens.

Proof Of Illinois Resident Status:

1. Evidence of residency shall be based on occupancy of a dwelling.
2. Residency may be verified by displaying one of the following:
 - A. Illinois driver's license or identification card issued by the Illinois Secretary of State's office.
 - B. Illinois voter identification card.

PLEASE FOLD APPLICATION IN HALF AND TAPE CLOSED.



BUSINESS REPLY MAIL

FIRST-CLASS MAIL

PERMIT NO. 62

GRAYSLAKE, IL

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

ATTN: Office of Admission & Records
College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030-9908



Where to Get Answers for Your Questions

Questions regarding any specific aspect of CLC programs should be referred to the office most directly responsible. All written correspondence should be sent to the college at 19351 West Washington Street, Grayslake, Illinois, 60030-1198. Telephone inquiries should go to the number listed with each office.

Questions on:	Call:	or	Stop by:
Activities	543-2055		C104
Admissions	543-2061		B101a
Adult Education	543-2021		Building 4
Advisement	543-2060		C110
Affirmative Action	543-2060		B146
Athletics	543-2046		Building 7
Biological & Health Sciences Division	543-2042		C140
Bookstore	543-2086		B1
Business Division	543-2041		A144
Career and Placement	543-2059		E101
Career Programs	543-2489		B131
Chargebacks and Joint Educational Agreements	543-2422		C206
Communication Arts, Humanities & Fine Arts Division	543-2040		B237
Community Education and Economic Development	543-2020		B201
Continuing Education	543-2022		Building 4
Cooperative Education	543-2058		E101
Counseling	543-2060		C110
Educational Guarantees	543-2060		C110
Engineering, Mathematics & Physical Science Division	543-2044		B162
Extension Services	543-2653		Building 4
Financial Aid	543-2062		B114
Health, Physical Ed., Intramurals, Recreation & Athletics Division	543-2046		Building 7
Health Center	543-2064		A149
International Students and International Education	543-2733		A238
Learning Assistance Center	543-2072		Learning Resource Center
Learning Resource Center/Murphy Library	543-2070		Learning Resource Center
Nursing Education	543-2043		D208
Public Relations	543-2094		A108
Registration	223-1111		B101
Social Science Division	543-2047		A244
Testing Center	543-2076		Learning Resource Center
Tuition Payment	543-2230		A101
Veteran's Information	543-2063		B114

Off-Campus Centers

Lakeshore Campus	623-8686	111 North Genesee Street, Waukegan, IL 60085
Great Lakes Extension Office	688-2365	Building 2, Room 2, Great Lakes, IL 60088
Southlake Educational Center	478-1833	1120 S. Milwaukee Ave. Vernon Hills, IL 60061

19351 West Washington Street - Grayslake, Illinois 60030-1198 - Main number: (847) 223-6601

Cancellation of Classes

If CLC classes are cancelled because of weather or other factors,
the cancellation will be announced on the following radio and television stations:

WBBM	780 AM	WILL	95.1 FM	WFLD-TV-Channel 32
WGN	720 AM	WXLC	102.3 FM	CBS-TV-Channel 2
WKRS	1220 AM	WZSR	105.5 FM	WGN-TV-Channel 9
WMAQ	670 AM			CLTV-TV-Channel 39

Announcements of day class cancellations will begin by 6 am.

Announcements of evening class (those beginning 5 pm or later) cancellations will begin by 4 pm.

An automated message will be placed on the telephone system during hours when the switchboard is closed.

Remember: The switchboard gets very busy if many students call.

Please call only if it is impossible to listen to one of these stations. ***In any case, use your good judgement!***



COLLEGE OF LAKE COUNTY

19351 WEST WASHINGTON STREET • Grayslake, Illinois • 60030-1198

 **See back page for application**