Discover

COLLEGE OF LAKE COUNTY

Catalog 07/08

On the cover, left to right:
Jennifer Lavine, Josh Beyda, Albina Sovetova and Lilibet Marquez are active members of the CLC Emerging Leaders Program. The two-year co-curricular leadership program helps students gain leadership experience. The students commit to attending leadership sessions that improve their self knowledge, accountability and relationship skills.

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This catalog is in effect for the academic year 2007-2008. The information is subject to change within that period. Any changes will be noted in the class schedule published each semester.

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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 June 2007, but is subject to change.

2007 Fall Semester

August 13-18	Faculty / Staff Development Week (Registration / Advisement Ongoing)
August 20	Classes Begin
September 3-4	Labor Day Recess (no classes)
October 16	Mid-Semester
November 21-25	Thanksgiving Recess (no classes)
November 26	Open Registration for Spring Semester Begins
December 8-14	Final Exams
December 14	Semester Ends

2008 Spring Semester

January 14-19	Faculty / Staff Development Week (Registration / Advisement Ongoing)
January 22	Classes Begin
March 17	Mid-Semester
March 24-30	Spring Vacation (no classes)
April 21	Open Registration for Summer and Fall Begins and Continues through August
May 10-16	Final Exams
May 17	Semester Ends
May 17	Commencement

2008 Intersession

May 20	Classes Begin
June 6	End of Session

2008 Summer Session

June 9	Classes Begin
July 4	Independence Day Holiday (no classes)
July 5	Mid-Session
August 3	End of Session

2008 Fall Semester

August 18-23	Faculty / Staff Development Week (Registration / Advisement Ongoing)
August 25	Classes Begin
September 1-2	Labor Day Recess (no classes)
October 21	Mid-Semester
November 26-30	Thanksgiving Recess (no classes)
December 1	Open Registration for Spring Semester Begins
December 13-19	Final Exams
December 19	Semester Ends

2009 Spring Semester

January 12-17	Faculty / Staff Development Week (Registration / Advisement Ongoing)
January 20	Classes Begin
March 16	Mid-Semester
March 30-April 5	Spring Vacation (no classes)
April 20	Open Registration for Summer and Fall Begins and Continues through August
May 9-15	Final Exams
May 16	Semester Ends
May 16	Commencement

2009 Intersession

May 19	Classes Begin
June 5	End of Session

2009 Summer Session

June 8	Classes Begin
July 3 & 4	Independence Day Holiday (no classes)
July 4	Mid-Session
August 2	End of Session

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 Higher Learning Commission and a member of the North Central Association, 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 a wide range of transfer, career, continuing, and developmental educational needs through diverse and relevant curricular offerings. More specifically, 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 basic skills that are essential for success. The college also strives to ensure that its students develop an appreciation for the diversity of world cultures and the importance of international and multicultural perspectives. As an institution that values the learning of its faculty and staff as well as its students, the college will engage in ongoing processes of assessing student achievement and providing staff development in order to improve its work and be accountable to its several constituencies.

The college pledges to support these courses and programs with an array of print, multimedia, and electronic learning resources, and flexible student services that include advising, counseling, financial aid, and placement. Throughout all of its work, the college will maintain academic standards that will lead to competence and encourage the pursuit of excellence.

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 to provide education and training for business and industry. In these and other areas of its mission, the college will enter into partnerships that will help achieve greater efficiency and effectiveness.

The college assures equal access and opportunity for all individuals regardless of race, ethnic origin, creed, gender, age, veteran's status, sexual orientation, or non-disqualifying disability.

The College of Lake County sets forth the following goals and objectives for Fiscal Years 2006-2008:

Strategic Goal 1: Learning

The College of Lake County will enhance student learning.

This goal includes the following themes: enhancing teaching and learning, using active learning strategies and technology to enhance learning and the acquisition of knowledge, skills and abilities including general education appropriate for university transfer and enhanced skills to allow successful participation in competitive workforce.

Objective 1: The College will **improve and foster student learning in general education** appropriate for university transfer and career education including acquisition of critical thinking, communication, technology usage skills, quantitative literacy, social, civic, historic, cultural/and multicultural awareness.

Objective 2: The College will **serve as a leader in workforce training by offering programs and courses** designed to meet the current and future workforce needs of the district.

Objective 3: The College will **encourage active learning approaches in instruction** including innovative uses of technology, collaborative learning, service learning, work-based learning and problem-based learning.

Objective 4: The College will **increase the academic success rates of students, especially those needing developmental education, English literacy** skills or identified as at-risk of not meeting their educational goals.

Objective 5: The College will **serve as a life-long learning resource center by offering a diverse range of cultural, humanities, civic, world culture programs and offerings** that foster and enhance public understanding.

Strategic Goal 2: Outreach

The College of Lake County will strengthen its outreach to the community.

This goal includes the following themes: increasing outreach to identify and serve community needs and increasing partnerships with diverse constituent groups within the community.

Objective 1: The College will **increase public awareness of its educational programs** and opportunities for financial aid in order to **increase higher education participation** of those with the ability to benefit.

Objective 2: The College **will identify and respond to the educational needs of diverse populations within Lake County, partnering with** educators, businesses, social agencies, the military, governmental agencies, civic organizations and community groups to address educational issues affecting the quality of life in Lake County.

Strategic Goal 3: Access and Student Success

The College of Lake County will work to reduce barriers and increase opportunities to meet the diverse needs of the people of Lake County.

This goal includes the following themes: focusing on student-centered services, and enhancing the technology infrastructure.

Objective 1: The College will **continuously improve student services**, including the use of technology, to ensure that students have easy access to the information, people, and services they need to be successful and will adopt and promote academic and student policies that encourage retention, growth in personal responsibility and academic work ethic.

Objective 2: The College will **facilitate educational transitions** from one level to the next by forming partnerships and cooperative agreements **with four-year colleges and universities** and working closely with the University Center of Lake County.

Objective 3: The College will form partnerships with Lake County primary and secondary schools to **promote student preparation and transition to college**.

Objective 4: The College will **strengthen and enhance the academic advising system to improve student decision-making** in university transfer and career programs and will **encourage students to develop a career plan** that connects their career objectives to an educational plan.

Objective 5: The College will improve the **success of students in achieving their individual academic goals**.

Objective 6: The College will **promote increased participation in financial aid** and scholarships.

Strategic Goal 4: Accountability and Responsible Stewardship

The College of Lake County will evaluate and improve all academic and nonacademic departments to ensure high quality and utilize resources efficiently and effectively and expand facilities.

This goal includes the following themes: focusing on effectiveness and efficiency, assessing and continuously improving all academic and nonacademic departments and programs, and ensuring adequate financial resources.

Objective 1: The College will **ensure its long-term financial viability** including evaluating options for achieving greater cost efficiency in operations, maximizing the use of existing revenue sources and developing new revenue sources.

Objective 2: The College will **incorporate the principles of continuous improvement into its functions conducting reviews of all academic and nonacademic departments** and using the results in college decision making systems to ensure the highest quality of education, efficient and effective operations and superior services to students, staff and the community, measuring student and stakeholder satisfaction.

Objective 3: The College will foster a **working environment which values and respects employee contributions, encourages and strengthens participation in decision-making**, demonstrates internal relationships that emphasize collaboration across departments, open communication and team building.

Objective 4: The College will promote learning by **fostering, modifying and expanding a safe, clean and environmentally responsible campus** that enhances students' physical, social and intellectual well-being and meets the needs of the community.

Objective 5: The College recognizes the critical contribution of its faculty and staff to **achieving higher education excellence in the teaching and learning environment** and accordingly will **provide resources for professional development.**

Board approved May, 2006

The College of Lake County offers students a variety of educational options. Many come to CLC looking for education that will lead immediately to a satisfying career. Other students come to gain college credit so that they may 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 in order to earn credits that are transferable to a four-year college or university will find a wide range of programs designed to prepare them for work at the junior level. These programs lead either to an Associate in Arts (AA), an Associate in Science (AS), an Associate in Engineering Science (AES), an Associate in Fine Arts (AFA) or an Associate in Arts in Teaching (AA) degree at CLC. Classes in these programs are comparable to those offered in the first two years at a four-year institution.

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

Requirements for the Associate in Arts, Associate in Science, the Associate in Engineering Science, Associate in Fine Arts and Associate in Arts in Teaching degrees are listed on pages 49-54..

Career Education

Many students at the College of Lake County are working to gain skills and knowledge in a field in order to find a job in that career area when they leave CLC. 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 (AAS) or a shorter sequence which leads to a Certificate. See page 93 for more information.

Many career students at CLC are recent high school graduates. Some have recently completed a high school equivalency program (GED). Many others are re-educating 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 a level of education beyond high school but less than a four-year degree. Career programs prepare students to step directly into this fast-moving age of technological change. The College currently offers over forty specialized career programs, many of which are available both day and evening.

The College of Lake County also offers programs to meet the needs of students whose first language is not English. The ESL Supported Career Programs offer English as a Second Language support to students in the areas of Administrative Office Systems, Automotive, and Refrigeration & Air Conditioning. Students in these certificate programs receive assistance in the form of in-class tutoring, ESL support classes, and career assistance upon certificate completion. For more information call (847) 543-2548 or (847) 543-2751.

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

Such agreements exist with the following institutions:
- College of DuPage in Glen Ellyn, IL
- Elgin Community College in Elgin, IL
- Gateway Technical College in Kenosha/Racine/Elkhorn, WI
- McHenry County College in Crystal Lake, IL
- Oakton Community College in Des Plaines, IL
- Triton College in River Grove, IL
- William Rainey Harper College in Palatine, IL

For more information about joint agreements see page 169 or contact the Assistant Vice President for Workforce Education at (847) 543-2412.

Certificate in English Language Teaching to Adults

The College of Lake County is a center for the Certificate in English Language Teaching to Adults [CELTA] awarded by the University of Cambridge, UK. CELTA is the best known and most widely taken initial 'TESOL/TEFL' qualification of its kind in the world. CELTA has been known as CTEFLA or the RSA Certificate. The program focuses on principles of effective teaching and a range of practical skills for teaching English to adult learners. Students also have hands-on teaching practice, observe experienced teachers in the classroom and complete written assignments with practical applications.

Eligible candidates must
- be at least 20 years of age
- possess a BA/BS degree. (This requirement may sometimes be waived if the candidate is near completion of this degree.)
- have an awareness of language and a competence in both written and spoken English necessary for teaching a range of levels
- have the potential to develop the necessary skills to become effective teachers.

In addition, it is beneficial for students to have studied a foreign language. Candidates must complete an application form and a pre-interview task, which will test their language awareness. In addition, selected candidates will need to complete an interview. This is an intensive four-week course of study offered during the summer.

Interested candidates may contact Jacinta Thomas at (847) 543-2565 or by e-mail at jacath@clcillinois.edu or Joyce Gatto at (847) 543-2304 or by e-mail at jgatto@clcillinois.edu. An application form and pre-interview task are available at http://clconline.clcillinois.edu/celta.

Developmental Education

The College of Lake County is committed to helping students develop the skills that are needed for 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 language or mathematics skills are encouraged to enroll in one or more of the skills enhancement courses until they develop college-level skills in reading, writing, and/or mathematics. Students who need work in all three areas will be limited to courses that do not require college-level reading, writing, and mathematics.

Students for whom English is their second language and who have not achieved language proficiency are required to enroll in academic ESL classes such as ELI 100, 103, 104, 105, 106, 107 and 108. Placement in a specific course depends on ESL placement test scores (CELSA) and recommendations of faculty.

Testing
One way in which a student may show attainment of the required skills is by taking the Academic Proficiency Test administered by the Learning Assistance Center. The Academic Proficiency Test includes a language skills test and a mathematics test. This test is administered at all three CLC campus centers. Please call for further information.

1) Grayslake Campus, Grayslake: (847) 543-2076
2) Lakeshore Campus, Waukegan: (847) 623-8686
3) Southlake Educational Center, Vernon Hills: (847) 543-6501

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

Engineering, Math, and Physical Sciences:
Room T102, (847) 543-2044
Communication Arts, Humanities, and Fine Arts:
Room B237, (847) 543-2040
Counseling Center: Room C 110, (847) 543-2060

Individual tutoring by trained professionals and by fellow students is available in the Learning Assistance Center.

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

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 video tapes, audio tapes, workbooks, and software.

Adult Education

The Adult Education program is funded in part by grants from the federal government totalling $410,448. This represents 17% of the total cost of the program. Adult education provides several specific types of educational opportunities.

Adult Basic Education
Adult Basic Education ABE provides individualized instruction in reading, general language development, mathematics, and life-coping skills. Students proceed at their own pace.

English as a Second Language
English as a Second Language ESL classes are for students whose primary language is not English. Speaking, reading, and writing skills are taught. Students may enroll at the beginning, intermediate, or advanced level, or in a class emphasizing work on a particular skill.

General Educational Development
General Educational Development GED classes prepare Lake County adults who have not completed high school to take the GED exam. Students who successfully pass the GED exam are awarded a high school equivalency certificate. This exam is offered in English and Spanish.

High School Completion
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.

Vocational Skills Training
Vocational Skills Training VST is designed to introduce various types of opportunities available in industry. Information on various vocations is presented so that students may make an informed choice about the type of work they would like to pursue.

Non-Credit Opportunities

Workforce and Professional Development Institute

The Workforce and Professional Development Institute (WPDI) offers a variety of programs designed to improve organizational performance and profitability and enhance professional skills. Organizations and employees in both the private and public sectors take advantage of WPDI programs and services.

Through **Client Solutions**, training programs can be customized for groups of employees to address specific organizational needs. Programs can be customized to an organization's specific objectives, and can be delivered either on-site or at one of CLC's training facilities. Training program topics include manufacturing and industrial technologies, managerial and supervisory skills, computer skills, basic skills development, Business English, business writing, presentation skills, and workplace foreign language. College credit courses can also be offered on-site to enhance employee development. For more information, contact Client Services at (847) 543-2027 or via e-mail at corporatetraining@clcillinois.edu.

Through **Continuing Professional Development**, individuals enroll in courses to acquire or enhance workplace skills or to obtain professional certifications. Course topics include computer skills, real estate sales and broker pre-license and continuing education, home inspection and appraisal, teacher recertification, construction management, water-waste water treatment and operations, truck driver training (CDL), food safety refresher, and Beverage Alcohol Sellers and Servers Training (BASSET) in English and Spanish. Many training programs are regulated by agencies that grant licensure, license renewal and certification. CPD provides many courses of interest to professionals in the public sector, including Police Defensive Driving, Evidence Technician, School Resource Officer, Use of Force, Legal Updates, Police Matron, Community Service Officer, Emergency Medical Dispatch, and Command Spanish ™. For more information, contact Continuing Professional Development at (847) 543-2026.

Business owners and those who aspire to start their own businesses take advantage of one-on-one consulting support and practical workshops and seminars offered by the **Illinois Small Business Development Center** (SBDC). The SBDC is part of a national network of over 900 centers whose mission is to help both existing businesses and potential entrepreneurs succeed by providing managerial and technical assistance. For more information, contact the ISBDC at (847) 543-2033 or via e-mail at illinoissbdc@clcillinois.edu.

The **Illinois Procurement Technical Assistance Center** (PTAC), located at the College of Lake County, assists local businesses that seek to sell their product or service to the government or to the Federal Prime Contractors. The PTAC provides assistance in understanding the requirements and application process for various certifications including those for woman and minority-owned businesses. The PTAC provides training on a variety of topics related to doing business with the government and holds outreach events for businesses to network and meet potential government customers. For more information, contact the PTAC office at (847) 543-2025 or via email at illinoisptac@clcillinois.edu

The **Judicial Services** department, in conjunction with the 19th Judicial Circuit of Illinois, offers a variety of programs for the court system. Through the Defensive Driving Program, offered since 1991, motorists who receive a minor traffic violation in Lake County may opt to take classes under court supervision. The classes are accredited by the National Safety Council and emphasize defensive driving techniques. The Family Parenting Program is for parents of minor children who are seeking dissolution of marriage. The Live Victim Impact Panel is designed as an effort to affect the behavior and state of mind of those convicted of DUI and related offenses. The Volunteer Probation Support Program recruits, trains, and assigns volunteers to work with adults and juveniles during their probation periods, providing support, mentoring and supervision. For more information on these programs contact Judicial Services at (847) 623-8877.

Center for Personal Enrichment

The Center for Personal Enrichment provides leisure, recreation, training and education programs for learners of all ages who are eager to expand their experiences, and enhance personal growth and development. You can take a trip, learn to dance, improve physical fitness and relive history, or appreciate the arts. Classes range from one-day seminars and workshops to semester-length courses. These unique offerings are outside the constraints of credit courses. Most importantly, students can learn new skills, meet new people, and develop a new hobby in a fun-filled, relaxing environment. Whatever your interests, you'll find interesting courses to bring out the best in you and your entire family.

Xplore!
A variety of educational and recreational programs are offered for middle school students (sixth through eighth grade). The classes are held at the Grayslake Campus one Saturday a month in the spring and fall. Class topics include: Fencing, Archery, Rocketry, Babysitting and CPR/First Aid certification, Video/Photography, Music and Culinary Arts. Offsite classes include dance and horsemanship programs.

Camp Xplore!
In the summer months, Camp Xplore! provides fun, hands-on learning opportunities for youth in the areas of science, computers, drama, and engineering. Classes meet at the Southlake Educational Center in Vernon Hills. Offsite classes include dance camp, sports safety camp, and horseback riding lessons. For more information on the Xplore programs or a current brochure, call (847) 543-2759 or visit www.clcillinois.edu/noncredit/programs/youth.asp

Discovery!
The Discovery! program for adult learners provides exciting and creative courses for people fifty and older. Short-term classes are offered on weekdays and cover a wide variety of topics—for fun or personal development. College instructors or community professionals facilitate most sessions. For more information or a current brochure call (847) 543-6503.

For more information on these programs, call the Continuing Education office at (847) 543-2022.

Allied Health

Courses, seminars, and conferences are designed to fulfill licensing, certification, and career requirements for allied health care professionals. These offerings are scheduled at a variety of times and locations.

Admission Policy

The College of Lake County provides a wide range of learning opportunities to meet the various educational needs of students from diverse educational backgrounds. The College welcomes all who may benefit from its courses and programs of study. An individual will be admitted to the College by completing and submitting the Application for Admission form. The college serves those who are high school graduates, others who are eighteen years of age or older, and individuals under eighteen years of age who meet established criteria.

Admission to the College does not guarantee entrance into all courses or programs of study. Entrance into specific programs may depend on other criteria such as age, evidence of language and mathematics skills, and level of education. Students taking college level courses must demonstrate college level competency in language and mathematics. In addition, students are required to complete specified prerequisites prior to enrollment in certain courses.

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.

Please see page 317 for an Application for Admission form and specific requirements.

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

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

1. Successfully complete the Admission requirements. See page 314 for more information.
2. Submit either a high school transcript or a student profile report from the American College Testing (ACT) Program showing the achievement listed below:

   A. 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 from each of the categories of social science, mathematics, science, and electives, and completing those units in one of the other categories.

   B. 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, and science reasoning.

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

The Office of Admissions and Records will consider exceptions to these procedures on an individual basis for 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:	CMM 121-Fundamentals of Speech;
Mathematics:	Any mathematics course required for the AA, AAT, AS, AES, or AFA or degree in this catalog;
Science:	Any Lab Science course from the list required for an AA, AAT, AS, AES or AFA, degree in this catalog (see pages 49-54);
Social Sciences:	Any social science course from the list required for an AA, AAT, AS, AES, or AFA, degree in this catalog;
Humanities:	ENG 122-English Composition II or any humanities course from the list required for an AA, AAT, AS, AES, or AFA degree in this catalog (see pages 49-54).

Please see the section on Advising on page 26 of this catalog for further information.

Admission to Limited Enrollment Health Career Programs

Health career programs are open to a limited number of students.

Computed tomography, dental hygiene, health information technology, magnetic resonance imaging, medical imaging, medical assisting, registered nursing and surgical technology students must complete a special screening procedure. Preference is given to legal residents of community college district 532, including other community college districts with which CLC has an appropriate joint educational agreement, prior to considering out-of-district, out-of-state or international student applicants.

Please see the section on Associate in Applied Science Programs of Study on pages 93-168 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, University of Wisconsin-Parkside 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 notification from their transfer schools while enrolled at CLC. For more information about dual admission programs, contact the Counseling Center at (847) 543-2060.

Admission for Students under the Age of 18 or Currently Attending High School

A student 18 and under or currently attending high school must submit a CLC Secondary School Reference form signed by a parent and an official of the secondary school of current or last attendance. To apply, submit the following credentials to the Office of Admissions and Records.

1. Completed CLC Application for Admission form.
2. Completed CLC Secondary School Reference form signed by a school representative and parent.

Dual Enrollment/Dual Credit

Dual Enrollment/Dual Credit at the College of Lake County offers high school students an opportunity to earn college credit prior to graduating from high school. Through formal agreements with individual high schools, the College of Lake County can offer courses that cover content not offered through a high school's Advanced Placement Program or that is not available at the local high school. High school students should check with their high school counseling office to see if their school participates in this statewide effort as well as to see what courses are available. Students who participate in Dual Enrollment/Dual Credit must meet CLC's academic proficiencies as identified in the college catalog. For additional information, contact the Assistant Vice President for University Transfer at CLC at (847) 543-2407.

Admission For Students Under the Age of 16

A student under sixteen years of age must be judged by both the high school and the College of Lake County 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 less than 16 years of age is required to submit all of the credentials outlined below to the Office of Admissions and Records in order to enroll in credit courses:

1. Official transcript(s) of school record(s) showing successful completion of the most advanced course offerings of the high school in the subject area in which the student wishes to enroll at the College of Lake County
   AND
   A letter of recommendation from the high school department outlining the student's intended course or program of study at the College of Lake County.
2. Completed CLC Application for Admission form.
3. Completed Secondary School Reference form for students less than 16 years of age.
4. Middle school students must provide a letter from their district high school confirming that the high school cannot academically accommodate the student's needs and the educational level that is needed exceeds the high school level.

In addition to providing items listed above, students must meet all course prerequisites prior to the CLC Division Dean's consideration.

Admission of International Students

International students are defined as any individual admitted into the US on an F-1 student visa or issued the Form I-20 Certificate of Eligibility approved for study at the College of Lake County.

International students must be at least 17 years old and have completed the equivalent of an American high school education (12 years of formal education). International students must enroll in a minimum of 12 credit hours each semester.

Application deadlines are:
July 1 for fall semester, November 1 for spring semester and April 1 for summer term.

To apply, the following must be submitted:
- Completed International Student Application
- Completed College of Lake County Application for Admission
- Official, certified, English translated copy of secondary school record, indicating completion.
- Credit evaluation of college/university transcript for transfer, if applicable
- Evidence of sufficient financial support, including original bank letter and affidavit of support, as necessary
- Passport size photo
- A TOEFL exam is not required for English language training. Students who submit an official minimum score of 527/197/71 (paper-based/computer-based/ internet-based) will qualify for regular academic classes.
- Completed International Student Agreement
- Completed International Student Transfer Form, if transferring from another US institution

For further information about admission requirements, contact the International Admissions Specialist at (847) 543-2733.

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 Colleges. Servicemembers Opportunity College Associate Degree (SOCAD) student agreements are available in many different curriculums offered at the College. CLC is committed to Great Lakes Naval Base personnel and their families. The College's in-district admission policies apply to all service personnel as well as to their families. For more information on applying for a SOC agreement, contact the Servicemembers Opportunity College Representative at Great Lakes Naval Base Center at (847) 543-2971.

Registration Steps For Credit Classes: New Students

New students to CLC should follow these steps to apply for admission and register for classes. Returning students to CLC should reference the inside back cover.

Step 1: Submit an Application for Admission and other required credentials.
You may complete an Application for Admission on the Web at www.clcillinois.edu, or use the form on page 317 of this catalog. Additional admission requirements apply to the following prospective students:
- International Students must contact the International Student Specialist at (847) 543-2733.
- Students who are under 18 or currently enrolled in high school must submit a Secondary School Reference Form with appropriate signatures before enrolling. Form is available at http://www.clcillinois.edu/depts/adr/forms.asp or call Admissions.
- Students who are pursuing a transfer defree program and have graduated from high school in the last year should send their high school transcripts to the Office of Amissions and Records.
- Nursing, Dental Hygiene, Medical Resonance Imaging, Medical Imaging, Medical Assisting, Health Information Technology, Computed Tomography, Surgical Technology, and Certificate in Paralegal Studies have additional admissions requirements. Contact the Admissions Office at (847) 543-2061.

Step 2: Learn your CLC Student ID and PIN
When your application has been processed (usually within 2 working days), you will receive your 7-digit ID number in the mail. Your PIN is initially set to your 6-digit date of birth (mmddyy). You will need the ID and PIN to register.

You can also access your ID through our touch-tone phone registration system. Just call (847) 223-1111, select 'Student ID Lookup' and enter your social security number and PIN (date of birth). It's important to change your PIN to 6 digits/characters only you will know. You can change your PIN on the phone registration system. Just select option 1, then option 4.

Step 3: Meet Proficiencies / Prerequisites

Before you will be able to register for most college credit classes, you need to show that you are language and math proficient. The Admissions Office will accept one of the following official or unofficial documents to prove proficiency:

- HS transcript showing class rank in top 1/3 after 6 semesters
- ACT score report showing reading, language and math scores of 17 or above
- SAT score report showing critical reading, writing and math scores of 450 or above
- GED transcript showing 550 or above in reading, language and math
- U.S. college transcript showing completion of an Associates degree or higher
- U.S. college transcript showing completion of 30 credits with no grade less than "C".

OR

- Take CLC's Academic Proficiency Language test (minimum score of 153) and Math Placement Test-Arithmetic Section (minimum score of 56).

Refer to page 314 for more information.

Step 4: Attend a Student Advisement Session and Register for Classes

If you are a recent high school graduate planning to attend full-time and complete a degree or certificate at CLC, you should attend a New Student Advisement Session. Call (847) 543-2090 to register.

If you are a returning adult or part-time student, you should attend an Advisement Information Meeting (A.I.M.). Call Counseling at (847) 543-2060 for times and more information.

Step 5: Meet with a Counselor

Counselors are available to help you with educational planning. If you are unable to satisfy one or both the English language and math proficiencies, you are encouraged to meet with a counselor prior to enrolling. They will help you select the most appropriate courses. Counselors are available by appointment or on a drop-in basis from 8:00 am to 8:00 pm, Monday through Thursday, and 8:00 am to 4:00 pm on Friday at the Grayslake Campus, Room C110, (847) 543-2060. Counselors are available by appointment at the Lakeshore Campus (847) 543-2186 and Southlake Educational Center (847) 543-6501.

Step 6: Complete Registration

Use the class schedule to select your classes. The most current schedule is available on the web. You may register around the clock on the web at www.clcillinois.edu/selfserv.htm, or by the touch-tone system at (847) 223-1111. If you need assistance to register, come to the Admissions office in B101 at the Grayslake Campus, the Student Services office at the Lakeshore Campus, or the main office at the Southlake Educational Center.

Step 7: Pay Tuition and Fees

Pay tuition and fees by the published due date (see current Class Schedule for details). To prevent a drop for non-payment, you must pay in full or enroll in the college's installment tuition payment plan by your due date. Financial aid applicants must have completed the FAFSA application and demonstrated eligibility in order to be awarded prior to their tuition due date. If the amount of the financial aid award does not cover the balance due, you must either pay the difference (balance minus amount of financial aid award) in full, or enroll in the college's new installment tuition payment plan by your due date. This plan will allow you to make payments throughout the semester. For information about tuition payments, call (847) 543-2085; for information about financial aid, call (847) 543-2062.

Steps to Graduate

Graduation Planning

Advisors help students who have decided on a program of study and have selected courses to meet all the graduation requirements for an AA, AA., AS, AES, AFA, or AAS degree. Counselors help AA and AS students who are undecided on a major.

1. Meet with an advisor or counselor to make sure you are meeting the requirements for the catalog term you are following.
2. If you have satisfied all the degree requirements, complete a Petition for Graduation Form, located in the Office of Admissions and Records, during the last semester of your course completion. Deadlines for submitting petitions are published in the CLC Schedule of Classes. The deadline for students completing their coursework in the fall semester is during the first four weeks of that semester, and the deadline for students completing their coursework in the spring or summer semester is the first four weeks of the spring semester.
3. You will receive the results of the evaluation of your petition approximately four to six weeks after the start of the term that you have designated as completing your requirements.
4. A commencement ceremony is held annually in the month of May for fall graduates and spring/summer candidates.

Tuition and Fees

Tuition and fees are subject to change through actions of the CLC Board of Trustees or changes in the calculation of out-of-district fees in accordance with the state formula. Regular tuition and fees effective for Fall 2007 are as follows:

In-District	
Tuition (per credit hour)	$76.00
Comprehensive Fee (per credit hour)	$ 7.00
Technology Fee (per credit hour)	$ 4.00
Instructional Equipment Fee (per credit hour)	$ 3.00
Total Tuition and Fees	$90.00

Tuition and fees for non-credit courses (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 semesterly basis. Please refer to the current class schedule for this information.

The comprehensive fee supports student activities, student services, including child care, program board activities, the student newspaper, tutoring and infrastructure improvements as well as help to defray the costs of parking lot improvements and campus safety expenditures.

Student Residency Status

Students are classified according to residency status at the time of admission to the College for purposes of tuition assessment and enrollment.

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

Residents of the College District

Students who are at least eighteen years of age and who have occupied a dwelling within Community College District #532 for at least thirty days prior to enrolling at the College of Lake County are considered "in-district" unless they are:

- 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 charge-back or cooperative agreement with another community college
- Students attending a post-secondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency
- Unemancipated students under eighteen who have at least one (1) parent, step-parent, or court-appointed guardian who meet the above criteria.
- International Students

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, Vernon Hills, Warren Township, Wauconda, Waukegan, and Zion Benton.

Residents of Illinois, Out-Of-District Students

An out-of-district student is one 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 are classified as out-of-district Illinois resident students.

Out-Of-State Residents

An out-of-state resident is one who is not a legal resident of the State of Illinois, including international students and other non-immigrant aliens. A legal resident is a citizen, a legal permanent resident or one who can demonstrate evidence of intent to become a legal permanent resident.

Special Tuition Categories

The following categories have special tuition rates based upon their particular status.

Senior Citizen Tuition

All in-district residents who are sixty years of age or older at the 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 sixty-five years of age or older at the time of registration and who qualify financially according to Illinois Statute may enroll in credit courses offered by the College without paying tuition or activity fees. For more information, contact the Financial Aid Office at (847) 543-2062.

Business Educational Service Agreement

Students who live outside of the College of Lake County's district and are currently employed full-time (thirty-five or more hours per week) in the College's district may 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 Office of Admissions and Records at (847) 543-2061.

In-District Military Personnel Tuition

Military personnel who are citizens of the United States and who are on extended active duty in one 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 receive the 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.

Cost to Attend CLC

Many full-time students want to know what it will cost to attend CLC for an entire year. To help answer that question, the College has developed two standardized budgets for the 2007-2008 school year. There may be minor variations in these numbers due to tuition increases or changes in federal guidelines. For changes in these figures, visit the Financial Aid Overview section on the CLC website.

Listed below are various fees and payment options for students.

Course Fees

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

Additional Fees

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

REVISED EFFECTIVE FALL 2007

Commencement Fees

A commencement fee, which includes cap and gown rental, is assessed to 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.

Method of Payment/Installment Plan

Students may use cash, check, or credit card (VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS) for payment of tuition and fees and for book store purchases. Students may also pay tuition over a period of time. For details on Tuition and Fees Installment Plan, consult the CLC Schedule of Classes.

Approximate Student Budget for Students Living with Parents	
Tuition and Fees	$2,520.00
Books and Supplies	1,200.00
Room and Board	1,680.00
Personal Expenses	1,240.00
Transportation	1,546.00
	$8,186.00

Approximate Student Budget for Students Not Living with Parents	
Tuition and Fees	$2,520.00
Books and Supplies	1,200.00
Room and Board	4,256.00
Personal Expenses	1,240.00
Transportation	1,546.00
	$10,762.00

The costs listed above are based on attending two semesters (14 credit hours per semester) at in-district tuition rates. See also the out-of-district and out-of-state tuition rates to compute the tuition and fee components of your projected budget.

Use these budgets as a tool to calculate your educational expenses. Keep in mind that they are *average costs*. Your actual costs will vary according to your tuition rate, the number of credit hours you take, the books you will need to purchase and your living arrangements.

Attendance and Withdrawals

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 before or at the next meeting of the class. Students who find it necessary to be absent from a class should inform the instructor in advance, if possible.

If students decide that they are unable to complete a course, it is their responsibility to officially withdraw from (i.e. drop) the course by calling (847) 223-1111, using the Web at www.clcillinois.edu/selfserv.htm, or by going to either the Lakeshore Campus, Southlake Educational Center, or the Admissions and Records Office at the Grayslake Campus.

The college may administratively withdraw students for non-payment, non attendance or at midterm who have never attended the class or have attended so sporatically that they would not be able to complete the course requirements. Instructors may provide the students' last date of attendance for all administratively withdrawn students. This is necessary to process the return of Title IV funds for financial aid students, as required by the Department of Education. Students who are withdrawn by the institution (WN, WS, and WF) are not eligible for any tuition/fees refund. Student must officially withdraw by the refund dates listed in the class schedule to cancel the financial obligation. Students who intend to withdraw from all classes should notify the office of Admissions & Records.

Reinstatement After Withdrawal

Students who have officially withdrawn, or who have been withdrawn by the institution for non-payment or for non-attendance, may be eligible for reinstatement during a two week reinstatement period in the first quarter of the term. The student will need to complete a Reinstatement Appeal Form through the division office. The appeal must contain an explanation as to why a reinstatement would be granted and must be signed by the instructor and the Dean of the division. The student must contact the financial aid office (if aid has been awarded) and must make arrangements to pay for reinstated classes prior to being reenrolled by the Admissions and Records office. No reinstatements will be allowed after the financial aid census date for the term.

Refund Policy

Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is determined by the date a request for withdrawal is recorded by the Admissions and Records Office.

Refund Schedule

Multiple-day Classes	
Withdrawal on or before start of class	**100% refund**
Withdrawal before 15% of class days pass	**100% refund**
Withdrawal after 15% of class days pass	**no refund**
One-day Classes	
Withdrawal the day before class	**100% refund**
Withdrawal on or after day of class	**no refund**

A full refund of tuition and fees is granted if the College cancels a class.

When academically advisable, the administration may approve full or partial refunds of tuition or fees when students exchange one course for another.

When a student is unable to attend class due to uncontrollable and unforeseen circumstances such as extended hospitalization, a prorated tuition and fee refund may be made based upon a documented appeal. The appeal form may be obtained from the cashier's window.

Joint Agreements

In-district students who wish to pursue programs of study (certificates and associate in applied science degrees) not available at the College of Lake County may do so by exploring joint agreements. CLC has joint agreements with neighboring community colleges for a number of programs (certificates and associate in applied science degrees). Through joint agreements, CLC students may attend another community college at the other school's in-district rates. A joint agreement is valid for one academic year and will need to be renewed upon the start of each academic year. All joint agreements are listed on pages 169-170 of this catalog.

Tuition Chargebacks

Another option for students wishing to pursue programs not available at CLC is by obtaining a chargeback. Through the chargeback process, an individual applies for approval to register at another 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 or 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 and joint agreements are available only for programs resulting in an associate in applied science 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 for Educational Affairs at (847) 543-2412.

Tuition Chargebacks for Out-of-District Residents

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.

REVISED EFFECTIVE SPRING 2008

Office of Financial Aid

Grayslake Campus • Room B-114, (847) 543-2062
Federal School Code: 007694

The Financial Aid Office at College of Lake County is committed to provide financial assistance to qualified students who, without such assistance, would be unable to attend the College of Lake County. In order to fulfill our mission, the College participates in a variety of federal, state, and institutional programs. The different types of aid offered by the College are grants, loans, campus-employment, and scholarships.

Financial Aid At-a-Glance

The information below is taken from the *Funding Education Beyond High School: The Guide to Federal Student Aid 2007-2008*, which is also available at http://studentaid.ed.gov/students/publications/student_guide/index.html

Federal student aid is financial assistance through the U.S. Department of Education that's available for students enrolled in an eligible program at a school participating in the federal student aid programs to cover school expenses, including tuition and fees, room and board, books and supplies, and transportation. Most federal aid is need-based. The three most common types of aid are grants, loans and federal work-study.

College of Lake County currently participates in the following Federal programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program (FWS)
- Federal Family Education Loan Program (Stafford and PLUS)
- The Academic Competitiveness Grant (ACG)
- Veterans Educational Benefits

Who gets Federal Student Aid?

Eligibility for most federal student aid programs is based on financial need and several other factors. Your eligibility is determined by the information you provide on the Free Application for Federal Student Aid (FAFSA).

Basic eligibility requirements:

- Demonstrate financial need.
- Be a U.S. citizen or eligible noncitizen (for most programs) with a valid Social Security number (SSN).
- Be working toward a degree or certificate in an eligible program.
- Show, by one of the following means, that you're qualified to obtain a postsecondary education:
  - Have a high school diploma or a General Education Development (GED) Certificate.
  - Pass an approved ability-to-benefit (ATB) test. (If you don't have a diploma or GED, a school can administer a test to determine whether you can benefit from the education offered at that school).
  - Meet other standards your state establishes that we have approved.
  - Complete a high school education in a home school setting approved under state law.
- Register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25 or obtain a status information letter from the Selective Services System, for more details visit www.sss.gov
- Maintain satisfactory academic progress once in school.

Application Procedures

Get a PIN, a personal identification number. A PIN lets you apply, "sign" your online *Free Application for Federal Student Aid (FAFSA)*, make corrections to your application information, and more—all online. Go to www.pin.ed.gov.

Collect the documents needed to apply, including income tax returns and W-2 forms (and other records of income). A full list of what you need is at www.fafsa.ed.gov.

Complete the FAFSA between Jan. 1, 2007 and June 30, 2008 (no exceptions to either date!). BUT, apply as soon as possible after Jan. 1 to meet school and state aid deadlines. Apply online (the faster and easier way) by going to www.fafsa.ed.gov.

The Department of Education will send you your Student Aid Report (SAR)—the result of your FAFSA. Your complete, correct SAR will contain your Expected Family Contribution (EFC)—the number used to determine your federal student aid eligibility.

Student Aid from the State of Illinois

The Illinois Student Assistance Commission (ISAC) provides financial aid for college education through the many gift assistance programs that it administers. As an approved participant in any of the gift assistance programs administered by ISAC, postsecondary institutions may receive funds on behalf of eligible students.

Some specialized Illinois programs have separate applications. Detailed information about Illinois programs is available at www.collegezone.com. Illinois offers various financial aid programs based on merit, need and/or course of study. Many Illinois programs also require students to complete the FAFSA form.

College of Lake County currently participates in the following State programs:

- Monetary Award Program (MAP)
- Silas Purnell Illinois Incentive for Access (IIA)
- Grant Programs for Dependents of Police/Fire/Correctional Officers
- Illinois Veterans Grant (IVG)
- Illinois National Guard (ING) Grant
- MIA/POW Scholarship

How to contact the Financial Aid Office at College of Lake County

We are located in room B114 at the Grayslake campus. Limited office hours are available at the Lake Shore campus, please check our website for more information at http://www.clcillinois.edu/depts/fao.asp or contact the Grayslake Financial Aid Office.

Office Hours:
Grayslake: Monday-Thursday – 8 a.m. – 8 p.m.
Friday – 8 a.m. – 4:30 p.m.
(847) 543-2062 / (847) 543-3062 fax

Procedures and Guidelines

Financial Aid Awards and Census Date

Students who are eligible for financial aid receive an award notification which lists each type of financial aid you may receive, and projects the amount of aid if you attend CLC as a full-time student during both the fall and spring terms. However, the actual amount of aid you receive will be based on your enrollment as of the financial aid census date. For the 2007-2008 Aid Year, this date falls at the beginning of the 6th week of classes. This is called Census Date. On that date, the financial aid office will 'freeze' your enrollment and adjust your award to the correct amount based on actual hours enrolled on that date. Students will receive aid immediately following the census date. Late applicants will be processed during the remainder of the term on a first-come, first-served basis.

Bookstore Vouchers

Students who have anticipated credit balances on their student account based on anticipated financial aid will be allowed to charge books in the CLC Bookstore. Contact the office or check the Financial Aid website at http://www.clcillinois.edu/depts/fao.asp for the dates when you can charge books and to determine if you are eligible to charge books.

Disbursements

The Financial Aid Office will credit funds to your student account according to a disbursement schedule that is set each semester. Contact the office or check the Financial Aid website at http://www.clcillinois.edu/depts/fao.asp for the dates on which we will release aid to your student account.

Federal Financial Aid Refund Policy (Title IV)

In accordance with federal regulation (section 668.22, of the Higher Education Amendments of 1998) when Title IV recipients withdraw from all courses during the period of enrollment for which they were charged, the Office of Financial Aid must review the charges. Title IV funds will be returned to the appropriate financial aid program(s), if the Financial Aid Office determines a refund is appropriate. Determination of refunds is based on current federal regulation that requires financial aid to be adjusted to percentage of time attended. This policy does not apply to students who attend up to or beyond 60 percent of the term.

This refund policy does not apply to students who withdraw from individual classes. For further information contact the Financial Aid Office

Ineligible programs and Courses

An ineligible program is a program of study (degree or certificate) that is less than 16 credit hours in length. Programs with the prefixes ABE, ADE, ASE, CNA, ESL, GED, MLT, PERSN, PRCED, PRTRN, VOCRS, and VST are ineligible for financial aid.

Academic courses numbered between 001-099 are ineligible for financial aid.

Audited courses are ineligible for financial aid.

Refund Checks

The Business Office will issue refund checks to students based on credit balances approximately 10 days after your financial aid is credited to your student account. The Business Office will deduct from your student account your tuition and fees, your bookstore charges and any other charges you owe the College before refunding any remaining balance on your student account. Please contact the office or check the Financial Aid website at http://www.clcillinois.edu/depts/fao.asp for the dates on which the Business Office mails refund checks.

Academic Standards for Financial Aid Recipients (SAP)

Federal and state regulations require that students make satisfactory and measurable academic progress in their academic work in order to continue to be eligible for federal and state financial aid. At CLC, satisfactory academic progress is measured in three distinct ways:

1. Course completion rate
   Students must complete (receive a grade of A, B, C, D or P) at least 67 percent of all credit hours attempted.
2. Cumulative Grade Point Average (GPA)
   Students must have a 2.00 cumulative GPA to graduate from the College and, therefore, must meet the following interim cumulative GPAs.

Hours Attempted	Cumulative GPA 0.00-1.49	Cumulative GPA 1.50-1.99	Cumulative GPA 2.00-4.00
0-14	Restriction	Probation	Satisfactory
15 and above	Restriction	Restriction	Satisfactory

The chart above displays Satisfactory Academic Progress status (satisfactory, probation or restriction) as a function of the number of hours attempted and the resulting cumulative GPA.

3. Program Time Frame to Complete Degree
   Students may pursue completion of a degree program on a full or part-time basis, but the federal government requires that students make progress toward degree completion in a timely fashion. Progress toward completing a degree is measured, not by time, but by a total number of attempted hours allowed to complete the degree. For example, a student pursing a 60 credit hour associate degree will continue to be eligible for financial aid until he has attempted 150% of the required number of hours for the degree, or 90 attempted credit hours. Degrees or certificates of varying lengths are prorated accordingly. Once the student's time frame to complete the degree has been met, the student is placed on restricted status and is no longer eligible for financial aid at the college.

   Included in the count of attempted hours is all attempted coursework taken at CLC, transfer credit accepted from other institutions, and any Advanced Placement or CLEP credit. All grades of W, I, and F, as well as repeated classes are included in the attempted hours count. If you receive a grade of F in a course and you need to repeat the course, financial aid will pay only for a second attempt. Additionally, students can only receive financial aid for up to 30 attempted hours of remedial coursework.

Satisfactory, Probation, and Restricted Status

A student will be placed on probation status for failing to meet GPA requirements as described above and will be allowed to receive financial aid.

A student will be placed on restricted status for failing to meet requirements 1, 2 or 3 as described above and will not be eligible to receive financial aid.

Appeal Process

Any student placed on restricted status has the right to appeal. All appeals must be complete and provide detailed information about extenuating circumstances. **Extenuating circumstances include:** personal illness/accident, serious illness or death within the immediate family, auto accident or other situation beyond the *reasonable control* of the student. Third-party documentation is required with each appeal. Documentation may include but is not limited to copies of medical records, accident reports, and/or letters from an academic advisor, work supervisor, or other counselor. All appeals must be submitted in writing. The appeal form is available in the Financial Aid Office and the website at http://www.clcillinois.edu/credit/aid/forms.asp.
The deadline to submit an appeal can be found in the Satisfactory Academic Appeal form available at the Financial Aid Office and the website at http://www.clcillinois.edu/credit/aid/forms.asp. Appeals must be submitted in the term for which the student is seeking financial Aid. All appeal decisions are final.

Verification

The process of documenting the information you provided on the FAFSA is called verification. If your application is selected for verification and you do not provide the documents requested by your school, you will not receive federal student aid and you might not receive aid from other nonfederal sources. Students must submit all requested documentation within 30 days from the date postmarked on the notification letter sent from the Office of Financial Aid.

If any discrepancies are found between the information you submitted on your FAFSA and data on your Verification Worksheet or the documentation you submitted to us, the Financial Aid Office will make corrections to your FAFSA and adjust your financial aid awards.

The verification worksheet is also available in the Financial Aid Office and the website at http://www.clcillinois.edu/credit/aid/forms.asp.

Financial Aid Online

For news, updates and additional information about applying, receiving and maintaining your financial aid awards, please visit the Financial Aid Office website at http://www.clcillinois.edu/credit/services/fao.asp

College of Lake County Foundation Scholarships

The College of Lake County Foundation is a private non-profit organization. One of its purposes is to raise scholarship funds for students at the College of Lake County. Most Foundation scholarships are designed to benefit students who need financial assistance, even those who do not qualify for other forms of assistance. To learn more about the Foundation's scholarship program, pick up a scholarship booklet in the Financial Aid Office (B114) at the Grayslake Campus. Booklets are also available at the Lakeshore Campus and the Southlake Educational Center.

The CLC Foundation also funds innovative educational and cultural programs involving faculty, staff, and students. The CLC Foundation serves as an administrative channel for accepting gifts to the College which may include cash, securities, planned gifts, major gifts, works of art, and library materials. All gifts to the CLC Foundation are tax deductible to the extent allowed by law.

The CLC Foundation Office Complex is B148-B152 on the Grayslake Campus. For more information, call (847) 543-2488.

Student Body Profile

The College of Lake County student body reflects the diversity of the Lake County community. Over 15,558 students attended the college in the fall of 2006. These students represent a wide range of age groups, gender, racial and ethnic backgrounds.

College Level Students

In the fall of 2006, there were 12,900 college level students enrolled at the College of Lake County. Sixteen percent of students graduating from Lake County public high schools in the previous spring enrolled at the College of Lake County in the fall. Students in the 18 to 24 year age group made up 56 percent of the student body. Students aged 25 to 34 comprised the second largest segment or 19 percent of the total. The average age of the student body was 29 years old. Minorities comprised 30 percent of the student body. Hispanic students accounted for the largest single minority group (16%).

The majority of college level students (66%) attended part-time while 34 percent attended full-time. Forty-nine percent attended in the evenings and 47 percent in the daytime. Four percent of students attended classes primarily on the weekends. Graduate follow-up studies indicate that students who continue their education after graduating from CLC are well prepared for their classes. Based on data from a number of transfer universities, CLC students do as well or better than other students in their classes. Among the fiscal year 2005 graduates that responded to the survey who entered the labor market after completing an AAS degree or certificate program, 67 percent found work in fields related to their area of study. In addition, 82 percent of all respondents reported they were satisfied with their jobs and 75 percent of respondents indicated satisfaction with the job preparation received at CLC.

Adult/Vocational Education Students

In the fall of 2006, there were 2,658 adult/vocational education students enrolled at the College of Lake County. The majority (70%) of these students are enrolled in English as a Second Language classes. Students in the 25 to 34 year age group made up 34 percent of the student body. Students aged 18 to 24 comprised the second largest group (27%). Minorities comprised 73 percent of the student body. Hispanic students accounted for the largest single minority group (59%).

The majority of adult/vocational education students (94%) attend part-time. Evening students outnumbered day students 54 percent to 34 percent. Twelve percent of adult/vocational students attended classes primarily on the weekends.

Counseling and Academic Advising

Student success in college is linked with quality academic advising.

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 also academic advisors and are available when classes are in session 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 and Health Sciences .....(847) 543-2042 .....Room C140
Business .....(847) 543-2041 .....Room T102
Communication Arts, Humanities and Fine Arts (847) 543-2040 .....Room B237
Engineering, Math and Physical Sciences .....(847) 543-2044 .....Room T102
Social Sciences .....(847) 543-2047 .....Room A244

Counseling

Students meet with a counselor if they are
- **undecided** on a program of study
- **new** to CLC
- **establishing proficiency** in language or mathematics
- **returning** to CLC after two or more semesters of absence
- seeking **transfer** information for a specific institution
- **on academic restriction**
- in need of more extensive **counseling services**

(See page 27 for list of counseling services and locations.)

Advising Prior to Registration

The following students must contact an appropriate advisor or counselor before registering:
- Degree or certificate seeking students prior to registering for their **19th** and **41st** transfer or career credit hour must see a faculty advisor
- Students on **academic restriction** must see a counselor.
- Students who need to establish proficiency in language or math should see a counselor, and
- Conditionally admitted students who plan to transfer and have exceeded 40 career or transfer credits must see a faculty advisor (See Admission to AA, AAT, AS, AES, or AFA Degree Programs for more information on conditional admit on page 14.)

For information on referrals, see Academic Advising and Counseling, or call the Counseling Center at (847) 543-2060.

Advising 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.

Advising Responsibilities of Students

Students are responsible for contacting an academic advisor and preparing for the advising session by 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 are unclear about their educational goals should seek assistance from a counselor to develop those goals.

The services of professional counselors are available at three locations:

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

Lakeshore Campus, Student Services Center, Room N211,
111 North Genesee Street, Waukegan, IL 60085
For appointments, call (847) 543-2186.

Southlake Educational Center, 1120 South Milwaukee Avenue, Vernon Hills, IL 60061
For appointments, call (847) 543-6501.

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 help them select a program and curriculum which meets their life and career goals.
- **Educational development** - Besides working with undecided students, counselors also help students who have not been successful in school and who have been placed on academic restriction. Restricted students work with a counselor to develop an academic plan, to select appropriate classes and to learn strategies for success in school through individual 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. The counseling staff also assists students whose reading, writing, or mathematics skills are below college level. See PDS 120 in the course section of this catalog.
- **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 in the course section of this catalog.
- **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 in the course section of this catalog.
- **Transfer planning and 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 universities within Illinois and many private colleges. Admission information, including application forms and information on academic programs and transfer scholarships, is also available in the Counseling Center.
- **Information and referral** - Resource information is available in books and on computers in each of the counseling centers. 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 seminars are offered by the counseling faculty. Please see the PDS listings in the course section of this catalog.

Services for Students with Disabilities, provided by the Office for Students with Disabilities (OSD)

- Location – LAC (Learning Assistance Center) at Grayslake Campus
- Purpose – Provides academic accommodations, information, guidance, and support to students.
- Adaptive Technology – OSD provides a broad range of software and hardware services, both within the department and throughout the college.
- Common Academic Accommodations
  - Sign language interpreters
  - Note takers
  - Extended exam time
  - Tape recorders
  - Magnification devices
  - Testing accommodations

- Process for Requesting Accommodations and Services
  - Appropriate documentation of a disability must be provided by the student at least 6 weeks prior to the semester beginning to ensure accommodations are in place prior to the beginning of the semester.
  - CLC reserves the right to request updated or additional documentation before granting specific requests if documentation is old or incomplete.
  - Students must request accommodations and services from trained staff members each semester before accommodations are made.
  - Upon approval of a student request, the student and a staff member from the Office for Students with Disabilities complete an Instructor Notification Form (INF) stating the particular accommodations.
  - The student is responsible for giving the INF to their instructor and discussing the accommodations they will need.
- Additional information can be obtained by calling the office at voice (847) 543-2474 or TTY (847) 223-0134
- All student records are kept strictly confidential and maintained separately from other school records.
- The programs and facilities at the College of Lake County comply with Section 504 of the Rehabilitation Service Act of 1973 and the Americans with Disabilities Act of 1990. Compliance concerns should be indicated to the Director of the Office for Students with Disabilities and then directed to the Dean of Counseling and Retention, C112, (847) 543-2060 and/or the Vice President for Student Development, B108, (847) 543-2048.

Addressing Student Concerns

The Guide for Addressing Student Concerns is outlined within the Policies Governing Student Life on pages 30-35 of this catalog. ***This information is also posted throughout the college.***

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 0 at the Lakeshore Campus. *Also, 911 can be dialed from any campus phone on the Grayslake and Lakeshore Campuses, and the Southlake Educational Center.*

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. The following campus safety measures have been put in place to help students and employees protect themselves

- Trained law enforcement officers are on duty during the day and evening hours.
- A twenty-four hour a day campus safety personnel escort service 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 call boxes are located in student parking lots 2 through 5 and staff lots 1, 7 & 8. Push the button to activate the system.

Other Services

The Campus Safety Office also provides other support services to the college community. These include:

- Parking control, traffic enforcement, and preparation of accident reports
- Assistance to motorists with minor problems such as a dead battery or keys locked inside a vehicle

Lakeshore Campus

Campus Security Precautions

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

Parking

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

Other Services

- Escorts for students to vehicles are available upon request during both day and evening hours.
- Assistance to motorists with minor problems, such as a dead battery or keys 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 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. The reception desk staff is trained in emergency assistance procedures.

Parking Violation Appeal
Parking lots, signage, and regulations have been developed at the College of Lake County to comply with 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 and regulations and to 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 five (5) business days of the date of issue of the citation or else 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 five (5) business days of the date of the citation.
2. A date and time will be scheduled for an administrative hearing or to discuss the appeal by telephone.

Services for Students

Child Care
CLC offers affordable child care at its nationally accredited Child Care Centers on both the Grayslake and Lakeshore campuses. A highly qualified staff provides day and evening care for 2½ to 12 year olds in separate programs for preschool and school-aged children. Children are enrolled in advance for limited times based on their parents' class, study, and work schedules. Holiday child care is available for school-aged children on specified days. For more information on fees, times, and registration, call the Grayslake Campus at (847) 543-2053 or the Lakeshore Campus at (847) 543-2150.

Health Center
The Health Center provides physical assessments of health problems and primary care for illnesses and injuries, making 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 and Activities Office. The Health Center is located in A149 across the hall from the Campus Safety Office on the Grayslake campus. Hours are Monday through Thursday, 8:00 a.m.-10:00 p.m. (when class is in session), and Friday 8:00 a.m.-4:30 p.m. Closed Saturday and Sunday. For appointments, call (847) 543-2064.

Career/Job Search Assistance
The Career and Placement Services Office offers career and job search assistance to CLC students and alumni as well as to Lake County residents who are seeking full-time, part-time, or seasonal employment. Services include individual and group assistance in areas such as career assessment and 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.

Employment opportunities received by the Career and Placement Services office are entered into the college central network database. Job seekers may visit the website at http://www.collegecentral.com/clcillinois to register and view openings.

The Career and Placement Services Office sponsors annual job fairs in the spring and summer, and offers on-campus recruiting throughout the year. County, state, and national labor market information is available. Individuals who wish to use any of these services should go to the Career and Placement Services in room E101 in person, or call (847) 543-2059.

Student Use of Information Technology
In pursuit of its teaching and learning mission, the College provides access to Information Technology (IT) facilities and resources for students, faculty, staff, and other authorized users according to institutional priorities and financial capabilities.

This access is a privilege granted by the College and is governed by such factors as relevant laws and contractual obligations, the nature and need of the information sought by the user, and the risk of damage or loss to the College. Special training and the signing of a statement of responsibility may be required before access to IT facilities is allowed.

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 members 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), and 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. 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. Information Technology shall only be used for the purposes of teaching and learning, administration, economic development, or research.

Unacceptable Use of Information Technology

1. It is not acceptable to use the College's equipment or facilities for any 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 the 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, computer files, or programs; copying College owned software for personal use; or using the network to make unauthorized entry to other computing, information, or communications devices or resources.

Enforcement

Intentional or negligent corruption or misuse of IT facilities and resources is a direct violation 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.

Policies Governing Student Life

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

Student Rights and Responsibilities

Preamble
It is the responsibility of the College of Lake County (CLC) to provide equal access to its educational opportunities and to prevent interference with those educational opportunities by maintaining an orderly, civil, and safe educational environment.

When students choose to attend CLC they accept the Rights and Responsibilities Policy as members in the college's academic and social community. Each person has the right and ability to make personal decisions about his or her own conduct. Just as importantly, each person has the responsibility to live with the consequence(s) of his or her decision making.

The Student Rights and Responsibilities Policy describes student rights as well as examples of misconduct inconsistent with the academic environment at CLC. It lists procedures to respond to such behaviors, and details possible sanctions that are intended to educate and safeguard members of the college. If you have any questions about this Policy, please contact the Office of the Vice President, Student Development.

I. Student Rights
Students are entitled to enjoy the rights protected by the United States and Illinois Constitutions and laws, subject to legally recognized restraints that may be imposed because of the college's role and function. Students should exercise these rights reasonably and avoid violating the rights of others. Following is a non-exhaustive list of students' rights:

A. To participate through the Student Government Association in the formulation and review of college regulations and policies directly affecting them.

B. To learn in an environment that is free from discrimination and harassment based on race, color, religion, sex, national origin, age, marital status, sexual orientation, or disability. Students may report discrimination or harassment as explained in the Discrimination and Harassment Complaint Procedure. Students may report concerns about academic adjustments or modifications as explained in the college catalog Services for Students with Disabilities section.

C. To learn in an environment that is free of physical abuse or threats thereof. Students may report physical abuse or threats as explained in this policy.

D. To the rights granted by the Family Educational Rights and Privacy Act (FERPA), including the right to inspect

one's educational records and challenge inaccurate or misleading records. Students may challenge the accuracy of their educational records as explained in the Notification of Rights under FERPA for Postsecondary Institutions published in the college catalog.

E. To address academic concerns. Students may address academic concerns as explained in the Addressing Student's Academic Concerns guidance in the college catalog. Students who have been suspended for not meeting the academic grade point average requirement may appeal their suspension as explained in the Academic Appeal Procedure. (Refer to Board Policy 426 – Addressing Students' Academic Concerns)

F. To the freedom of speech and the freedom of assembly.

II. Student Responsibilities

By enrolling in the college each student agrees to conduct himself/herself in a manner consistent with the college's educational purpose and its policies and procedures. If this obligation is not fulfilled by the student, the college may take appropriate disciplinary action. The college may impose sanctions on a student whenever he or she commits, attempts to commit, or contributes to conduct that violates this policy on college premises, on a college extension site, at a college-sponsored activity or event, or off-campus conduct that (1) adversely affects the health, safety, or security of any member of the college community or (2) adversely affects the interests of the college.

III. Student Violations

Conduct that violates this policy includes, but is not limited to, the following:

A. Acts of dishonesty, including but not limited to the following:
   1. Furnishing false information to any college official, faculty member or office.
   2. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
   3. Tampering with the election of any college recognized student organization.
   4. Academic dishonesty as defined in the Academic Integrity guidelines (see On-Line Learning Management System).
   5. Violation of copyright and/or failure to acknowledge the source of material submitted for evaluation or publication.

B. Speech and Related Behavior:
   1. Any face-to-face communication that is likely to provoke a violent reaction from the intended recipient.
   2. Behavior by any student that materially disrupts the educational pursuits of others, invades the rights of others, or otherwise disrupts the regular and essential operation of the college.
   3. Participation in a campus demonstration which:
      (a) Disrupts the normal operations of the college and infringes on the rights of other members of the college community;
      (b) Leads or incites others to imminent lawless action or which is likely to incite such action;
      (c) Disrupts the scheduled and/or normal activities within any campus building or area.
   4. Behavior by any student that disrupts or obstructs the research, administration, disciplinary proceedings, other college activities, including its public-service functions.
   5. Participation in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, et al.), whether in fact or as a hoax.

C. Attempted or actual theft of and/or damage to property of the college, or property of a member of the college community.

D. Aggressive conduct or other conduct that threatens or endangers the health or safety of any person;

E. Sexual harassment and/or actions of a sexual nature, which creates an intimidating, hostile, or offensive working or educational environment.

F. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties.

G. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of collegepremises.

H. Violation of published college policies, rules or regulations.

I. Violation of federal, state or local law.

J. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

K. Public intoxication and/or use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations.

L. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.

M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

N. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace.

O. Misuse of the Technology System, which may occur through use of or obtaining access to the Technology System from any computer whether or not owned or

operated by the college. Any violation of the Responsible Use of Information Technology Policy may be sanctioned under this Policy.

P. The college may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the college environment, without regard to whether that activity or disruption involved use of the Technology System.

Q. Abuse of the Judicial System, including but not limited to:
   1. Failure to obey the summons of a judicial body or college official;
   2. Falsification, distortion, or misrepresentation of information before a judicial body;
   3. Disruption or interference with the orderly conduct of a judicial proceeding;
   4. Institution of a judicial proceeding knowingly without cause;
   5. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
   6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
   7. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
   8. Failure to comply with the sanction(s) imposed under the Student Rights and Responsibilities Policy;
   9. Influencing or attempting to influence another person to commit an abuse of the judicial system.

R. Any conduct that substantially disrupts or is likely to substantially disrupt the educational mission or orderly operation of the college.

IV. Disciplinary Records
Disciplinary records will be maintained by the college as part of the student's education record in accordance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g. If a student is found not responsible for alleged misconduct under the Student Rights and Responsibilities Policy, the record regarding a complaint filed will be removed from the student's education record. If a student is found responsible of misconduct or accepts responsibility for misconduct, the disciplinary record may be maintained in the student's education record. Separate disciplinary records may also be maintained by the Vice President for Student Development apart from the student's education record.

V. Disciplinary Procedures
The disciplinary procedures are defined in a separate document titled, Student Rights and Responsibilities Procedures. Copies of these procedures may be obtained from the office of the Vice President of Student Development, the CLC website (Intranet link) and CLC blackboard (On-Line Learning Management System). Any revisions or modifications to the disciplinary procedures will require the review and approval of the college's Governance Coordinating Council (GCC). The following provisions are contained in the disciplinary procedures:

Student Rights and Responsibilities Procedures

I. Disciplinary Proceedings
   A. Reporting Student Misconduct
   B. Vice President for Student Development Determination
   C. Informal Resolution/Mediation
   D. Judicial Board Determination
   E. Procedure for Appeal of Decision

II. Sanctions
   A. Warning
   B. Reprimand
   C. Restitution for Damages
   D. Behavioral Contract
   E. Probation
   F. Suspension
   G. Expulsion

III. Definitions

IV. Interpretation and Revision

Notification of Rights under FERPA For Postsecondary Institutions

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

1. The right to inspect and review one's educational records within forty-five 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, a written request that identifies 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 direct the student to the official to whom the request should be addressed.

2. The right to request the amendment of one's educational records that one believes are inaccurate or misleading. Students must write to the CLC official responsible for the record, clearly identifying the part of the record they want changed, and specifying 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 he or she is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in one's educational records, except to the extent that FERPA authorizes disclosure without consent. One case in which disclosure without consent is permitted is that of 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, research, or support staff capacity (including law enforcement 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 at which a student applies or intends to enroll. *(NOTE: FERPA requires an institution to make a reasonable attempt to 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 office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, DC 20202-4605

At the College of Lake County, directory information consists of a student's name, address, e-mail, telephone number, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards achieved, and most previous education agency or institution attended by the student.

Any student objecting to the release of all or any portion of such information must notify the Office of Admissions and Records in writing. The restriction will remain in effect until revoked by the student.

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

Students shall have a procedure by which they can address their academic concerns. The evaluation shall be conducted in accordance with written procedures which shall be distributed to all faculty.

1. Within six months 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. If the concern is not immediately resolved and the student wishes to bring his/her concern to the appropriate Dean, the student will provide the Dean with a written statement of the concern and his/her position.

2. At the student's request, the Dean will meet with the instructor and the student. After meeting with the student and instructor, the Dean reviews the concern which may involve consulting with other staff members appropriate to the situation, such as the Vice President of Student Development, counselors, the student's other instructors, the Learning Assistance Center staff, or other Deans. The Dean also has the instructor write a statement of his/her position, including supporting rationale. Within 15 days of meeting with the student, the Dean renders a decision, which includes his/her rationale for the decision. The Dean will send his/her final decision to the student in writing with a copy to the Vice President for Educational Affairs.

3. If the student wishes to appeal the Dean's decision, a formalized process is instituted by the student submitting a written statement indicating his/her concern, the desired outcome and the rationale, and supporting documentation to the Vice President for Educational Affairs. Upon receipt of the student's concern, the Vice President for Educational Affairs will collect necessary documentation including instructor's statement from the appropriate Dean. The Vice President for Educational Affairs will analyze the supporting documentation and develop his/her final decision. The Vice President for Educational Affairs will have 15 days to review the concern and respond to the student in writing.

Discrimination and Harassment Complaint Procedures

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

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, sexual orientation, or disability in any of its educational programs, activities, or employment policies.

The College seeks to prevent harassment from occurring. College policies and procedures have been established for the investigation and resolution of complaints. Findings of harassment may result in discipline, including 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, sexual orientation, or marital status, or in retaliation for having made a prior discrimination or harassment complaint. Harassment is unwanted behavior directed toward an individual based on one or more of the foregoing designated characteristics.

Discrimination and 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 extent possible.

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

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

A written complaint must be filed within sixty (60) days of the alleged incident of discrimination or harassment. In addition, written complaints must be signed, and to the extent possible, should state in detail, the time, place, pertinent facts, and circumstances of the alleged discrimination or harassment along with any witnesses. The Vice President for 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 the accused shall be informed of any extensions.

Step 3 - Upon completion of the investigation, the Vice President for Student Development shall make a written statement of finding detailing the final outcome of the investigation. If there is substantial evidence that discrimination or harassment did occur, the Vice President for Student Development may recommend any reasonable and appropriate remedy for the complaining party.

Employees discriminating 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. Students discriminating 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 when discrimination is determined to have occurred.

Step 4 - If the complainant is not satisfied with the outcome of the investigation conducted by the Vice President for Student Development, he or she may request in writing that the matter be reviewed by a President's panel. The complainant must make this written request within ten (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 shall select one of three possible college administrators offered by the President.

The complainant 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 a 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.

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

Illinois Clean Air Act

Smoking and the use of tobacco products are prohibited in all college buildings and vehicles.

Grayslake Campus
Smoking and the use of tobacco products are only allowed outside the south patio entrance on the lower level C wing, the entrance west of the main lobby, the south entrance between the A and LRC wings, the LRC wing lower level entrance, in the shelter outside the southeast entrance to the Job Center of Lake County, and in parking lots.

Lakeshore Campus
Smoking and the use of tobacco products are allowed only in designated areas outside the Lakeshore Campus buildings.

Southlake Educational Center
Smoking and the use of tobacco products are allowed in the parking lot, but not on sidewalks or outside the entrances to the buildings.

Student Activities

Student activities provide educational, social, cultural, and recreational opportunities for students, staff, and members of the community. Moreover, 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.

The Student Activities Office gives students the opportunity to become involved in campus life, to help bring about positive change, and 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 the Student Government, the Program Board, the student newspaper (*Chronicle*), the radio station, the literary magazines (*Willow Review* and *Prairie Voices*), the Prairie Spirits Dance Theatre, the Child Care Center, the Substance Abuse Prevention Center, and all of the college commissions. There are also more than thirty special interest clubs.

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

The CLC Forensics and Debate Team competes in individual Public Address and Interpretation of Literature events in state and national tournaments.

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 by the Student Activities office, room C101, or call (847) 543-2289 or (847) 543-2287.

Student Government

Students may affect College-wide policies, procedures, or actions concerning student life by directing their concerns to or by participating in Student Government and College-wide governing commissions.

Contact the Director of Student Activities, C101, (847) 543-2287 for assistance in sorting out options and identifying chairpersons.

Intercollegiate Athletics and Intramural Recreation

Intercollegiate athletics and intramural recreation are an important part of student life at the College of Lake County. CLC teams compete in twelve intercollegiate sports. Women's sports include basketball, cross country, soccer, softball, tennis, and volleyball. Men's sports include baseball, basketball, cross-country, golf, soccer, and tennis. CLC is a member of the National Junior College Athletic Association and the Illinois Skyway Collegiate Conference. The College is noted for its excellence and integrity in athletics. The CLC intramural and recreational programs provide a variety of activities for students, faculty, and staff. Fitness membership passes can be purchased by the general public. For more information, contact the Office of Athletics and Physical Activities at (847) 543-2046.

Academic Assistance

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

Testing Center
The Testing Center is a centralized testing service where students can complete the GED, ACT, CLEP, DANTES, Academic Proficiency Test (APT), telecourse testing, online testing, make-up testing, and correspondence testing as well as career and interest inventories. For more information, call (847) 543-2076 or (847) 543-2457 for the Grayslake Campus; (847) 543-2120 or (847) 543-2121 for the Lakeshore Campus; or (847) 543-6544 for the Southlake Educational Center.

Modular Instruction
Students wishing to improve their basic writing or mathematics 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 the Lakeshore Campus.

ENG 104 Individualized Topics in Writing and Reading
MTH 101 Elementary Concepts of Mathematics

Tutoring
Free tutoring, either one-on-one or in a group setting, is available in the LAC to CLC students who need additional help with their courses. Appointments may be scheduled with qualified tutors in most subject areas. Drop-in tutoring is available in writing, mathematics, and chemistry. For more information, call the Math Center at (847) 543-2449 or the Writing Center at (847) 543-2452.

Students with Disabilities
The Office for Students with Disabilities, located in the Learning Assistance Center of the Grayslake Campus provides reasonable accommodations for students with disabilities. All requests require appropriate documentation of disability. For more information call (847) 543-2474, (847) 543-2473, or (847) 223-0134 (TTY). More detailed information can be found on page 27.

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 within the College maintain independent lab facilities specifically suited to the issues encountered in each academic discipline. In addition, there are a number of labs located at the Grayslake and and Lakeshore campuses as well as the Southlake Eduational Center that are available for use by the general student population. In addition to the various software resources provided by the academic divisions, students also have access to the internet in many of the labs. The number of labs in each division is as follows:

- Biological and Health Sciences - 3
- Business - 13
- Communication Arts, Humanities & Fine Arts- 7
- Engineering, Math, and Physical Sciences - 12
- Library - 4
- Lakeshore Campus - 5
- Social Science - 1
- Southlake Educational Center - 4

Aside from these labs, there are a number of individual instructional support workstations located in many areas throughout the College. Such diverse disciplines as Health Information Technology, Biology, Phlebotomy, Chemistry, Physics, Refrigeration and Air Conditioning, Computerized Numerical Control, and Automotive Maintenance, use these facilities to provide enhanced instruction to CLC students.

The College's computing facilities are heavily used both for class sessions and by individuals for instruction, homework, or personal computing needs. These computing facilities encompass a wide range of leading-edge hardware and operating systems, including Windows, and UNIX. Instructors will assist students in determining hardware and software requirements for their particular course.

All academic computing facilities are operated under a set of guidelines that are designed to improve the students' working environment while maintaining the integrity of the entire computing system. For specific information regarding equipment location and use, call the Academic Technology and User Services Department at (847) 543-2074.

Academic Honors

Semester Honors

Semester honors 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) 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) 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.:**

Honors.....3.00 - 3.49
High Honors.....3.50 - 3.74
Highest Honors .....3.75 - 4.0

Academic Standards

To help guide and measure students' academic success, the College has developed Academic Standards. *Note: The Academic Standards policy is currently under review. Students will be notified of any changes.*

Satisfactory Academic Progress

Satisfactory academic progress is measured by two standards: the ***Course Completion Standard*** and the ***Grade Point Average Standard***. Students must meet these standards to be in good standing. (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).

Course Completion Standard

The course completion standard calculation includes baccalaureate/transfer courses, career courses, and remedial courses. The following table shows the minimum number of courses that a student must complete to remain in good standing.

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

NOTE: *Calculation of courses attempted for sixteen-week courses is computed after the end of the fourth week for each credit course in which a student is enrolled. A comparable ratio applies for courses of other lengths.*

Grade Point Average Standard

The grade point average calculation includes only baccalaureate/transfer courses and career courses; remedial courses are not included. 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:

Hours Attempted	GPA
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 to be 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 the number of semester hours successfully completed during the previous term, or to only one course for credit, depending on whichever option yields the most semester hours.

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 are notified that, in their next term at the College, they may only enroll in the number of semester hours successfully completed during the previous term, or they may enroll in only one course for credit, depending on whichever option yields the most semester hours.

Students on academic restriction are required to meet with a Counselor and may not register for courses until they have done so.

A student's financial aid is discontinued when he or she is initially placed on academic restriction.

Academic Suspension

1. Students who fail to meet the Grade Point Average Standard for three successive semesters are prohibited from taking courses the following fall or spring semester (summer excluded), except for Adult Education, Continuing Education, and Business and Industry Center courses.
2. Students have the right to appeal their suspension to the Academic Standards Appeals Board.

Students Who Return From Academic Suspension
Students who have completed a one semester suspension are limited in the initial semester of their 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 Vice President for 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 Appeals Board.

2. Role of the Appeal Board

The Appeals Board reviews requests for re-enrollment on a case by case basis. The Board may determine whether a meeting with a student submitting an appeal is warranted. 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 Standards 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 the receipt of a suspension notification letter, the student must obtain a copy of the appeal procedures from the Counseling Center and schedule an appointment with a counselor.

b. Within five (5) working days, the student must complete an Academic Suspension Appeal Form and return it to the Counseling Center or Lakeshore Student Services Center.

c. The Academic Suspension Appeal Form will be forwarded to the Vice President for Student Development Office to schedule an appeal review. An Appeal Board hearing will be scheduled within five (5) working days of the receipt of the appeal form. The students may be asked to meet with the Appeals Board if the Board deems it necessary.

d. The decision of the Appeal Board may be appealed to the Vice President for Student Development within five (5) working days of the Board's decision. The Vice President for 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, 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 decide to re-enroll for courses will be governed by the college catalog covering the semester in which they register for courses.

Forgiveness Option

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

- 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 a C.*
- 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.
- In consultation with a counselor, the student has signed a declaration of understanding.

This policy is not intended for use by graduates.

* This calculation includes baccalaureate/transfer courses, career courses, and remedial courses.

Auditing

Students are permitted to audit courses. For audited courses, students receive a grade of X which carries no grade points or semester hours of credit. Audited courses do not serve as prerequisites for subsequent coursework. 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. The completion of assignments, exams, and projects is at the discretion of the student. Some types of courses may be deemed inappropriate for auditing because they require a high level of student involvement.

Students can register by contacting the Office of Admissions and Records during office hours. Registration during off hours can be done through the automated registration system; however, the student must then contact the Office of Admissions and Records during regular office hours to change their enrollment status to audit. Changes in a student's enrollment status (audit to credit or credit to audit) must follow the time frames as listed for refunds in the withdrawl/refund schedule (Policy 421). See page 21 of this catalog for more information.

Credit-by-Exam

The College of Lake County provides opportunities to earn credit for prior learning experiences through the taking of exams. A student may opt for credit-by-exam for a number of reasons, including his or her own information or college credit, or for an employer, a certifying agent, or a professional licensing agency. **A student should check the transfer school to determine its policy toward credit-by-exam.**

The College of Lake County 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 towards the fulfillment of the 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 of exam available for receiving credit. For information about specific credit, passing scores, and examination requirements, consult with one of the following offices:
- Admissions and records, Room B101, (847) 543-2061.
- Counseling Center, Room C110, (847) 543-2060.
- Learning Assistance Center, Testing Center, first floor of the Library, (847) 543-2076.
- Biological/Health Sciences Division, Room C140, (847) 543-2042.
- Business Division, Room T102, (847) 543-2041.
- Communication Arts, Humanities & Fine Arts Division, Room B237, (847) 543-2040.
- Engineering, Mathematics/Physical Science Division, Room T102, (847) 543-2044.
- Learning Assistance Center at Lakeshore Campus, Room N203, (847) 543-2120.
- Learning Assistance Center at Southlake Educational Center, Room V212, (847) 543-6544.
- Social Science Division, Room A244, (847) 543-2047.
- Cooperative Education Office, Job Center of Lake County Room E101, (847) 543-2058.

Students who plan to receive credit-by-exam scores through AP, CLEP, and/or DANTES must ask the appropriate testing service to send an official transcript of their scores to the Admissions and Records Office at the College of Lake County. The College Board offers AP and CLEP exams. Thomsen Prometric offers the Dantes Exams (DSST Program).

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

Advanced Placement (AP)

The College of Lake County recognizes AP test scores for the purposes of placement into advanced level courses and/or for college credit. High school students can arrange for AP tests, administered by the College Board, through their local high schools. AP test scores determine specific placement and/or college credit. Students may find more information about AP exams through the College Board's Website at http://apcentral.collegeboard.com .

College Level Examination Program (CLEP)

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

The CLEP examinations cover material taught in five basic areas: English composition and literature, science and mathematics, social sciences and history, foreign languages, and business. Students may find more information about CLEP exams through the College Board's website www.collegeboard.com and choose web links for students and College Board Tests.

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 at which a student is enrolled for the purposes of credit recognition.

CLEP tests are offered by appointment at several College of Lake County locations: the Grayslake Testing Center (847) 543-2076 or (847) 543-2547; Great Lakes Center (for military personnel and family members only) (847) 689-0199; and Lakeshore Campus (847) 543-2120 or (847) 5434-2121. Please call the different testing locations for specific testing schedules, registration procedures and other information. The test fee is $65 per test plus $20 test administration fee ($85 total). Fees are subject to change.

College of Lake County is a military friendly test center. Members of the U.S. Armed Forces do not have to pay any test fee or test administration fee if taking CLEP and DANTES exams at the Great Lakes Center because the exams are funded by Defense Activity for Non-Traditional Education Support (DANTES). However, members of the U.S. Armed Forces taking CLEP and DANTES exams at the Grayslake and Lakeshore Campuses must pay the $20 test administration only. Appropriate military identification is required for testing.

DANTES Subject Standardized Tests

DANTES Subject Standardized Tests (DSSTs) program is a national credit-by-exam program offered by Thomson Prometric. Each individual college determines which DANTES tests it will accept for credit and the amount of credit it will award.

The DANTES examinations cover material taught in six basic areas: business, sciences, humanities, mathematics, social sciences, and education. Students may find more information about DANTES exams through the website www.getcollegecredit.com.

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

DANTES tests are offered by appointment at several College of Lake County locations: the Grayslake Testing Center (847) 543-2076 or (847) 543-2547; Great Lakes Center (for military personnel and family members only) (847) 689-0199; and Lakeshore Campus (847) 543-2120 or (847) 543-2121. Please call the different testing locations for specific testing schedules, registration procedures and other information. The test fee is $70 per test plus $20 test administration fee ($90 total). Fees are subject to change.

Credit for High School Vocational Courses

This articulation program provides students who have completed high school vocational programs the opportunity to receive college credit. The curriculum in the secondary program has been compared to introductory courses in some of the career programs. Articulation agreements are for students who have completed various programs taught at Lake County High School Technology Campus and several high schools in Lake County. Copies of the specific program agreements are on file in the Assistant Vice President for Educational Affairs office, C215, (847) 543-2635.

Challenge Exams (CH)

Challenge exams are available for students who possess prior knowledge of a subject area in a specific course. Challenge exams are not available for all courses and are offered at the discretion of the discipline/program faculty. Students may not take a challenge exam for a course in which they were previously enrolled and received a grade inclusive of I, W or X grades. Students may only attempt a challenge exam one time for any particular course, and may not take a challenge exam after the first week of a course for which they are currently enrolled.

The fee for each challenge exam is $12 per credit hour with a minimum fee of $36 per course. Students interested in the challenge exam process should contact the appropriate division office below:

- Biological/Health Sciences Division, Room C140, 543-2042
- Business Division, Room T102, 543-2041
- Communication Arts, Humanities & Fine Arts Division, Room B237, 543-2040
- Engineering, Mathematics & Physical Sciences Division, Room T102, 543-2044
- Social Science Division, Room A244, 543-2047

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 from a Counselor 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 or her course load according to the number of hours he or 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 is limited for those on academic restriction.

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 or 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
	WF	Withdrawn by Institution, Failing	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	
	WN	Withdrawn by Institution, Never Attended	
	WS	Withdrawn by Institution, Stopped Attending	

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The College offers a number of basic skills and academic ESL courses that are graded A through F, but not computed in the student's grade point average. These courses appear on the student's academic transcript with a grade, but no grade points. (Basic skills courses include ENG 108, 109; MTH 101, 102, 104, 108, 109; academic ESL courses such as ELI 103, 104, 105, 106, 107, 108.)

Grades of P and N are used for non-academic ESL courses such as ESL 30 through 83s.

Note: Although CLC does not compute the grades of basic skills or academic ESL courses into the grade point average, some colleges and universities to which a student transfers may include these course grades when recalculating the grade point average to meet their standards.

Incompletes

A student who finds it impossible to complete the work by the end of the term because of a justifiable reason such as illness may be able to take an incomplete (I) for the course. Incompletes shall be given at the discretion of the instructor. The student, the instructor, and the academic 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 120 days from the end of the semester or session. The final grade shall be A, B, C, D, or F. An I becomes an F at the end of the one hundred-twenty day 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 academic dean. Under such circumstances 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. Lack of enrollment in a course appropriate for the student's program of study precludes its being offered as a regularly scheduled class.
2. Documented, extenuating personal circumstances preclude an individual's enrollment in a scheduled class appropriate for his or 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 academic dean.

Other Educational Options

Cooperative Education

The Cooperative Education program (CO-OP) offers students the opportunity to earn college credit for new learning in a work situation and integrates classroom theory with practical work experience. A new position or your current job may qualify as a CO-OP work position if it is related to your field of study and provides a new learning experience.

EWE220-Educational Work Experience Work Component is a program that integrates classroom theory with practical experience learned on the job.

Also a requirement to the Work Component of EWE, a student must also enroll in EWE220 Seminar Component. This 1-credit course involves attending a series of seminars on work related topics including the following:

- Resume Writing
- Interviewing Skills
- Job Search Techniques & Issues
- Stress & Time Management
- Re-Careering
- Contemporary Issues in the Workplace
- Taking Charge & Moving UP

Prerequisites for CO-OP

- At least 9 credit hours earned (if CIT student, 12 credits must be earned in your Specialty Option)
- 2.25 GPA
- Approval to enroll from CLC faculty sponsor

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 Placement Services Office in the Job Center 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 people interested in meeting with representatives from Lake County organizations. In addition, the college participates in Make a Difference Day, which is a nation-wide day of volunteering, held annually on the last Saturday in October. Volunteer opportunities and agency contact information is available in the Career and Placement Services office.

International Studies

The College of Lake County provides students with a variety of international courses and short-term international study courses. These experiences contribute to an understanding of the relationships between the cultural, economic, and political systems of other nations and our own. The college also participates in international study programs that give students an opportunity to reside and study in another country for an extended period.

Resident Foreign Study Program

Studying abroad can be a life-changing experience. It allows students to broaden their understanding of the academic disciplines, learn more about other countries and cultures, and gain perspective about how the United States is perceived by others.

The College of Lake County is a member of the Illinois Consortium for International Studies and Programs (ICISP), a group of Illinois community colleges and universities committed to broaden the global experience of community college students. The consortium has affiliations with Canterbury Christ Church University College in Canterbury, England and Salzburg College in Salzburg, Austria. These affiliations enable CLC students to study at these institutions during the fall and spring semesters. The curriculum emphasizes courses in art, foreign language, history, humanities, literature, and music. All courses may be used to fulfill graduation requirements or as electives in transfer degree programs. Students may also seek out study abroad programs in other countries through the Council for International Educational Exchange (www.ciee.org) or the College Consortium for International Studies (www.ccisabroad.org).

Prior to enrolling in a study abroad program, students should discuss their plans with an academic advisor to ensure that their selected courses will satisfy CLC and transfer requirements. Requirements for admission to most international study programs include completion of 30 hours of college credit with a minimum GPA of 2.75 and two letters of reference. For more information, contact the International Education Coordinator, Li-Hua Yu at (847) 543-2741 or via e-mail at lyu@clcillinois.edu.

Field Study

In addition to providing education in the classroom, lecture hall, and laboratory, CLC faculty members also teach courses "in the field." Faculty lead field study and travel courses for a variety of biology, geology, history and humanities courses to locations such as the Rocky Mountains, Europe, Asia or Latin America. See the current class schedule for more information about which field study or travel courses are being offered in a given semester.

Honors Program

The Honors Program is dedicated to providing students with opportunities to enrich their academic and community experiences and to reflect on the diversity of the college community as a whole.

Honors work emphasizes independence and critical thinking skills. Students can anticipate challenging types of assignments, research with primary sources, increased group activity, and opportunities to take on leadership roles inside and outside of the classroom. The following criteria are used to determine acceptance into the Honors Program:

- Completion of Honors appliction form
- Unofficial high school and/or college transcripts

In addition, students must meet either of the following criteria to be admitted into the Honors Program.

Required:

- A high school GPA of 3.5/4.0 or
- A college GPA of 3.5/4.0 (with a minimum of 12 credit hours)

For questions about honors coursework or program requirements, please contact the Nick Schevera at (847) 543-2959.

Telecourses

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 courses at home on video tape. For more information about telecourses, call the Academic Technology and Users Services Department at (847) 543-2074.

Online Options

The College of Lake County allows students to take courses from the convenience of their own homes using the Internet. Students may take many courses towards the AA, AS and AAS degrees online via the Blackboard course management system.

Please keep in mind that online courses are not for everyone; there are technical requirements as well as the need for self-motivation, time management skills, and the ability to work independently in some cases. However, for many students online courses have proven to be effective alternatives to on-campus courses. For more information, visit the CLC online Web page: http://clconline.clcillinois.edu.

Illinois Virtual Campus

CLC is one of more than 70 colleges and universities participating in the Illinois Virtual Campus (IVC), an online catalog of services and distance education opportunities by Illinois community colleges and four-year universities. This includes both a listing of courses and student support services available online.

The IVC can be accessed on the Internet at www.ivc.illinois.edu.

To learn more about IVC resources, please contact Kris Dahl in the Counseling Center at (847) 543-2353 or kdahl@clcillinois.edu.

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 in the course description 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. In some cases students may be stopped from enrolling if they have exceeded the maximum allowable attempts at a course (i.e. all math courses, PED 121 for 4 credits).

Student may also re-enroll in a course 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 the grades are the same, should be the only grade computed in the student's grade point average. Grades that are not computed in a student's grade point average based on the repeat rules will be noted on the transcript

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Transfer of Credit

A student who has previously 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 and submit a "Request for Evaluation of Transfer Credit" form.

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 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.

Withdrawals and Grades

If a student finds it necessary to withdraw from a course or courses, the date on which the notification is recorded by the Admissions and Records Office is the effective date of withdrawal. If the effective date occurs before the last day to withdraw and receive a refund (see "Withdrawals and Refunds"), the student's permanent record will not reflect enrollment in the course. If the effective date occurs after the date of withdrawal with full refund (15% point) but before the end of the 68 percent point between the start and end of the class, a grade of "W" will be recorded.

Students may withdraw after the 68% point between the start and end of the class only with the instructor's consent. Withdrawing without obtaining the instructor's consent will cause a grade of "WF" to be assigned. If the student obtains the instructor's consent and is passing prior to completion of the class requirements, a grade of "WS" will be reported. If the student is not passing, a grade of "WF" will be reported. Withdrawal (WF) grades are counted in the GPA. Students who intend to withdraw from all classes should notify the Office of Admissions and Records. The withdrawal deadline date will be prorated for classes that are not a regular semester in length.

Associate Degree Transfer Programs

CLC's associate degree transfer programs allow students to 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, students who begin their studies at four-year schools. Moreover, a five-year longitudinal study of students transferring from two-year colleges to four-year colleges and universities in Illinois revealed that students who transferred with an Associate in Arts or Associate in Science degree earn higher grade point averages and have higher completion rates than students who transfer without a degree. Almost seventy 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.

The College of Lake County successfully prepares students for higher level college courses. Students enjoy their programs at CLC and successfully transfer credits to four-year schools. This is especially true for students who earn an Associate Transfer Degree. CLC offers an Associate in Arts, Associate in Arts in Teaching, Associate in Science, Associate in Engineering Science, and Associate in Fine Arts degree to individuals interested in pursuing a baccalaureate degree at a senior college or university. The degree a student chooses to pursue at CLC should be based on the student's proposed major at the intended transfer institution. To ensure full transferability of coursework, students should work with an advisor who will assist with verifying degree requirements for the specific senior college or university of the student's choice.

Transfer Credit Guarantee

As part of the College Graduate Guarantee, the College of Lake County guarantees to its transfer students that course credits from the AA, AS, AES and AFA degrees will transfer to Illinois public college and universities that have articulation agreements with the College of Lake County.

The guarantee of transfer credit is limited by the following conditions:

1. The student must complete the AA, AS, AES, or AFA 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 that two years after the student has graduated.
6. The student must invoke the terms of the guarantee of transfer within 60 days of any notification that the course credit has been declined or refused by the transfer institution. Requests should be directed to the Assistant Vice President for University Transfer 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 of 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.

General Education Learning Outcomes

The goal of General Education is to prepare students to live responsible, productive, and creative lives. The General Education curriculum provides students with specific knowledge and skills and helps them develop commitments to lifelong learning, to a clear understanding of their relationships with nature and the larger social world, and to diligent cultivation of personal qualities such as fairness, civility, cooperation, curiosity, and open-mindedness. These broad, general habits of mind and proficiencies are developed by completing course work across the curriculum: communication arts, mathematics, humanities and fine arts, physical and life sciences, and social and behavioral sciences.

Students who successfully complete a degree at College of Lake County will exhibit competency in the following *learning outcomes*:

- ***Critical Thinking:*** use scientific methods and other modes of inquiry to define problems; access, evaluate, integrate, and document information; and develop logical arguments with evidence
- ***Communication:*** present information and ideas effectively in various contexts and formats (written and oral)
- ***Quantitative Literacy:*** use appropriate quantitative methods to compute, reason, and solve problems
- ***Social and Cultural Awareness:*** evaluate and interpret artistic, cultural, historical, and scientific events, texts, and trends within a global context.
- ***Technical and Information Literacy:*** use contemporary technology and information literacy skills appropriately and effectively to support academic and job-related tasks.
- ***Reading:*** read critically using appropriate strategies.

The emphasis and number of hours devoted to these learning outcomes varies significantly based on the type of degree. Accordingly, degree-specific criteria will be established to assess general education learning outcomes for the student population on an ongoing basis. The results of assessment will be used to improve instruction, curriculum, and, ultimately, student learning.

The Illinois Articulation Initiative — IAI

This iniative is limited to students who are first time college students since 1998.

What is the "IAI"?

The IAI is a major statewide cooperative agreement that eases the transfer process of the completed Illinois General Education Core Curriculum among participating institutions. The 60 credits needed for the Associate in Arts, Associate in Arts-Secondary Mathematics and 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 degree have been satisfied.

How does IAI work?

As part of each CLC transfer degree program, students are required to take "general education" courses in the following areas: Communications, Mathematics, Humanities/Fine Arts, Physical/Life Sciences and Social/Behavioral Sciences. To complete the IAI, students will take a core of 37-41 credit hours selected from designated courses at CLC covering the five general education areas. After completing the required 37-41 credit hours, students will have completed the IAI General Education Core Curriculum (IAI GECC). Some CLC courses share an IAI number. Please note: When selecting courses for the IAI core, students must be sure that the IAI number (printed in bold) is only used ONE time.

There are several CLC courses that share an IAI number; however, IAI numbers may only be used one time each in the general education core. Students may use another course with the same IAI number as an elective only. The following is a list of courses that share IAI numbers:

- **F2 900:** ART 121, HUM 125
- **F2 902:** ART 241, ART 242
- **F2 909:** HUM 222, HUM 223
- **H1 900:** ARA 222; CHI 222; FRN 222, 223, 224; GER 222, 223, 224: ITL 222, 223, 224; JPN 222; RUS 222; SPA 222, 223, 224
- **H3 911D**: ENG 129, ENG 247
- **H4 906:** HUM 127, PHI 122
- **P1902L:** CHM 120, CHM 121
- **S4900N:** GEG 122, GEG 123

For a complete list of IAI courses offered by the College of Lake County see pages 174-178 .

IAI approved courses are subject to change. You may verify by one of the following: see your major advisor or a counselor or view www.iTransfer.org.

How does the IAI General Education Core Curriculum (GECC) fit an Associate degree?

For students who are working on an AA, AAT-MATH or AS degree at CLC, the GECC will meet general education requirements. Students will need to complete the remaining hours of general electives (the academic courses for the designated/intended major) to complete the degree. To ensure full transferrability of coursework, students should meet with an advisor.

Why should students complete the IAI General Education Core Curriculum?

With the IAI GECC completed, students may transfer the core (with or without an AA/AAT-MATH/AS degree) to any participating Illinois college/university. General education requirements will be considered met, unless there are mission directed courses required in the general education at the transfer institution.

Won't general education courses transfer anyway?

Most CLC courses will meet the requirements at the four-year college or university; however, many colleges and universities evaluate transcripts on a course-by-course basis, and some courses may not count towards the transfer school program. With the GECC, students meet the general education core at participating schools.

How can transfer students meet junior status?

To achieve junior status at a four-year college or university, transfer students need 60 transferable hours. Those students completing the IAI GECC and the CLC AA, AAT-MATH or AS will be juniors. If students choose to transfer with the 37-41 hour GECC completed, they will be ready to focus on the academic major courses at the transfer college or university.

What should students do when they have completed the GECC?

Once the General Education Core Curriculum (GECC) is completed, students must request CLC Admissions to do an audit of the GECC. Credit evaluators will review student transcripts to verify that all necessary courses have been taken and will indicate on the student's transcript that the IAI GECC is complete.

A few additional notes:

- Talk with an advisor or counselor about the IAI and how it can work for you.
- A list of participating colleges and universities is posted outside of the Counseling Office (C-110 at Grayslake and L-205 at Lakeshore). The list is not published in the CLC catalog because it is subject to change. To plan CLC courses to fit the IAI, go to the IAI website at www.itransfer.org/iai, select IAI GECC, and you will then be directed to the "Transfer Student Planning Worksheet."

General Requirements for Associate Degrees that Transfer

Students must meet the following general requirements for Associate degrees that transfer:

A. Satisfactory completion of the maximum number of credit hours for the respective degree (AA; AS; AES; AAT in Secondary Math; and AFA in Art, Music Education or Music Performance);
B. Completion of at least 15.0 of the last 30.0 credit hours of instruction earned while in attendance at CLC. This does not include credit eared by examination or transfer. Servicemembers and their spouses enrolled in Servicemember's Opportunity College Program and navy personnel enrolled in the Navy Campus for Achievement Program may meet the graduation requirement regarding semester hours at the college by completion a minimum of 15.0 semesters hours if active duty assignment takes him/her to a base preventing attendance at CLC.
C. Minimum grade point average of 2.00 (C) for all work completed at CLC;
D. Satisfactory completion of the General Education Requirements for the appropriate degree;
E. Compliance with the requirement regarding the Constitution Examination (Senate Bill 195 of the 68th General Assembly of the State of Illinois) by any of the following means:
   1. Illinois high school transcript showing a graduation date of 1953 or later or
   2. successfully passing the CLC proficiency exam covering the Constitution of the United States and the State of Illinois and the proper use and display of the American flag or
   3. successful completion of PSC 121 or HST 221 at CLC or
   4. completing the requirement at another institution of higher educational in the State of Illinois.

CLC Courses that Share IAI numbers

There are several CLC courses that share an IAI number; however, IAI numbers may only be used one time each in the core. Students may use another course with the same IAI number as an elective only. See the list on pages 174-178.

International/Multicultural Education Requirement

The College of Lake County requires students to complete an International/Multicultural Education requirement as part of the General Education core. One course used to fulfill a Social and Behavioral Science, Humanities, or Fine Arts course must be selected from the lists below. (Please note: not all International/Multicultural courses are IAI approved.)

International/Multicultural Education courses that meet CLC General Education requirements and <u>are IAI approved courses</u>:

Humanities and Fine Arts

ARA (200 level or higher)	ITL (200 level or higher)
ART 240, 241, 241	JPN (200 level or higher)
CHI (200 level or higher)	PHI 123, 125, 126, 221
ENG 129, 228, 244, 246, 247	RUS (200 level or higher)
FRN (200 level or higher)	SPA (200 level or higher)
GER (200 level or higher)	
HUM 121, 122, 128, 129, 221, 223, 226	

Behavioral and Social Science

ANT 121, 221, 222, 228	HST 121, 122, 126, 127
GEG 122, 123	PSC 221, 222

International/Multicultural Education courses that meet General Education requirements, but <u>ARE NOT IAI approved</u>:

Humanities and Fine Arts

ARA (100 level)	HUM 124
CHI (100 level)	ITL (100 level)
CMN 127	JPN (100 level)
ENG 128, 263, 264	PHI 129
FRN (100 level)	RUS (100 level)
GER (100 level)	SPA (100 level)

Behavioral and Social Science

ECO 225	HST 123, 124, 240, 241
GEG 223	PSC 221, 222

Business

BUS 270

Petition to Graduate

All students who intend to receive a degree or career certificate must complete a Petition for Graduation available in the Office of Admissions and Records.

Special Notations for Associate Degree Requirements

A. General Education Requirements must be filled with courses having a 2, 4 or 6 as a middle digit, (e.g. ENG 121). These middle digits represent transfer courses at CLC. An exception of up to six hours of courses with an odd middle-digit (1, 3, 5, 7 or 9) may be used as general electives in the degree; however, students should select these courses only after they have verified their transferability with an advisor or their transfer institution.
B. The course taken to fulfill the International/Multicultural Education requirement is not an additional course requirement; it will count toward the Humanities and Fine Arts or the Social & Behavioral Science general education elective.
C. Except for the International/Multicultural Education requirement, no course may be used to satisfy more than one general education requirement.
D. Specific electives and total hours vary by degree and program.
E. No more than four credit hours earned in PDS 120 or PDS 121 may course as elective credit
F. The following courses cannot be used to satisfy degree requirements and do not count in the grade point average:
   1. Courses with a middle digit of 0: (e.g. ENG 108, ENG 109 and MTH 101);
   2. Adult Education courses with a department prefix of ABE, ADE, ESL, GED or VST;
   3. General Studies courses.

Associate in Arts (13AB)
Associate in Science (11AB)

Students may obtain an Associate in Arts or Associate in Science degree from the College of Lake County by successfully completing 60.0 credits outlined below and by meeting graduation requirements listed on page 49.

The College of Lake County is a participant in the Illinois Articulation Initiative (IAI), a major statewide cooperative agreement that eases the transfer process of the completed Illinois General Education Core Curriculum among participating institutions.

A. Communication Arts
AA/AS .....9.0 sem hours
Communication Arts: CMM 121
English: ENG 121, ENG 122 or 126 (a grade of C or better is required for all English courses)

B. Mathematics
AA .....3.0 sem hours
AS .....8.0 sem hours

For AA
Mathematics: MTH 127, 141, 145, 146, 221, 222, 224, 244, 246

For AS
Mathematics: MTH 122, 123, 127, 141, 144, 145, 146, 221, 222, 224, 227, 244, 246

C. Humanities and Fine Arts
AA/AS .....9.0 sem hours
Select at least one course from Humanities and one course from Fine Arts.

Humanities
Arabic: ARA 222
Chinese: CHI 222
English: ENG 129, 223, 225, 226, 227, 228, 229, 241, 243, 244, 246, 247
French: FRN 222, 223, 224
German: GER 222, 223, 224
Humanities: HUM 121, 122, 127, 128, 129, 221, 226
Italian: ITL 222, 223, 224
Japanese: JPN 222
Philosophy: PHI 121, 122, 123, 125, 126, 221
Russian: RUS 222
Spanish: SPA 222, 223, 224

Fine Arts
Art: ART 121, 240, 241, 242, 260
Humanities: HUM 121, 122, 123, 125, 126, 129, 221, 222, 223, 225, 226
Music: MUS 124, 140, 224
Theatre: THE 121

D. Physical and Life Sciences
AA .....7.0 sem hours
Select at least one course from Physical Sciences and one course from Life Sciences. Select at least one lab course.
AS .....8.0 sem hours
One course must be selected from Physical Science and one course from Life Science. Both courses must be lab courses.

Physical Science
Astronomy: AST 121
Chemistry: CHM 120, 121
Geography: GEG 121 (AA only)
Geology: GEO 120, 121, 124, 224
Physics: PHY 120, 121, 123

Life Science
Biology: BIO 120, 123, 127 (AA only), 140 (AA only), 141, 161, 162

E. Social and Behavioral Sciences
AA/AS .....9.0 sem hours
Anthropology: ANT 121, 221, 222, 224, 228
Economics: ECO 221, 222
Geography: GEG 122, 123
History: HST 121, 122, 126, 127, 221, 222
Political Science: PSC 121. 122, 221, 222
Psychology: PSY 121, 222, 225, 226
Sociology: SOC 121, 222, 224, 225

F. Additional College AA/AS Degree Requirements
Students are required to select one course from the International/Multicultural list on page 49 to meet graduation requirements. This is not an additional course, but rather the selection of a Social and Behavior Science, Humanities, or Fine Arts course requirement from the International/Multicultural list.

G. General Elective hours
AA Degree .....23.0 sem hours
AS Degree .....17.0 sem hours

Choose elective courses with an even middle digit that relate to your intended major. Courses with an even middle digit are transfer courses. Students should choose electives with the assistance of an advisor to ensure transferability. NUR 110 cannot be used to meet the general elective requirements for the AA degree.

Exception: Up to six hours of courses with an odd middle digit (1, 3, 5, 7, 9) may be used as general electives in the degree. All 199 courses are exempt from this rule. However, students should select these courses only after they have verified their transferability with their advisor or the transfer institution.

G. Total AA/AS Degree Requirements .....60.0 sem hours

H. Other Graduation Requirements
a. Constitution Requirements (recommended methods: Illinois high school transcript showing a graduation date of 1953 or later, proficiency exam, or successful completion of PSC 121 or HST 221 at CLC)
b. Cumulative CLC grade point average of 2.0 or higher
c. Minimum of 15.0 of last 30.0 credit hours earned at CLC
d. Completed Petition to Graduate (available in Admissions and Records)

Associate in Engineering Science Degree (12AB)

Students may obtain an Associate in Engineering Science degree from the College of Lake County by successfully completing 62.0 – 65.0 credits as outlined below and by meeting graduation requirements listed on page 49..

Since completion of the Associate in Engineering Science degree does not fulfill the requirements of the IAI General Education core curriculum, students must complete general education requirements of the institution to which they transfer.

A. Communication Arts
AES .....6.0 sem hours
English: ENG 121, ENG 122 or 126 (a grade of C or better is required for all English courses)

B. Mathematics
AES .....16.0 sem hours
Mathematics: MTH 145, 146, 227, and 246

C. Humanities and Fine Arts
AES .....6.0 sem hours
Select at least one course from Humanities and one course from Fine Arts.

Humanities
Arabic: ARA 222
Chinese: CHI 222
English: ENG 129, 223, 225, 226, 227, 228, 229, 241, 243, 244, 246, 247
French: FRN 222, 223, 224
German: GER 222, 223, 224
Humanities: HUM 121, 122, 127, 128, 129, 221, 226
Italian: ITL 222, 223, 224
Japanese: JPN 222
Philosophy: PHI 121, 122, 123, 125, 126, 221
Russian: RUS 222
Spanish: SPA 222, 223, 224

Fine Arts
Art: ART 121, 240, 241, 242, 260
Humanities: HUM 121, 122, 123, 125, 126, 129, 221, 222, 223, 225, 226
Music: MUS 124, 140, 224
Theatre: THE 121

D. Physical and Life Sciences
AES .....15.0 sem hours
Chemistry: CHM 121
Physics: PHY 123 and 124

E. Social and Behavioral Sciences
AES .....6.0 sem hours
Select courses from two of the following disciplines:
Anthropology: ANT 121, 221, 222, 224, 228
Economics: ECO 221, 222
Geography: GEG 122, 123
History: HST 121, 122, 126, 127, 221, 222
Political Science: PSC 121. 122, 221, 222
Psychology: PSY 121, 222, 225, 226
Sociology: SOC 121, 222, 224, 225

F. Computer Science
AES .....3.0 sem hours
Math Computer Science: MCS 140 or 142

G. Engineering
AES .....7.0 sem hours
Select seven hours from the following engineering courses:
Engineering: EGR 121, 221, 222, 260

H. Additional College AES Degree Requirements
Students are required to select one course from the International/Multicultural list on page 49 to meet graduation requirements. This is not an additional course, but rather the selection of a Social and Behavior Science, Humanities, or Fine Arts course requirement from the International/Multicultural list.

I. General Elective hours
AES Degree .....3.0 – 4.0 sem hours
Electives should be selected to meet the requirements for the transfer institution and the specific engineering major desired. Select from the following electives:

Engineering: Any EGR course
Math Computer Science: MCS 140, 142
Math: MTH 225, 244
Physics: PHY 221
Chemistry: CHM 123, 222

J. Total AES Degree Requirements ..62.0 – 63.0 sem hours

K. Other Graduation Requirements
a. Constitution Requirements (recommended methods: Illinois high school transcript showing a graduation date of 1953 or later, proficiency exam, or successful completion of PSC 121 or HST 221 at CLC)
b. Cumulative CLC grade point average of 2.0 or higher
c. Minimum of 15.0 of last 30.0 credit hours earned at CLC
d. Completed Petition to Graduate (available in Admissions and Records)

Associate in Arts in Teaching Secondary Mathematics Degree (17AB)

Students may obtain an Associate of Arts in Teaching (Secondary Mathematics) degree from the College of Lake County by successfully completing the 62 credits outlined below and by the meeting the graduation requirements listed on page 49.

Since completion of the Associate in Arts in Teaching Secondary Mathematics degree does not fulfill the requirements of the IAI General Education core curriculum, students must complete general education requirements of the institution to which they transfer.

A. Communication Arts
AAT in SM .....9.0 sem hours
Communication Arts: CMM 121
English: ENG 121, ENG 122 or 126 (a grade of C or better is required for all English courses)

B. Mathematics
AAT in SM .....16.0 sem hours
Mathematics: MTH 145, 146, 225, and 246

C. Computer Science
AAT in SM .....3.0 sem hours
Math Computer Science: MCS 140

D. Humanities and Fine Arts
AAT in SM .....9.0 sem hours
Philosophy: PHI 122

Select two other courses from the lists below. One course must be from Humanities and one course from Fine Arts.

Humanities
Arabic: ARA 222
Chinese: CHI 222
English: ENG 129, 223, 225, 226, 227, 228, 229, 241, 243, 244, 246, 247
French: FRN 222, 223, 224
German: GER 222, 223, 224
Humanities: HUM 121, 122, 127, 128, 129, 221, 226
Italian: ITL 222, 223, 224
Japanese: JPN 222
Philosophy: PHI 121, 123, 125, 126, 221
Russian: RUS 222
Spanish: SPA 222, 223, 224

Fine Arts
Art: ART 121, 240, 241, 242, 260
Humanities: HUM 121, 122, 123, 125, 126, 129, 221, 222, 223, 225, 226
Music: MUS 124, 140, 224
Theatre: THE 121

E. Physical and Life Sciences
AAT in SM .....9.0 sem hours
Biology: (LAB) BIO 161
Physics: (LAB) PHY 123

F. Social and Behavioral Sciences
AAT in SM .....16.0 sem hours
Education: EDU 122, 221, 222,
Psychology: PSY121, 226

Select one course from the following disciplines:

Anthropology: ANT 121, 221, 222, 224, 228
Economics: ECO 221, 222
Geography: GEG 122, 123
History: HST 121, 122, 126, 127, 221, 222
Political Science: PSC 121, 122, 221, 222

G. Additional College AES Degree Requirements
Students are required to select one course from the International/Multicultural list on page 49 to meet graduation requirements. This is not an additional course, but rather the selection of a Social and Behavior Science, Humanities, or Fine Arts course requirement from the International/Multicultural list.

H. Total AAT in SM Degree Requirements.....62.0 sem hrs

I. Other Graduation Requirements
a. Constitution Requirements (recommended methods: Illinois high school transcript showing a graduation date of 1953 or later, proficiency exam, or successful completion of PSC 121 or HST 221 at CLC)
b. Successfully pass the ITBS (Illinois Test of Basic Skills) to be eligible for awarding of an AAT Degree.
c. Cumulative CLC grade point average of 2.0 or higher
d. Minimum of 15.0 of last 30.0 credit hours earned at CLC
e. Completed Petition to Graduate (available in Admissions and Records)

Associate in Fine Arts in Art (14AA)
Associate in Fine Arts in Music Education (15AA)
Associate in Fine Arts in Music Performance (16AA)

Students may obtain an Associate of Fine Arts in Art, Music Education or Music Performance degree from the College of Lake County by successfully completing the appropriate number of credits as outlined below and by the meeting the graduation requirements listed on page 49.

Since completion of any of the Associate in Fine Arts degrees do not fulfill the requirements of the IAI General Education core curriculum, students must complete general education requirements of the institution to which they transfer.

A. Communication Arts
AFA in Art .....9.0 sem hours
AFA in Music Ed.....9.0 sem hours
AFA in Music Performance.....9.0 sem hours
Communication Arts: CMM 121
English: ENG 121, ENG 122 or 126 (a grade of C or better is required for all English courses)

B. Mathematics
AFA in Art .....3.0 – 4.0 sem hours
AFA in Music Ed.....3.0 sem hours
AFA in Music Performance .....3.0 – 4.0 sem hours
Mathematics: MTH 127, 141, 145, 146, 221, 222, 224, 244, 246

C. Physical and Life Sciences
AFA in Art .....7.0 – 8.0 sem hours
AFA in Music Ed.....7.0 sem hours
AFA in Music Performance .....3.0 – 4.0 sem hours
Select at least one course from Physical Science and one course from Life Sciences. At least one course must be a laboratory course (LAB).

Physical Science
Astronomy: AST 121
Chemistry: CHM 120, 121
Geography: GEG 121
Geology: GEO 120, 121, 124, 224
Physics: PHY 120, 121, 123

Life Science
Biology: BIO 120, 123, 127, 140, 141, 161, 162

D. Humanities and Fine Arts
AFA in Art .....6.0 sem hours
AFA in Music Performance .....6.0 – 7.0 sem hours
Select at least one course from Humanities and one course from Fine Arts.

Humanities
Arabic: ARA 222
Chinese: CHI 222
English: ENG 129, 223, 225, 226, 227, 228, 229, 241, 243, 244, 246, 247
French: FRN 222, 223, 224
German: GER 222, 223, 224
Humanities: HUM 121, 122, 127, 128, 129, 221, 226
Italian: ITL 222, 223, 224
Japanese: JPN 222
Philosophy: PHI 121, 122, 123, 125, 126, 221
Russian: RUS 222
Spanish: SPA 222, 223, 224

Fine Arts
Art: ART 121, 240, 241, 242, 260
Humanities: HUM 121, 122, 123, 125, 126, 129, 221, 222, 223, 225, 226
Music: MUS 124, 140, 224
Theatre: THE 121

E. Social and Behavioral Sciences
AFA in Art .....6.0 sem hours
AFA in Music Ed.....6.0 sem hours
AFA in Music Performance.....3.0 sem hours

AFA in Art
Select courses from at least two different disciplines:
Anthropology: ANT 121, 221, 222, 224, 228
Economics: ECO 221, 222
Geography: GEG 122, 123
History: HST 121, 122, 126, 127, 221, 222
Political Science: PSC 121. 122, 221, 222
Psychology: PSY 121, 222, 225, 226
Sociology: SOC 121, 222, 224, 225

AFA in Music Education
Select courses from at least two different disciplines:
History: HST 221, 222
Political Science: PSC 121

AFA in Music Performance
Select 3.0 credit hours.
Anthropology: ANT 121, 221, 222, 224, 228
Economics: ECO 221, 222
Geography: GEG 122, 123
History: HST 121, 122, 126, 127, 221, 222
Political Science: PSC 121. 122, 221, 222
Psychology: PSY 121, 222, 225, 226
Sociology: SOC 121, 222, 224, 225

F. Degree Specific Requirements
AFA in Art
Art .....21.0 sem hours
Art: ART 121, 124, 127, 221, 225, 240, 241

Elective Studio .....9.0 – 11.0 sem hours
Art: ART 223, 224, 226, 243

AFA in Music Education
AFA in Music Performance
Core Music .....19.0 sem hours
Music: MUS 128, 129, 224, 228, 229

Music Electives .....16.0 sem hours
Music: MUS 143, 144, 145, 146, 245, 246

Choose 4.0 sem hours from the list below:
Music: MUS 120, 123, 223

Choose 4.0 sem hours from the same 100 level course and 4 sem hours from the same 200 level course. All 8 credit hours must be taken in voice or in one major instrument:
Music: MUS 141 and 241, 143 and 243, 144 and 244, or 160 – 188 and 260 – 288

G. Health/Physical Development
AFA in Music Education .....2.0 sem hours
Health/Physical Development: PED 140, 141

H. Additional College AFA Degree Requirements
Students are required to select one course from the International/Multicultural list on page 49 to meet graduation requirements. This is not an additional course, but rather the selection of a Social and Behavior Science, Humanities, or Fine Arts course requirement from the International/Multicultural list.

I. Total Degree Requirements
AFA in Art .....61.0 – 63.0 sem hours
AFA in Music Education .....62.0 sem hours
AFA in Music Performance .....63.0 – 67.0 sem hours

J. Other Graduation Requirements
a. Constitution Requirements (recommended methods: Illinois high school transcript showing a graduation date of 1953 or later, proficiency exam, or successful completion of PSC 121 or HST 221 at CLC)
b. Cumulative CLC grade point average of 2.0 or higher
c. Minimum of 15.0 of last 30.0 credit hours earned at CLC
d. Completed Petition to Graduate (available in Admissions and Records)

Transfer Degree Areas of Study

The following list of Areas of Study help students plan their individual transfer program. Course lists are patterned after the degree requirements in the previous section. Different programs can be developed to meet the requirements of either the AA or AS degree that will successfully transfer to a four-year school. Students should use the guidelines as a starting point and work together with a counselors and transfer institution to build a transfer degree program appropriate for them. Transfer degree areas of study are included for the following divisions:

Division of Biological and Health Sciences

Area of Study: Biology (AS)
Area of Study: Chemistry (AS)
Area of Study: Ecology (AS)
Area of Study: Microbiology (AS)
Area of Study: Pre-Dentistry (AS)
Area of Study: Pre-Occupational Therapy (AS)
Area of Study: Pre-Physical Therapy (AS)
Area of Study: Pre-Medicine (AA)
Area of Study: Pre-Pharmacy (AA)
Area of Study: Pre-Veterinary Medicine (AA)
Area of Study: Wildlife Management (AS)
Area of Study: Zoology (AS)

Division of Business

Area of Study: Accounting (AA)
Area of Study: Business Administration (AA)
Area of Study: Computer Information Technology (AS)

Division of Communication Arts, Humanities and Fine Arts

Area of Study: Art (AA)
Area of Study: Communication (AA)
Area of Study: English (AA)
Area of Study: French (AA)
Area of Study: Humanities (AA)
Area of Study: Music (AA)
Area of Study: Philosophy (AA)
Area of Study: Theatre (AA)

Division of Engineering, Math and Physical Science

Area of Study: Computer Science (AS)
Area of Study: Engineering (AES)
Area of Study: Geology (AS)
Area of Study: Mathematics (AS)
Area of Study: Teaching in Secondary Mathematics (AAT in SM)
Area of Study: Physics (AS)

Division of Social Science

Area of Study: Anthropology (AA)
Area of Study: Criminal Justice (AA)
Area of Study: Early Childhood Education (AA)
Area of Study: Economics (AA)
Area of Study: Elementary Education (AA)
Area of Study: Geography (AA)
Area of Study: History (AA)
Area of Study: Political Science (AA)
Area of Study: Psychology (AA)

Educational Affairs

Area of Study: International Studies (AA)

ACCOUNTING

(Associate in Arts)
Plan 13AB
Business Division, Room T102, (847) 543-2041

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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
CMM	121	Fundamentals of Speech	3
		Mathematics Elective[2]	4
			16

Second Semester

ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific and Technical Communications	3
CIT	120	Introduction to Computers[4]	3
		Mathematics Elective[2]	3-4
		Humanities & Fine Arts Elective[1]	3
		Physical & Life Science Elective (lab)[3]	4-5
			16-18

Third Semester

ACC	121	Financial Accounting	4
ECO	221	Principles of Macroeconomics	3
		Humanities & Fine Arts Elective	3
		Mathematics Elective[2]	4
			14

Fourth Semester

ACC	122	Managerial Accounting	4
ECO	222	Principles of Microeconomics	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 or HUM 127 recommended to fulfill one humanities elective.

[2] Most Illinois universities and colleges and UW Parkside require 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 the Counseling Center.

[3] Two science courses, one life science and 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 CIT 119.

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	E-mail Address
Jay Chittal	T211	(847) 543-2520	jchittal@clcillinois.edu
Scott Steinkamp	T213	(847) 543-2524	ssteinkamp@clcillinois.edu
Mary Zenner	T211	(847) 543-2522	mzenner@clcillinois.edu

RECOMMENDED COURSE OF STUDY

ANTHROPOLOGY

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ANT	121	Introduction to Anthropology	3
BIO	120	Environmental Biology ***or***	
BIO	141	Concepts in Biology	4
ENG	121	English Composition I	3
HST	121	History of Western Civilization to 1500	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 from 1500	3
MTH	127	Finite Math ***or***	
MTH	222	Elementary Statistics	3-4
PHI	121	Introduction to Philosophy	3
			15-16

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 & Fine Arts Elective	3
			15

Fourth Semester

ANT	224	Introduction to Archaeology	3
GEG	123	World Regional Geography	3
CMM	121	Fundamentals of Speech	3
		Humanities & Fine Arts Elective	3
		General Elective	3
			15

Math requirements vary at 4-year institutions.

The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

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	E-mail Address
Wendy Brown	A254	(847) 543-2941	wbrown@clcillinois.edu
Jerry Hanson	A251	(847) 543-2931	jhanson@clcillinois.edu

RECOMMENDED COURSE OF STUDY

ART

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
ART	124	Basic Drawing	3
ART	122	Basic Color and Design	3
ART	240	History of Art I	3
		Physical & Life Sciences Elective (lab)[1]	4
			16

Second Semester

ENG	122	English Composition II	3
ART	123	Color and Design Techniques	3
ART	127	Intermediate Drawing	3
ART	241	History of Art II	3
		Social & Behavioral Sciences Elective	3
			15

Third Semester

CMM	121	Fundamentals of Speech	3
ART	225	Figure Drawing	3
ART	242	History of Art III	3
		Mathematics Elective	3
		Social & Behavioral Sciences Elective	3
			15

Fourth Semester

ART	221	Advanced Design	3
		Humanities & Fine Arts Elective	6
		Physical & Life Sciences Elective (non-lab)[1]	3
		Social & Behavioral Sciences Elective	3
		General Elective	2
			17

[1] Two science courses, one physical science, one life science, one must include lab experience. A minimum of 7 hours 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 members.

Name	Office	Phone Number	E-mail Address
David Bolton	L035	(847) 543-2437	dbolton@clcillinois.edu
Terry Dixon	D112	(847) 543-2234	tdixon@clcillinois.edu
Hans Habeger	D112	(847) 543-2964	hhabeger@clcillinois.edu
Robert Lossmann	D110	(847) 543-2436	rlossmann@clcillinois.edu
Roland Miller	D108	(847) 543-2962	rmiller@clcillinois.edu

RECOMMENDED COURSE OF STUDY

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

(Associate in Science)
Plan 11AB
Biological and Health Sciences Division
Room C-140, (847) 543-2042

The following courses are ***recommended*** for students who intend to complete the AS or AA degree at the College of Lake County and transfer to a four-year college or university.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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

This sequence delays physics until the junior year.

First Semester

BIO	161	General Biology I	4
CHM	121	General Chemistry I	5
ENG	121	English Composition I	3
		Fine Arts Elective	3
		Social & Behavioral Sciences Elective	3
			18

Second Semester

BIO	162	General Biology II	4
CHM	123	General Chemistry II	5
ENG	122	English Composition II or	
ENG	126	Advanced Composition: Scientific & Technical Composition	3
MTH	123	Trigonometry	3
		Social & Behavioral Sciences Elective	3
			18

Third Semester

BIO	221	General Zoology	4
CHM	222	Organic Chemistry I	5
MTH	145	Calculus and Analytic Geometry I	5
		Humanities Elective	3
			17

Fourth Semester

BIO	222	General Botany	4
CHM	223	Organic Chemistry II	5
CMM	121	Fundamentals of Speech	3
		Social & Behavioral Science Elective	3
		Humanities or 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. Faculty are available during scheduled office hours to advise students about program and career opportunities.

Name	Office	Phone Number	E-mail Address
Kelly Cartwright	C146	(847) 543-2792	kcartwright@clcillinois.edu
Mark Coykendall	C148	(847)-543-2481	coykendall@clcillinois.edu
Kristi Dameron	D221	(847)-543-2335	kdameron@clcillinois.edu
Lakshmi Gollapudi	C144	(847)-543-2324	lgollapudi@clcillinois.edu
Shane Jones	D221	(847) 543-2885	shanejones@clcillinois.edu
Elisabeth Martin	C147	(847)-543-2884	emartin@clcillinois.edu
Elizabeth Meyer	C148	(847)-543-2772	meyer@clcillinois.edu
Tim Morton	S307	(847)-543-2042	tmorton@clcillinois.edu
David Robinson	C145	(847)-543-2322	drobinson@clcillinois.edu
Bob Remedi	C145	(847)-543-2326	remedi@clcillinois.edu
Cynthia Trombino	C147	(847)-543-2882	trombino@clcillinois.edu
Cheena Wade	C146	(847) 543-2883	cheena@clcillinois.edu

RECOMMENDED COURSE OF STUDY

BUSINESS ADMINISTRATION

(Associate in Arts)
Plan 13AB
Business Division, Room T102, (847) 543-2041

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

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

Second Semester

ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific & Technical Composition	3
CIT	120	Introduction to Computers[4]	3
		Mathematics Elective[2]	3-4
		Humanities & Fine Arts Elective[1]	3
		Physical & Life Science Elective (lab)[3]	4-5
			16-18

Third Semester

ACC	121	Financial Accounting	4
ECO	221	Principles of Macroeconomics	3
		Humanities & Fine Arts Elective[1]	3
		Mathematics Elective	4
			14

Fourth Semester

ACC	122	Managerial Accounting	4
ECO	222	Principles of Microeconomics	3
BUS	221	Business Law I	3
		Physical & Life Science Elective (non-lab)[3]	3-4
		Humanities & Fine Arts Elective[1]	3
			16-17

[1] PHI 122, PHI 125, or HUM 127 recommended to fulfill one humanities elective.

[2] Most Illinois universities and colleges and UW Parkside require 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 the Counseling Center.

[3] Two science courses, one life science and 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 CIT 119.

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	E-mail Address
Kent Donewald	T207	(847) 543-2821	kdonewald@clcillinois.edu
Venkat Krishnamurthy	T204	(847) 543-2523	vkrishnamurthy@clcillinois.edu
James Paradiso	T209	(847) 543-2525	paradiso@clcillinois.edu
Litsa Press	T212	(847) 543-2921	litsapress@clcillinois.edu

RECOMMENDED COURSE OF STUDY

CHEMISTRY

(Associate in Science)
Plan 11AB
Biological and Health Sciences, Room C140,
(847) 543-2042

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university.

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
			16

Second Semester

CHM	123	General Chemistry II	5
ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific & Technical Communications	3
MTH	146	Calculus and Analytic Geometry II[1]	4
		Social & Behavioral Sciences Elective	3
		Fine Arts Elective	3
			18

Summer Session

BIO	161	General Biology I ***or***	
BIO	127	Introduction to Evolution	3-4
			3-4

Third Semester

CHM	222	Organic Chemistry I	5
PHY	121	General Physics I	5
CMM	121	Fundamentals of Speech	3
		Social & Behavioral Sciences Elective	3
			16

Fourth Semester

CHM	223	Organic Chemistry II	5
PHY	122	General Physics II	5
		Humanities or Fine Arts Elective	3
		Social & Behavioral Sciences Elective	3
			16

Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

BIO	161	General Biology I ***or***	
BIO	127	Introduction to Evolution	3-4
CHM	121	General Chemistry I	5
CHM	123	General Chemistry II	5
CHM	222	Organic Chemistry I	5
CHM	223	Organic Chemistry II	5
CMM	121	Fundamentals of Speech	3
ENG	121	English Composition I	3
ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific & Technical Communications	3
MTH	145	Calculus and Analytic Geometry I	5
MTH	146	Calculus and Analytic Geometry II[1]	4
PHY	121	General Physics I	5
PHY	122	General Physics II	5
		Fine Arts Elective	3
		Humanities Elective	3
		Humanities or Fine Arts Elective	3
		Social & Behavioral Sciences Elective	6

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

Name	Office	Phone Number	E-mail Address
Ahmad Audi	V208	(847) 543-2402	aaudi@clcillinois.edu
Bruce Moy	B235	(847) 543-2308	bmoy@clcillinois.edu
Tara Simmons	B234	(847) 543-2309	tsimmons@clcillinois.edu
Jean Simondson		(847) 543-2877	jsimondson@clcillinois.edu
Mary Urban	B235	(847) 543-2876	murban@clcillinois.edu

RECOMMENDED COURSE OF STUDY

COMMUNICATION

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
CMM	121	Fundamentals of Speech	3
ENG	123	Mass Communications	3
		Social & Behavioral Science Elective	3
		Physical & Life Science Elective (lab)	4
			16

Second Semester

ENG	122	English Composition II	3
CMM	122	Business & Professional Speaking	3
		Physical & Life Science Elective (non-lab)	3
		Social & Behavioral Science Elective	3
		General Elective	3
			15

Third Semester

CMM	123	Dynamics/Small Group Discussion	3
ENG	244	Mythology and Fairy Tales	3
		Mathematics Elective	3
		Social & Behavioral Science Elective	3
		General Elective	3
			15

Fourth Semester

CMM	124	Oral Interpretation ***or***	
CMM	128	Interviewing Practices	3
ENG	128	Linguistics and Society	3
PHI	121	Introduction to Philosophy	3
HUM	123	Introduction to Film	3
		General Elective	3
			15

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	E-mail Address
Nedra Adams-Soller	B261	(847) 543-2957	nadams@clcillinois.edu
Joel Chmara	B261	(847) 543-2947	jchmara@clcillinois.edu
Robert Coscarelli	A235	(847) 543-2623	bobc@clcillinois.edu
Fred Gifford	B260	(847) 543-2556	fgifford@clcillinois.edu
Rick Soller	P221	(847) 543-2958	rick-soller@clcillinois.edu

RECOMMENDED COURSE OF STUDY

COMPUTER INFORMATION TECHNOLOGY

(Associate in Science)
Plan 11AB
Business Division, Room T102, (847) 543-2041

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First semester

CIT	120	Introduction to Computers	3
CMM	121	Fundamentals of Speech	3
ENG	121	English Composition I	3
MTH	145	Calculus and Analytic Geometry I ***or***	5
MTH	224	Calculus for Business and Social Science	4
		Fine Arts Elective	3
			16-17

Second Semester

CIT	134	Programming Concepts Using Visual Basic	3
ECO	221	Principles of Macroeconomics	3
ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific and Technical Communications	3
MTH	222	Elementary Statistics	4
		Physical Science Elective	4-5
			17-18

Third Semester

CIT	141	Programming in C++	4
ECO	222	Principles of Microeconomics	3
ACC	121	Financial Accounting	4
		Humanities Elective	3
		Social Science Course (not Economics)	3
			17

Fourth Semester

CIT	241	Advanced C++	3
ACC	122	Managerial Accounting	4
		Life Science Elective	4-5
		Fine Arts or Humanities Elective	3
			14-15

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	E-mail Address
Changyi Chen	T212	(847) 543-2518	cchen@clcillinois.edu
Dan Dainton	T219	(847) 543-2538	ddainton@clcillinois.edu
Ellen Dykeman	T219	(847) 543-2521	edykeman@clcillinois.edu
Sanjay Kumar	T210	(847) 543-2818	skumar@clcillinois.edu
John North	T210	(847) 543-2507	jnorth@clcillinois.edu
Dan Petrosko	T209	(847) 543-2442	dpetrosko@clcillinois.edu
Bob Scherbaum	T206	(847) 543-2820	rscherbaum@clcillinois.edu

RECOMMENDED COURSE OF STUDY

COMPUTER SCIENCE

(Associate in Science)
Plan 11AB
Engineering, Mathematics and Physical Sciences Division
Room T102, (847) 543-2044

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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

First Semester

MCS	141	Computer Science I	4
MTH	144	Precalculus	5
ENG	121	English Composition I	3
		Social & Behavioral Sciences Elective	3
			15

Second Semester

MCS	142	Computer Programming II	3
MTH	145	Calculus and Analytic Geometry I	5
ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific and Technical Communications	3
		Social & Behavioral Sciences Elective	3
		Humanities Elective	3
			17

Third Semester

MSC	240	Introduction to Computer Systems	3
MTH	146	Calculus and Analytic Geometry II	4
PHY	123	Physics for Science and Engineering I	5
CMM	121	Fundamentals of Speech	3
			15

Fourth Semester

BIO	120	Environmental Biology ***or***	
BIO	141	Concepts in Biology ***or***	
BIO	161	General Biology I	4
		General Elective[1]	3-5
		Fine Arts Elective	3
		Humanities or Fine Arts Elective	3
		Social & Behavioral Sciences Elective	3
			16-18

[1] Recommended electives are MTH 227, MTH 244, MTH 246, PHY 124, PHY 221.

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.

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	E-mail Address
Natalia Casper	A137	(847) 543-2801	ncasper@clcillinois.edu
Kim Hasbrouck	A135	(847) 543-2736	khasbrouck@clcillinois.edu
Scott Reed	A141	(847) 543-2909	reed@clcillinois.edu

RECOMMENDED
COURSE OF STUDY

CRIMINAL JUSTICE

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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	222	Elementary Statistics	4
			16

Second Semester

ENG	122	English Composition II	3
CRJ	123	Introduction to Criminology	3
GEG	121	Physical Geography	3
CMM	121	Fundamentals of Speech	3
		Humanities & Fine Arts Elective	3
			15

Third Semester

CRJ	229	Juvenile Delinquency	3
BIO	120	Environmental Biology	4
PSC	121	American National Politics	3
HST	121	History of Western Civilization to 1500	3
		Humanities or Fine Arts Elective	3
			16

Fourth Semester

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

Math requirements vary at 4-year institutions.

The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

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	E-mail Address
Thomas Arnold	D118	(847) 543-2944	tra@clcillinois.edu
Roger Voltz	D118	(847) 543-2468	rvoltz@clcillinois.edu
Frank Zera	D122	(847) 543-2574	fzera@clcillinois.edu

RECOMMENDED COURSE OF STUDY

EARLY CHILDHOOD EDUCATION TRANSFER DEGREE

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
PSY	121	Introduction to Psychology	3
BIO	141	Concepts in Biology ***or***	
BIO	120	Environmental Biology	4
PSC	121	American National Politics	3
ECE	141	Health, Safety and Nutrition for Young Children	3
			16

Second Semester

ENG	122	English Composition II	3
MTH	121	Mathematics for Elementary Teaching I	3
PSY	222	Child Growth and Development	3
ART	121	Introduction to Art ***or***	
ART	240	History of Art I ***or***	
ART	241	History of Art II ***or***	
ART	242	History of Art III ***or***	
ART	260	History of Photography	3
EDU	221	Introduction to Teaching	3
			15

Third Semester

CMM	121	Fundamentals of Speech	3
MUS	124	Introduction to Music ***or***	
MUS	224	Music Literature	3
ECE	223	Child, Family, and Community	3
HST	221	United States History to 1876 ***or***	
HST	222	United States History 1876 to Present	3
MTH	221	Mathematics for Elementary Teaching II	3
			15

Fourth Semester

EDU	222	The Exceptional Child	3
GEG	121	Physical Geography ***or***	
GEO	120	Earth Science ***or***	
CHM	120	Chemical Concepts ***or***	
PHY	120	Practical Aspects of Physics	3-4
ECE	221	Principles of Early Childhood Education	3
EDU	223	Technology in the Classroom	3
PHI	125	Introduction to Ethics ***or***	
HUM	221	American Decades	3
			15

This degree plan would most benefit students who plan to transfer to a four-year college or university to obtain Illinois State Board of Education Type 04 certification teaching children from birth to grade 3. In addition, a person who follows the sequence of courses recommended above is considered to be qualified by the Illinois Department of Children and Family Services to be a teacher at a child care center or preschool. It is recommended that students arrange to take the Illinois Test of Basic Skills upon completion of 45 credit hours.

Math requirements vary at 4-year institutions.

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	E-mail Address
Carol Huntsinger	D120	(847) 543-2742	chuntsinger@clcillinois.edu
Diane Wolter	D116	(847) 543-2570	dwolter@clcillinois.edu

RECOMMENDED COURSE OF STUDY

ECONOMICS

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

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

Second Semester

ECO	222	Principles of Microeconomics	3
ENG	122	English Composition II	3
PSC	121	American National Politics	3
		Physical & Life Science Elective (lab)	4
		Humanities & Fine Arts Elective	3
			16

Third Semester

CMM	121	Fundamentals of Speech	3
ECO		Economics Elective	3
		Humanities & Fine Arts Elective	3
		Physical & Life Science Elective (non-lab)	3
		General Elective	3
			15

Fourth Semester

MTH	222	Elementary Statistics	3
HST	121	History of Western Civilization to 1500	3
SOC	121	Introduction to Sociology	3
PSC	122	State and Local Politics	3
		General Elective	3
			15

Math requirements vary at 4-year institutions.

The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

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	E-mail Address
Chandrea Hopkins	A252	(847) 543-2539	ccrowe@clcillinois.edu
Robert Kerr	A237	(847) 543-2533	rwkerr@clcillinois.edu
Dale Warnke	A237	(847) 543-2943	dwwarnke@clcillinois.edu

RECOMMENDED COURSE OF STUDY

ELEMENTARY EDUCATION

(Associate in Arts)
Plan 13AB
Social Sciences Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements. It is recommended that students arrange to take the Illinois Test of Basic Skills upon completion of 45 credit hours.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
ART	121	Introduction to Art ***or***	
ART	240	History of Art I ***or***	
ART	241	History of Art II ***or***	
ART	242	History of Art III ***or***	
ART	260	History of Photography	3
MTH	121	Mathematics for Elementary Teaching I	3
PSC	121	American National Politics	3
PSY	121	Introduction to Psychology	3
			15

Second Semester

ENG	122	English Composition II	3
MUS	124	Introduction to Music ***or***	
MUS	224	Music Literature	3
MTH	221	Mathematics for Elementary Teaching II	3
PSY	222	Child Growth and Development	3
EDU	121	Introduction to Teaching	3
EDU	122	Preclinical Education Experience	1
			16

Third Semester

PED	140	Contemporary Health Issues	2
BIO	141	Concepts in Biology ***or***	
BIO	120	Environmental Biology	4
ENG	246	Latin American Writers ***or***	
GEG	223	Geography of Latin America ***or***	
HST	126	History of Contemporary Non-Western Civilization ***or***	
HST	127	History of Chinese Culture and Society	3
EDU	222	The Exceptional Child	3
EDU	223	Technology in the Classroom	3
			15

Fourth Semester

CMM	121	Fundamentals of Speech	3
ENG	223	Survey of Major American Writers ***or***	
ENG	225	Major Trends and Authors of English Literature ***or***	
ENG	226	Modern English Literature ***or***	
ENG	227	Introduction to Shakespeare ***or***	
ENG	228	World Literature ***or***	
ENG	229	Twentieth Century American Literature ***or***	
ENG	241	Introduction to Poetry ***or***	
ENG	243	Introduction to Fiction	3
CHM	120	Chemical Concepts ***or***	
GEO	120	Earth Science ***or***	
PHY	120	Practical Aspects of Physics	4
HST	221	United States History to 1876 ***or***	
HST	222	United States History 1876 to Present	3
		Academic Concentration/ Elective Course[1]	3
			15

Many baccalaureate programs also require PED 220.

This degree plan would most benefit students who plan to transfer to a four-year college or university to obtain Illinois K-9 teacher certification. Students who plan to obtain Illinois teacher certification for grades 6-12 should major in the discipline they would like to teach, i.e., if you want to teach history, follow the history program plan.

[1] Concentration areas include Art, English, Foreign Language, Language Arts, Social Studies, Math, Music, Science and Theatre and should be selected in consultation with the EDU advisor or counselor.

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	E-mail Address
Carol Huntsinger	D120	(847) 543-2742	chuntsinger@clcillinois.edu
Michelle Proctor	D120	(847) 543-2942	mproctor@clcillinois.edu

RECOMMENDED COURSE OF STUDY

ENGINEERING

(Associate in Engineering Science)
Plan 12AB
Engineering, Mathematics and Physical Sciences Division, Room T102, (847) 543-2044

The engineering transfer curriculum at CLC is a two-year program which provides the prospective engineering student with the educational background required for continued engineering study at a four-year college or university. The Engineering Transfer program at CLC parallels 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 consult the college catalog of their intended transfer institution. The course selections indicated in the program requirements below 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.

Engineering students may also elect to pursue the Associate of Engineering Science (AES) degree, which may facilitate transfer to some-engineering schools in Illinois. Students pursuing the AES degree should make sure their course selection meets the requirements of the discipline and school to which they want to transfer.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

MTH	145	Calculus and Analytic Geometry I[1]	5
CHM	121	General Chemistry I[1]	5
EGR	121	Engineering Graphics[2]	3
ENG	121	English Composition I[1]	3
			16

Second Semester

MTH	146	Calculus and Analytic Geometry II[1]	4
ENG	122	English Composition II[1] ***or***	
ENG	126	Advanced Composition: Scientific and Technical Communications[1]	3
PHY	123	Physics for Science and Engineering[1]	5
		Social and Behavioral Science Elective ..	3
			15

Third Semester

MCS	140	Computer Programming I[2]	3
PHY	124	Physics for Science and Engineering II[1] ..	5
		Humanities & Fine Arts Elective	3
MTH	227	Differential Equations[1]	3
		Elective per transfer institution requirement (e.g. MCS 142)	3
			17

Fourth Semester

MTH	246	Calculus and Analytical Geometry III[1]	4
		Social & Behavioral Sciences Elective	3
EGR	221	Statics and Dynamics ***or***	
EGR	260	Introduction to Circuit Analysis.....	4-5
		Fine Arts Elective.....	3
			14-15

Total Hours for AES Degree 62-63

Summer Session
(AES completion and/or as required by Transfer Institution)

EGR	222	Engineering Mechanics of Materials	3
PHY	221	Physics for Science and Engineering III ..	4
			7

Courses Offered in Selected Semesters Only

	Fall		Spring		Summer	
Course	Day	Night	Day	Night	Day	Night
MTH 225	*varies by semester*					
MTH 227	X			X		
MTH 244	*varies by semester*					
MTH 246	X			X	X	
MCS 140*	X		X		X	
MCS 142				X		
PHY 123	X	X	X			
PHY 124	X		X	X		
PHY 221						X
EGR 260			X			
EGR 221				X		
EGR 222						X

Night classes begin no earlier than 4:00 P.M.
Above schedule assumes sufficient enrollment.

Consult with engineering advisor to select courses appropriate for your discipline. Six hours of Humanities and Fine Arts and Six hours of Social and Behavioral Sciences credits are recommended prior to transfer and are required for the AES degree.

[1] Core courses common to all engineering programs in Illinois
[2] Course requirements may vary depending on transfer institution and department/discipline 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	E-mail Address
Rob Twardock	T113	(847) 543-2903	rtwardock@clcillinois.edu

RECOMMENDED COURSE OF STUDY

ENGLISH

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
		Humanities & Fine Arts Elective (non-ENG)	3
		Social & Behavioral Sciences Elective	3
		Mathematics Elective	3
		Foreign Language Elective[1]	4
			16

Second Semester

ENG	122	English Composition II	3
ENG	223	Survey of Major American Writers ***or***	
ENG	225	Major Trends and Authors of English Literature	3
CMM	121	Fundamentals of Speech	3
		Social & Behavioral Sciences Elective	3
		Foreign Language Elective[1]	4
			16

Third Semester

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

[1] The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

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	E-mail Address
Elizabeth Aiossa	B248	(847) 543-2743	eaiossa@clcillinois.edu
Theresa Aguinaldo	D113	(847) 543-2955	taguinaldo@clcillinois.edu
MaryAnn Bretzlauf	B249	(847) 543-2463	mbretzlauf@clcillinois.edu
Cathy Colton	B251	(847) 543-2721	ccolton@clcillinois.edu
Marlaina Easton	D116	(847) 543-2946	measton@clcillinois.edu
Patrick Gonder	A236	(847) 543-2555	pgonder@clcillinois.edu
Glenn Joshua	B248	(847) 543-2535	gjoshua@clcillinois.edu
Elizabeth Keats	B252	(847) 543-2949	com431@clcillinois.edu
John Kupetz	B261	(847) 543-2989	jkupetz@clcillinois.edu
Mike Latza	B250	(847) 543-2956	mlatza@clcillinois.edu
Martin Ley	B262	(847) 543-2969	martinguerre@clcillinois.edu
George Liu	A239	(847) 543-2948	gliu@clcillinois.edu
Sean Murphy	D114	(847) 543-2554	smurphy@clcillinois.edu
Nick Schevera	B249	(847) 543-2959	nschevera@clcillinois.edu
Jennifer Staben	B250	(847) 543-2594	jstaben@clcillinois.edu
Mary Winter	B260	(847) 543-2963	mwinter@clcillinois.edu

RECOMMENDED COURSE OF STUDY

FRENCH

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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
		General Elective (non-French)	3
			16

Second Semester

FRN	122	Beginning Conversational French II ***or***	
FRN	222	Intermediate French II[1]	4
ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific and Technical Communications[2]	3
		Social & Behavioral Sciences Elective	3
		Mathematics Elective	3
		Humanities & Fine Arts Elective	3
			16

Third Semester

FRN	221	Intermediate French I ***or***	
FRN	223	French Civilization I[1]	4
CMM	121	Fundamentals of Speech	3
		Physical & Life Sciences Elective (lab)	4
		General Elective	3
		General Elective	2
			16

Fourth Semester

FRN	222	Intermediate French II ***or***	
FRN	224	French Civilization II[3]	4
		Social & Behavioral Sciences Elective	3
		Physical & Life Science Elective (non-lab)	3
		General Elective	3
		General 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).

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	E-mail Address
Maria Manterola	B221	(847) 543-2291	mmanterola@clcillinois.edu

RECOMMENDED COURSE OF STUDY

GEOGRAPHY

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
GEG	120	Physical Geography Lab* ***or***	
GEG	121	Physical Geography	3-4
MTH	141	Quantitative Literacy	3
		Humanities & Fine Arts Elective	3
		Physical Science Elective	3
			15-16

Second Semester

ANT	121	Introduction to Anthropology	3
ENG	122	English Composition II	3
BIO	141	Concepts in Biology	4
		Mathematics Elective	3
		Humanities & Fine Arts Elective	3
			16

Third Semester

ECO	221	Principles of Macroeconomics	3
GEG	122	Cultural Geography	3
HST	121	History of Western Civilization to 1500	3
CMM	121	Fundamentals of Speech	3
		Humanities & Fine Arts Elective	3
			15

Fourth Semester

ANT	221	Cultural Anthropology	3
GEG	123	World Regional Geography	3
HST	122	History of Western Civilization from 1500	3
		Mathematics or Physical & Life Science Elective	3
		General Elective	3
			15

* recommended

Math requirements vary at 4-year institutions.

The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

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

Name	Office	Phone Number	E-mail Address
Ty Liles	A250	(847) 543-2670	tliles@clcillinois.edu

RECOMMENDED COURSE OF STUDY

GEOLOGY

(Associate in Science)
Plan 11AB
Engineering, Mathematics and Physical Sciences Division
Room T102, (847) 543-2044

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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	3
			18

Third Semester

CMM	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	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	3
		Life Science Elective	4
			19

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	E-mail Address
George Brown	A234	(847) 543-2491	gbrown@clcillinois.edu
Xiaoming Zhai	A234	(847) 543-2504	xzhai@clcillinois.edu

RECOMMENDED COURSE OF STUDY

HISTORY

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
HST	121	History of Western Civilization to 1500	3
HUM	121	Introduction to Humanities I	3
PSC	121	American National Politics	3
		Humanities & Fine Arts Elective	3
			15

Second Semester

ENG	122	English Composition II	3
HST	122	History of Western Civilization from 1500	3
ANT	221	Cultural Anthropology	3
MTH	141	Quantitative Literacy	3
		Humanities & Fine Arts Elective	3
			15

Third Semester

CMM	121	Fundamentals of Speech	3
HST	221	U.S. History to 1876	3
ECO	221	Principles of Macroeconomics	3
BIO	120	Environmental Biology ***or***	
BIO	141	Concepts in Biology	4
		General Elective	3
			16

Fourth Semester

HST	222	U.S. History 1876 to Present	3
PHI	121	Introduction to Philosophy	3
GEG	121	Physical Geography	3
ENG	226	Modern English Literature	3
		General Elective	3
			15

The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

Math requirements vary at 4-year institutions.

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	E-mail Address
Gregory Gordon	D119	(847) 543-2945	ggordon@clcillinois.edu
David Groeninger	A253	(847) 543-2540	dgroeninger@clcillinois.edu
Septimus Paul	A153	(847) 543-2936	septimus@clcillinois.edu
Phyllis Soybel	A153	(847) 543-2543	psoybel@clcillinois.edu

RECOMMENDED
COURSE OF STUDY

HUMANITIES

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
HUM	121	Introduction to Humanities I	3
HUM	125	Introduction to the Fine Arts ***or***	
MUS	124	Introduction to Music	3
HST	121	History of Western Civilization to 1500	3
		Mathematics 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 (non-lab)	3
		General Elective	5
			17

Third Semester

CMM	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 Elective (lab)[1]	4
			19

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	Introduction to Performing Arts	3
		English Elective	3
			15

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	E-mail Address
Patrick Gonder	D108	(847) 543-2555	pgonder@clcillinois.edu
Leslie Hopkins	B263	(847) 543-2961	lhopkins@clcillinois.edu
Sean Murphy	D114	(847) 543-2554	smurphy@clcillinois.edu
Nick Schevera	B249	(847) 543-2561	nschevera@clcillinois.edu
Rebecca Thall	B262	(847) 543-2559	bthall@clcillinois.edu
Jackie Trimier	D113	(847) 543-2665	jtrimier@clcillinois.edu

RECOMMENDED COURSE OF STUDY

INTERNATIONAL STUDIES

(Associate in Arts)
Plan 13AB
Educational Affairs, Room C206, (847) 543-2418

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

PHI	123	Philosophy of Religion	3
ENG	121	English Composition I	3
PSC	121	American National Politics	3
		Fine Arts Elective	3
		Foreign Language Elective	4
GEG	123	World Regional Geography ***or***	
HST	126	History of Contemporary Non-Western Civilization ***or***	
HST	127	History of Chinese Culture & Society	3
			16

Second Semester

ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific & Technical Communications	3
PSC	221	Comparative Political Systems	3
CMM	121	Fundamentals of Speech	3
		Foreign Language Elective	4
		Humanities Elective	3
			16

Third Semester

ECO	221	Principles of Macroeconomics	3
MTH	141	Quantitative Literacy	3
		Physical & Life Science Elective (lab)	4
		Elective	3
			13

Fourth Semester

PSC	222	International Politics	3
ENG	246	Latin American Writers ***or***	
HUM	128	Introduction to Mid-Eastern Civilizations	3
ECO	225	Comparative Economic Systems	3
		Physical & Life Science Elective (non-lab)	3
		Elective	3
			15

Fine Arts Electives

ART	240	History of Art	3
ART	241	History of Art II	3
ART	242	History of Art III	3
HUM	121	Introduction to Humanities I	3
HUM	122	Introduction to Humanities II	3

Humanities Electives

ENG	228	World Literature	3
ENG	244	Mythology & Fairy Tales	3
ENG	247	International Women Writers	3
PHI	123	Philosophy of Religion	3
PHI	125	Introduction to Ethics	3

Foreign Languages Electives
The equivalent of eight hours of credit in Foreign Language which includes the 4th course in any French, Spanish, German, Italian, Arabic, Japanese, Russian or Chinese.

Suggested Electives

ANT	121	Introduction to Anthropology	3
ANT	221	Cultural Anthropology	3
BUS	121	Introduction to Business	3
BUS	270	Introduction to International Business	3
ENG	128	Linguistics and Society	3
GEG	122	Cultural Geography	3
GEG	223	Latin American Geography	3
HST	121	History of Western Civilization to 1500	3
HST	122	History of Western Civilization from 1500	3
CMM	127	Intercultural Communication	3
HUM	124	International and Regional Studies in Humanities	1-4
SSI	124	International Studies in Social Science	1-3

RECOMMENDED COURSE OF STUDY

MATHEMATICS

(Associate in Science)
Plan 11AB
Engineering, Mathematics and Physical Sciences Division
Room T102, (847) 543-2044

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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

First Semester

BIO	161	General Biology I	4
ENG	121	English Composition I	3
MTH	145	Calculus and Analytic Geometry I	5
PHI	122	Logic	3
			15

Second Semester

MTH	146	Calculus and Analytic Geometry II	4
MCS	140	Computer Programming I ***or***	
MCS	141	Computer Science I	3-4
ENG	122	English Composition II ***or***	
ENG	126	Advance Composition: Scientific and Technical Communication	3
		Social & Behavioral Sciences Elective	3
		Humanities & Fine Arts Elective	3
			16-17

Third Semester

MTH	246	Calculus and Analytic Geometry III	4
MTH	227	Ordinary Differential Equations	3
PHY	123	Physics for Science & Engineering I	5
		Social & Behavioral Sciences Elective	3
			15

Fourth Semester

CMM	121	Fundamentals of Speech	3
MCS	142	Computer Programming II	3
MTH	225	Linear Algebra ***or***	
MTH	244	Discrete Mathematics	3
		Social & Behavioral Sciences Elective	3
		Humanities & Fine Arts Elective	3
			15

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.

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	E-mail Address
Jeffrey Andrews	A134	(847) 543-2497	jandrews@clcillinois.edu
Mark Beintema	A136	(847) 543-2913	mbeintema@clcillinois.edu
Donna Carlson	A140	(847) 543-2900	donnacarlson@clcillinois.edu
Natalia Casper	A137	(847) 543-2801	ncasper@clcillinois.edu
Virginia Coil	A134	(847) 543-2639	vcoil@clcillinois.edu
Anni Gossman	A141	(847) 543-2505	agossman@clcillinois.edu
Jason Hasbrouck	A138	(847) 543-2744	jhasbrouck@clcillinois.edu
Kim Hasbrouck	A135	(847) 543-2736	khasbrouck@clcillinois.edu
Tracey Hoy	A139	(847) 543-2901	traceyhoy@clcillinois.edu
Byron Hunter	A140	(847) 543-2910	bhunter@clcillinois.edu
Scott Reed	A141	(847) 543-2909	reed@clcillinois.edu
Kimberly Shryock-Boyke	A135	(847) 543-2924	kshyrock@clcillinois.edu
William Rolli	A137	(847) 543-2494	wrolli@clcillinois.edu
Mark Smith	A139	(847) 543-2906	msmith@clcillinois.edu
John Thomas	A136	(847) 543-2912	jthomas@clcillinois.edu
Stewart Thornburgh	A138	(847) 543-2725	sthornburgh@clcillinois.edu
Amy Trefzger	A133	(847) 543-2493	atrefzger@clcillinois.edu

RECOMMENDED COURSE OF STUDY

MATHEMATICS: TEACHING IN SECONDARY MATHEMATICS

(Associate in Arts)
Plan 17AB
Engineering, Mathematics and Physical Sciences Division
Room T102, (847) 543-2044

Students may obtain an Associate of Arts in Teaching (Secondary Mathematics) degree from the College of Lake County by successfully completing the 62 credits outlined below and by meeting the graduation requirements.

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.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

BIO	161	General Biology I	4
ENG	121	English Composition I	3
MTH	145	Calculus and Analytic Geometry I	5
PSY	121	Introduction to Psychology	3
			15

Second Semester

MTH	146	Calculus and Analytic Geometry II	4
MCS	140	Computer Programming I	3
ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific and Technical Communications	3
PHI	122	Logic	3
EDU	221	Introduction to Teaching	3
EDU	242	Clinical Experience	1
			17

Third Semester

MTH	246	Calculus and Analytic Geometry III	4
PHY	123	Physics for Science and Engineering	5
PSY	226	Adolescent Development	3
		Humanities elective	3
			15

Fourth Semester

MTH	225	Linear Algebra	3
CMM	121	Fundamental of Speech	3
EDU	222	The Exceptional Child	3
		Social or Behavioral Science elective (not PSY)	3
		Fine Arts Elective	3
			15

Students are advised to check with their transfer school for any other requirements that might be needed for admission to professional education programs.

A student must pass the ITBS (IL Test of Basic Skills) in order to be awarded an AAT Degree.

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	E-mail Address
Tracey Hoy	A139	(847) 543-2901	traceyhoy@clcillinois.edu
Amy Trefzger	A133	(847) 543-2493	atrefzger@clcillinois.edu

RECOMMENDED COURSE OF STUDY

MUSIC

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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	Applied Music Piano I ***or***	
MUS	144	Applied Music Jazz Piano	1
MUS	141	Applied Music-Voice I ***or***	
MUS	143	Applied Music Piano I ***or***	
MUS	160-188	Applied Music (various instruments)	1-2
MUS	120	Vocal Ensembles ***or***	
MUS	123	Wind Ensemble ***or***	
MUS	223	Jazz Ensemble	1
ENG	121	English Composition I	3
		Humanities & Fine Arts Elective (non-music)[2]	3
			13-14

Second Semester

MUS	129	Theory of Music II	4
MUS	143	Applied Music Piano I ***or***	
MUS	144	Applied Music Jazz Piano	1
MUS	141	Applied Music-Voice I ***or***	
MUS	143	Applied Music Piano I ***or***	
MUS	160-188	Applied Music (various instruments)	1-2
MUS	120	Vocal Ensembles ***or***	
MUS	123	Wind Ensemble ***or***	
MUS	223	Jazz Ensemble	1
MUS	224	Music Literature	3
ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition: Scientific and Technical Communications	3
		Humanities & Fine Arts Elective	3
			16-17

Third Semester

MUS	228	Theory of Music III	4
MUS	241	Applied Music-Voice II ***or***	
MUS	243	Applied Music-Piano II ***or***	
MUS	244	Applied Music-Jazz Piano II ***or***	
MUS	260-288	Applied Music II (various instruments)	1-2
MUS	120	Vocal Ensembles ***or***	
MUS	123	Wind Ensemble ***or***	
MUS	223	Jazz Ensemble	1
CMM	121	Fundamentals of Speech	3
		Physical & Life Science Elective (non-lab)	3
		Social & Behavioral Science Elective	3
			15-17

Fourth Semester

MUS	229	Theory of Music IV	4
MUS	241	Applied Music-Voice II ***or***	
MUS	243	Applied Music-Piano II ***or***	
MUS	244	Applied Music-Jazz Piano II ***or***	
MUS	260-288	Applied Music II (various instruments)	1-2
MUS	120	Vocal Ensembles ***or***	
MUS	123	Wind Ensemble ***or***	
MUS	223	Jazz Ensemble	1
		Physical & Life Science Elective (lab)	4
		Social & Behavioral Science Elective	3
		Mathematics 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 BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

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	E-mail Address
Music			
Charles Clency	P218	(847) 543-2569	cclency@clcillinois.edu
Mike Flack	P218	(847) 543-2566	mflack@clcillinois.edu

RECOMMENDED COURSE OF STUDY

PHILOSOPHY

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
PHI	121	Introduction to Philosophy	3
		Humanities & Fine Arts Elective (non-philosophy)	3
		Social & Behavioral Sciences Elective	3
		Physical & Life Science Elective (non-lab)	3
			15

Second Semester

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

Third Semester

PHI	125	Ethics	3
MTH	141	Quantitative Literacy	3
PSY	121	Introduction to Psychology ***or***	
SOC	121	Introduction to Sociology	3
		Physical & Life Science Elective (lab)	4
		Humanities & Fine Arts Elective	3
			16

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

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	E-mail Address
Edwin George	B264	(847) 543-2560	egeorge@clcillinois.edu
Leslie Hopkins	B263	(847) 543-2961	lhopkins@clcillinois.edu
Brian Smith	B262	(847) 543-2960	briansmith@clcillinois.edu
Rebecca Thall	B261	(847) 543-2559	bthal@clcillinois.edu
Jackie Trimier	D113	(847) 543-2665	jtrimier@clcillinois.edu

PHOTOGRAPHY (See Art on page 58.)

RECOMMENDED COURSE OF STUDY

PHYSICS

(Associate in Science)
Plan 11AB
Engineering, Mathematics and Physical Sciences Division
Room T102, (847) 543-2044

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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

CMM	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	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	6
			15

Summer Session

PHY	221	Physics for Science and Engineering III	4
			4

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	E-mail Address
David Boyke	A233	(847) 543-2911	boyke@clcillinois.edu
Ana Mazilu	A233	(847) 543-2490	amazilu@clcillinois.edu

RECOMMENDED COURSE OF STUDY

POLITICAL SCIENCE

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
PSC	121	American National Politics	3
CMM	121	Fundamentals of Speech	3
MTH	127	Finite Math ***or***	
MTH	222	Elementary Statistics	3-4
		General Elective	3
			15-16

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 ***or***	
BIO	141	Concepts in Biology	4
ANT	221	Cultural Anthropology	3
			16

Third Semester

PSC	221	Comparative Political Systems	3
HST	121	History of Western Civilization to 1500	3
GEG	121	Physical Geography	3
		Humanities & Fine Arts Elective	3
		General Elective	3
			15

Fourth Semester

PSC	222	United States Foreign Policy	3
HST	122	History of Western Civilization from 1500	3
		Humanities & Fine Arts Elective	3
		General Electives	6
			15

Math requirements vary at 4-year institutions.

The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

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	E-mail Address
Maureen Starshak	A237	(847) 543-2940	mkstarshak@clcillinois.edu
Maria Pérez Laubhan	A154	(847) 543-2541	mlaubhan@clcillinois.edu

RECOMMENDED COURSE OF STUDY

PRE-DENTISTRY

(Associate in Arts)
Plan 13AB
Biological and Health Sciences Division
Room C140, (847) 543-2042

The following courses are recommended for students who intend to complete the AA degree at the College of Lake County and transfer to a four-year college or university.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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

First Semester

BIO	161	General Biology I	4
CHM	121	General Chemistry I	5
ENG	121	English Composition I	3
CMM	121	Fundamentals of Speech	3
PSY	121	Introduction to Psychology	3
			18

Second Semester

BIO	162	General Biology II	4
CHM	123	General Chemistry II	5
ENG	122	English Composition II	3
MTH	222	Elementary Statistics ***or***	
MTH	145	Calculus I	4-5
			16-17

Summer Session

		Humanities Elective	3
		Social and Behavioral Sciences	3
			6

Third Semester

PHY	121	General Physics I	5
CHM	222	Organic Chemistry I	5
		Fine Arts Elective	3
		Social & Behavioral Sciences	3
			16

Fourth Semester

CHM	223	Organic Chemistry II	4
PHY	122	General Physics II	5
		Humanities or Fine Arts Elective	3
PSC	121	American National Politics ***or***	
HST	221	United States History to 1876	3
			16

For more information on this course of study, students may contact either the division office listed or any of the following faculty member. Faculty are available during scheduled office hours to advise students about program and career opportunities.

Name	Office	Phone Number	E-mail Address
Mary Urban	B235	(847) 543-2876	murban@clcillinois.edu

RECOMMENDED COURSE OF STUDY

PRE-MEDICINE

(Associate in Arts)
Plan 13AB
Biological and Health Sciences Division
Room C140, (847) 543-2042

The following courses are ***recommended*** for students who intend to complete the AA degree at the College of Lake County and transfer to a four-year college or university.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

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

First Semester

BIO	161	General Biology I	4
CHM	121	General Chemistry I	5
ENG	121	English Composition I	3
CMM	121	Fundamentals of Speech	3
PSY	121	Introduction to Psychology	3
			18

Second Semester

BIO	162	General Biology II	4
CHM	123	General Chemistry II	5
ENG	122	English Composition II	3
MTH	222	Elementary Statistics ***or***	
MTH	145	Calculus I	4-5
			16-17

Summer Session

		Humanities Elective	3
			3

Third Semester

PHY	121	General Physics I	5
CHM	222	Organic Chemistry I	5
		Fine Arts Elective	3
		Social & Behavioral Sciences	3
			16

Fourth Semester

CHM	223	Organic Chemistry II	4
PHY	122	General Physics II	5
		Humanities & Fine Arts Elective	3
		Social & Behavioral Sciences Elective	3
			16

PSC 121 American National Politics **or** HST 221 United States History to 1876 is recommended if Constitution requirement has not been met.

For more information on this course of study, students may contact either the division office listed or any of the following faculty members. Faculty are available during scheduled office hours to advise students about program and career opportunities.

Name	Office	Phone Number	E-mail Address
Lakshmi Gollapudi	C144	(847) 543-2324	lgollapudi@clcillinois.edu

RECOMMENDED COURSE OF STUDY

PRE-OCCUPATIONAL THERAPY and PRE-PHYSICAL THERAPY

(Associate in Science)
Plan 11AB
Biological and Health Sciences Division
Room C140, (847) 543-2042

Students who intend to complete an AS degree at the College of Lake County and transfer to a Pre-Professional program at a four-year college or university should become familiar, as soon as possible, with the requirements of the institution to which they plan to transfer.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

Students should choose electives only after consulting with a department advisor.

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

Name	Office	Phone Number	E-mail Address
Pre-Occupational Therapy			
Elisabeth Martin	C147	(847) 543-2884	emartin@clcillinois.edu
Pre-Physical Therapy			
Kristi Dameron	D221	(847)-543-2335	kdameron@clcillinois.edu

PRE-PHARMACY

(Associate in Arts)
Plan 13AB
Biological and Health Sciences Division
Room C140, (847) 543-2042

The following courses are ***recommended*** for students who intend to complete the AA degree at the College of Lake County and transfer to a four-year college or university.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

Students should become familiar as soon as possible with the requirements of the institution to which they plan to transfer.

All course prerequisites must be met. Students should choose electives only after consulting with a faculty advisor.

First Semester

BIO	161	General Biology I	4
CHM	121	General Chemistry	5
ENG	121	English Composition I	3
CMM	121	Fundamentals of Speech	3
PSY	121	Introduction to Psychology	3
			18

Second Semester

BIO	162	General Biology II	4
CHM	123	General Chemistry II	5
ENG	122	English Composition II	3
MTH	145	Calculus I	5
			17

Summer Session

BIO	124	Anatomy & Physiology	5
			5

Third Semester

PHY	121	General Physics I	5
CHM	222	Organic Chemistry I	5
ECO	221	Principles of Macroeconomics	3
		Fine Arts Elective	3
			16

Fourth Semester

CHM	223	Organic Chemistry II	5
PHY	122	General Physics II	5
		Humanities Elective	3
PSC	121	American National Politics ***or***	
HST	221	United States History to 1876	3
			16

Summer Session

		Humanities & Fine Arts Elective	3
			3

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	E-mail Address
Tara Simmons	B234	(847) 543-2309	tsimmons@clcillinois.edu

RECOMMENDED COURSE OF STUDY

PRE-VETERINARY MEDICINE

(Associate in Arts)
Plan 13AB
Biological and Health Sciences Division
Room C140, (847) 543-2042

The following courses are ***recommended*** for students who intend to complete an AA degree at the College of Lake County and prepare for transfer to a pre-vet program at a four-year institution.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

Pre-vet students should contact the Veterinary school they intend to enter and modify the course selection listed below as needed. However, the student must recognize when such changes preclude their obtaining a degree at CLC and decide if this is in their best interest.

First Semester

BIO	161	General Biology I	4
CHM	121	General Chemistry	5
ENG	121	English Composition I	3
		Humanities & Fine Arts Elective (Humanities)	3
		Social & Behavioral Sciences Elective	3
			18

Second Semester

BIO	162	General Biology II	4
CHM	123	General Chemistry II	5
ENG	122	English Composition II[1] ***or***	
ENG	126	Advanced Composition[1]	3
MTH	222	Elementary Statistics	4
			16

Summer Session

		Social & Behavioral Sciences Elective	3
		Humanities & Fine Arts Elective[1]	3
			6

Third Semester

BIO	221	General Zoology[2]	4
CHM	125	Elementary Organic Chemistry ***or***	
CHM	222	Organic Chemistry I	5
PHY	121	General Physics	5
		Humanities or Fine Arts Elective (Fine Arts)	3
			17

Fourth Semester

CHM	224	Biochemistry ***or***	
CHM	223	Organic Chemistry II	5
CMM	121	Fundamentals of Speech	3
PHY	122	General Physics II	5
		Social & Behavioral Sciences Elective[1]	3
			16

For application to a Vet program without completing a B.S. degree, students should complete either CHM 222 and CHM 223 (Organic Chemistry I and II) or CHM 125 (Elementary Organic Chemistry) and a biochemistry course, which is a course that is not offered at CLC.

[1] Not required by U of I, College of Veterinary Medicine, but meets CLC's AA 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 the following faculty member.

Name	Office	Phone Number	E-mail Address
Kelly Cartwright	C146	(847) 543-2792	kcartwright@clcillinois.edu
David Robinson	C145	(847)-543-2322	drobinson@clcillinois.edu

RECOMMENDED COURSE OF STUDY

PSYCHOLOGY

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
BIO	161	General Biology I	4
PSY	121	Introduction to Psychology	3
		Humanities & Fine Arts Elective	3
		Elective	3
			16

Second Semester

ENG	122	English Composition II	3
HST	121	History of Western Civilization to 1500	3
PSY	222	Child Growth and Development	3
		Biology Elective	4
		Elective	3
			16

Third Semester

CMM	121	Fundamentals of Speech	3
PSC	121	American National Politics	3
MTH	127	Finite Math ***or***	
MTH	222	Elementary Statistics	3-4
PSY	223	Abnormal Psychology	3
		Humanities or Fine Arts Elective	3
			15-16

Fourth Semester

PSY	225	Social Psychology	3
		Humanities & Fine Arts Elective	3
		Social & Behavioral Sciences Elective (non-PSY)	3
		Physical & Life Science Elective (non-lab)	3
		General Elective	3
			15

The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

Math requirements vary at 4-year institutions.

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

Name	Office	Phone Number	E-mail Address
Joan Kerr	A155	(847) 543-2545	jkerr@clcillinois.edu
Diane Krumm	A254	(847) 543-2544	dkrumm@clcillinois.edu
Shari Larson-Brueske	A255	(847) 543-2938	slarson@clcillinois.edu
Karen Owens	A155	(847) 543-2934	kowens@clcillinois.edu
Eric Rogers	A250	(847) 543-2930	erogers@clcillinois.edu
Suzanne Valentine-French	A154	(847) 543-2935	svfrench@clcillinois.edu

RECOMMENDED COURSE OF STUDY

SOCIAL WORK

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are recommended for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
SWK	121	Introduction to Social Work	3
PSY	121	Introduction to Psychology	3
PHI	121	Introduction to Philosophy	3
MTH	222	Elementary Statistics	4
			16

Second Semester

ENG	122	English Composition II	3
SOC	121	Introduction to Sociology	3
GEG	121	Physical Geography or other physical science	3
CMM	121	Fundamentals of Speech	3
PHI	125	Introduction to Ethics or other Humanities	3
			15

Third Semester

BIO	141	Concepts in Biology ***or***	
BIO	120	Environmental Biology	4
HUS	118	Professional Helping Skills	3
ANT	221	Cultural Anthropology	3
		Fine Arts Elective	3
PSC	121	American National Politics	3
			16

Fourth Semester

PSY	223	Abnormal Psychology	3
SOC	225	Race, Class, & Gender	3
SOC	224	Sociology of the Family	3
HUX	170	Introduction to Substance Abuse	3
		General Elective	3
			15

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

Name	Office	Phone Number	E-mail Address
Mick Cullen II	D122	(847) 543-2573	mcullen@clcillinois.edu
Janet Mason	D116	(847) 543-2536	jmason@clcillinois.edu

RECOMMENDED COURSE OF STUDY

SOCIOLOGY

(Associate in Arts)
Plan 13AB
Social Science Division, Room A244, (847) 543-2047

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
SOC	121	Introduction to Sociology	3
HST	121	History of Western Civilization to 1500	3
MTH	127	Finite Math ***or***	
MTH	222	Elementary Statistics	3-4
		General Elective	3
			15-16

Second Semester

ENG	122	English Composition II	3
SOC	222	Social Problems	3
ECO	221	Principles of Macroeconomics	3
BIO	120	Environmental Biology ***or***	
BIO	141	Concepts in Biology	4
		Humanities & Fine Arts Elective	3
			16

Third Semester

CMM	121	Fundamentals of Speech	3
SOC	224	Sociology of the Family	3
PSY	121	Introduction to Psychology	3
GEG	121	Physical Geography	3
		General Elective	3
			15

Fourth Semester

ANT	121	Introduction to Anthropology ***or***	
ANT	221	Cultural Anthropology	3
PSC	121	American National Politics	3
PHI	121	Introduction to Philosophy	3
SOC	223	Deviance	3
		Humanities & Fine Arts Elective	3
			15

Math requirements vary at 4-year institutions.

The BA degree at many 4-year institutions may require foreign language at the college level. Students who are planning to transfer should meet with a counselor or speak with the admissions office of the transfer school to identify the foreign language requirement for the intended major.

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

Name	Office	Phone Number	E-mail Address
Madelaine Gerbaulet-Vanasse	A252	(847) 543-2939	mgerbaulet-vanasse@clcillinois.edu
Fredric Hutchinson	D120	(847) 543-2932	fhutchinson@clcillinois.edu
John Tenuto	A250	(847) 543-2537	jtenuto@clcillinois.edu
Li-hua Yu	D119	(847) 543-2741	lyu@clcillinois.edu

RECOMMENDED COURSE OF STUDY

SPANISH

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

SPA	121	Beginning Conversational Spanish I ***or***	
SPA	221	Intermediate Spanish I[2]	4
ENG	121	English Composition I	3
		Social & Behavioral Sciences Elective	3
		Humanities & Fine Arts Elective (non-Spanish)	3
		General Elective	3
			16

Second Semester

SPA	122	Beginning Conversational Spanish II ***or***	
SPA	222	Intermediate Spanish II[1]	4
ENG	122	English Composition II ***or***	
ENG	126	Advanced Composition[2]	3
		Social & Behavioral Sciences Elective	3
		Mathematics Elective	3
		Humanities & Fine Arts Elective	3
			16

Third Semester

SPA	221	Intermediate Spanish I ***or***	
SPA	223	Spanish Civilization I[3]	3-4
CMM	121	Fundamentals of Speech	3
		Physical & Life Sciences Elective (lab)	4
		General Elective	3
		General Elective	2
			15-16

Fourth Semester

SPA	222	Intermediate Spanish II ***or***	
SPA	224	Spanish Civilization II[3]	3-4
		Social & Behavioral Sciences Elective	3
		Physical & Life Science Elective (lab)	3
		General Elective	3
		General Elective	3
			15-16

[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).

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

Name	Office	Phone Number	E-mail Address
Maria Manterola	B247	(847) 543-2291	mmanterola@clcillinois.edu
Theresa Ruiz-Velasco	B247	(847) 543-2579	truizvelasco@clcillinois.edu
Rai Salazar	A235	(847) 543-2363	raisal@clcillinois.edu
Olivia Yanez	B247	(847) 543-2628	oyanez@clcillinois.edu

RECOMMENDED COURSE OF STUDY

THEATRE

(Associate in Arts)
Plan 13AB
Humanities Division, Room B237, (847) 543-2040

The following courses are ***recommended*** for students who have not decided upon a specific four-year college or university. Once a transfer school is selected, students should meet with a counselor or advisor to determine courses at CLC which will also meet the transfer requirements.

To complete any transfer degree, students should select from the general education requirements outlined on pages 49-54. All course prerequisites must be met. Additionally, students are required to select one course from the International/ Multicultural list on page 49 to meet graduation requirements.

First Semester

ENG	121	English Composition I	3
CMM	121	Fundamentals of Speech	3
THE	125	Principles of Acting I ***or***	
THE	126	Stagecraft	3
		Social & Behavioral Sciences Elective	3
		Physical & Life Sciences Elective (lab)	4
			16

Second Semester

ENG	122	English Composition II	3
THE	225	Acting II ***or***	
THE	222	Stage Makeup ***or***	
THE	226	Lighting for Stage and Studio	3
		Physical & Life Sciences Elective (non-lab)[1]	3
		Social & Behavioral Sciences Elective	3
		General Elective	3
			15

Third Semester

THE	228	Directing I ***or***	
THE	121	Introduction to Theatre	3
ENG	228	World Literature	3
		Mathematics Elective	3
		Social & Behavioral Sciences Elective	3
		General Elective	3
			15

Fourth Semester

CMM	124	Oral Interpretation ***or***	
THE	129	Theatre Practicum	3
ENG	227	Introduction to Shakespeare	3
PHI	121	Introduction to Philosophy	3
HUM	123	Introduction to Film ***or***	
THE	126	Stagecraft	3
MUS	121	Voice Class	1
		DNC Elective	3
			16

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

Name	Office	Phone Number	E-mail Address
Theatre			
Thomas Mitchell	P123b	(847) 543-2967	tmitchell@clcillinois.edu
Craig Rich	P220	(847) 543-2567	crich@clcillinois.edu
Dance			
Valerie Alpert	P219	(847) 543-2432	valpert@clcillinois.edu
Therese Crews	P219	(847) 543-2610	tcrews@clcillinois.edu

RECOMMENDED COURSE OF STUDY

Career Programs

Career education programs are designed for students seeking specialized training in preparation for employment after leaving CLC. Both the AAS and career certificates are offered in many technical areas. Although these programs are not primarily designed to transfer to four-year colleges and universities, CLC has established articulation agreements with a number of colleges and universities, and many of the AAS degree may transfer. See a counselor at CLC for more information.

Guarantee for Job Competency

As part of the College Graduate Guarantee (see page 47), the College of Lake County makes certain guarantees to students who earn an Associate in Applied Science Degree or a Career Certificate. A graduate who has been 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 will be provided with up to 15 tuition-free 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 his or her 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 academic dean, and a counselor, will develop a written education plan that will fulfill 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 guarantee 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 sole remedy given to an individual by CLC and its employees for skill deficiencies shall be the 15 tuition-free credit hours provided under the conditions described above.
11. The individual must complete the formal application for the tuition-free credit hours by contacting the Assistant Vice President for Educational Affairs at (847) 543-2982.

General Requirements for the Associate in Applied Science Degree

Students must meet the following general requirements for an Associate in Applied Science degree:

A. Satisfactory completion of the maximum number of credit hours for the respective program (see pages 98-168).
B. Completion of at least 15.0 of the last 30.0 credit hours of instruction earned while in attendance at CLC. This does not include credit earned by examination or transfer. Servicemembers and their spouses enrolled in Servicemember's Opportunity College Program and navy personnel enrolled in the Navy Campus for Achievement Program may meet the graduation requirement regarding semester hours at the college by completion a minimum of 15.0 semesters hours if active duty assignment takes him/her to a base preventing attendance at CLC.
C. Minimum grade point average of 2.00 (C) for all work completed at CLC;
D. Satisfactory completion of the General Education Requirements (15.0 semester hours) for the appropriate degree;
E. Compliance with the requirement regarding the Constitution Examination (Senate Bill 195 of the 68th General Assembly of the State of Illinois) by any of the following means:
   1. Illinois high school transcript showing a graduation date of 1953 or later or
   2. successfully passing the CLC proficiency exam covering the Constitution of the United States and the State of Illinois and the proper use and display of the American flag or
   3. successful completion of PSC 121 or HST 221 at CLC or
   4. completing the requirement at another institution of higher educational in the State of Illinois.

Petition to Graduate

All students who intend to receive a degree or career certificate must complete a Petition for Graduation available in the Office of Admissions and Records.

Active/Inactive Student Status

Students who maintain continuous enrollment are deemed active. 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 corresponding with the semester in which they re-enroll.

Associate in Applied Science Degree

Students may obtain an Associate in Applied Science degree from the College of Lake County by successfully completing the required general education requirements outlined below, as well as the required courses for the particular program area selected from pages 98-168. Students must also meet graduation requirements listed on page 93.

A. Communication Arts
AAS .....6.0 sem hours
Select one course from English and one course from Communication Arts.
English: ENG 120 or ENG 121
Communication Arts: CMM 111, 121, 122, 123, or 128 (check the requirements of specific programs to determine which speech course you must take)

B. Science and/or Mathematics
AAS .....3.0 sem hours
Select one course from the following selections: Astronomy, Biology, Business Mathematics (AOS 122), Electronic Information Technology (EIT 110), Chemistry, Geography (GEG 121), Geology, Mathematics, Physics

C. Humanities and Fine Arts
AAS .....3.0 sem hours
Select one course from the following selections: Architecture (ARC 228), Art, Humanities, Music, Theatre, Chinese, English (except ENG 120, 121, 122, 123, 124 and 126), Dance, Arabic, French, German, Italian, Japanese, Philosophy, Russian, Spanish

D. Social and Behavioral Sciences
AAS .....3.0 sem hours
Anthropology, Economics, Geography (except GEG 121), History, Political Science, Psychology, Sociology

E. General Elective hours
AAS Degree.....15.0 sem hours

F. Total AAS Degree
Requirements .....varies based upon specific program
Consult specific program requirements, pages 98-168 for detailed information.

G. Other Graduation Requirements
a. Constitution Requirements (recommended methods: Illinois high school transcript showing a graduation date of 1953 or later, proficiency exam, or successful completion of PSC 121 or HST 221 at CLC)
b. Cumulative CLC grade point average of 2.0 or higher
c. Minimum of 15.0 of last 30.0 credit hours earned at CLC
d. Completed Petition to Graduate (available in Admissions and Records)

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 99 in this catalog. Candidates for certificates must submit a completed Petition for Graduation (available in Admissions and Records Office).

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.
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 (not including 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 or her active duty assignment takes him or her to a base preventing his or her attendance at 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 Basic 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 Basic Education at (847) 543-2402 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 Basic Education area. Courses for which certificates are awarded may or may not carry academic credit.

Special Notations for Associate Degree Requirements

A. No course may be used to satisfy more than one general education requirement.
B. Specific electives and total hours vary by degree and program.
C. No more than four credit hours earned in PDS 120 or PDS 121 may count as elective credit
D. The following courses cannot be used to satisfy degree requirements and do not count in the grade point average:
   1. Courses with a middle digit of 0: (e.g. ENG 108, ENG 109 and MTH 101);
   2.Adult Education courses with a department prefix of ABE, ADE, ESL, GED or VST;
   3. General Studies courses.

Occupational Program Descriptors

The College of Lake County offers the Associate in Applied Science degree and career certificates for students who wish to pursue employment in a specialized field. Requirements for each occupational program offered at the college are described in the following sections. These programs are designed as career education and are not intended to transfer. Specific requirements for each degree or certificate are listed on the following pages.

Accounting
- Accounting AAS
- Accounting Clerk Certificate
- Professional Accounting Certificate

Administrative Office Systems
- Administrative Assistant AAS
- General Office Certificate
- Office Assistant Certificate
- Information Processing Specialist Certificate

Architectural Technology
- Architectural Technology AAS
- Architectural Technology Certificate

Automotive Collision Repair
- Automotive Collision Repair Certificate
- Automotive Damage Estimator Certificate
- Automotive Refinishing Technician Certificate
- Automotive Structural Repair Technician Certificate

Automotive Technology
- Under Hood Technician (AAS and Certificate)
- Transmission Technician (AAS and Certificate)
- Under the Car Technician (AAS and Certificate)
- Automotive Air Conditioning and Heating Specialist Certificate
- Automotive Electrical Specialist Certificate
- Automotive Fuel Systems Specialist Certificate
- Automotive Service Specialist Certificate
- Automotive Brakes and Suspension Specialist Certificate
- Automotive Oil Change Specialist Certificate
- Automotive Transmission Specialist Certificate

Business Management
- Marketing (AAS and Certificate)
- Supervision (AAS and Certificate)
- Small Business Management Certificate

CAD – Drafting Technology
- Architectural/Civil Option (AAS)
- Mechanical Option (AAS)
- Graphics, Animation and Presentation (AAS and Certificate)
- CAD – Drafting Technology – General Certificate
- Architectural Certificate
- Civil Certificate
- ProEngineer Certificate
- 3D Parametric Certificate
- AutoCAD Certificate
- SolidWorks Certificate

CISCO Networking
- Cisco Networking AAS
- Cisco Networking Certificate
- Cisco Networking Professional Certificate

Civil and Environmental Technology
- Civil and Environmental Technology AAS
- Surveying and Civil Technology Certificate

Computer Information Technology
- Java Programmer (AAS and Certificate)
- C++ Programmer (AAS and Certificate)
- Visual Basic Programmer (AAS and Certificate)
- Web Programmer (AAS and Certificate)
- Network Administration and Security (AAS and Certificate)
- Office Application Specialist (AAS and Certificate)
- Computer Forensics (AAS)
- Computer Forensics Technician Certificate
- Computer Forensics Analyst Certificate
- Oracle Database Certified Associate Certificate
- Oracle Database Certified Professional Certificate
- Game Development Certificate
- Security Administration Certificate
- PC Technician Certificate

Construction Management Technology
- Construction Management Technology AAS
- Construction Management Technology Certificate

CNC Programming
- CNC Programming AAS
- CNC Programming/Operations Certificate
- CNC Operations Certificate

Criminal Justice
- Criminal Justice AAS
- Criminal Justice Certificate

Dental Hygiene
- Dental Hygiene AAS

Digital Media and Design (AAS)
- Digital Media and Design AAS
- Digital A/V Production and Editing AAS
- Digital Media and Design Certificate
- Multimedia Communications Certificate
- Multimedia Presentations Certificate

Early Childhood Education
- Early Childhood Education AAS
- Early Childhood Education Certificate
- Infant-Toddler Specialist Certificate
- School-Aged Child Care Certificate

Education Paraprofessional
- Paraprofessional Educator AAS
- Paraprofessional Educator Certificate

Electrical Apprenticeship
- Electrical Apprenticeship AAS

Electronic Information Technology
- Electronic Information Technology AAS
- Linux System Administration Certificate

Electronics Engineering Technology
- Electronic Engineering Technology AAS
- Electronics Technology Certificate
- Electrical/Electronics Maintenance Certificate
- PC Technician Certificate

Electronics Systems Technology
- Electronics Systems Technology AAS

Emergency Disaster Management
- Emergency Disaster Management Certificate

Emergency Medical Technology
- Emergency Medical Technology AAS
- Emergency Medical Technician – Basic Certificate
- Emergency Medical Technician – Paramedic Certificate

Teaching English to Speakers of Other Languages
- TESOL Certificate

Fire Science Technology
- Fire Science Technology AAS

Food Service
- Food Service AAS
- Food Service Management Certificate
- Culinary Arts Certificate
- Professional Cook Certificate

Health Information Technology
- Health Information Technology AAS
- Medical Transcription Certificate
- Medical Billing Specialist Certificate
- Medical Coding Specialist Certificate
- Medical Office Specialist Certificate

Horticulture
- Horticulture AAS
- Floriculture Option AAS
- Landscape Option AAS
- Turf/Landscape Maintenance Option
- Natural Areas Management AAS
- Natural Areas Management Certificate
- Arboriculture Certificate
- Landscape Maintenance Certificate
- Floral Design Certificate

Human Services Program
- Children and Adolescents Option AAS
- Adult Services AAS
- Alcohol, Substance Abuse and Addictive Disorders AAS Certificate)
- Alcohol, Substance Abuse and Addictive Disorders Certificate
- Correctional Counseling AAS
- Correctional Counseling Certificate
- Human Services Program Certificate

Library Technical Assistant
- Library Technical Assistant AAS
- Library Technical Assistant Certificate
- Children Services AAS
- Marketing and Public Relations AAS
- Public Services AAS
- Library Technology AAS
- Human Resources AAS

Machine Tool Trades
- Machine Too Trades AAS
- Basic Machining Certificate
- Machine Tool Trades Certificate
- Tool and Mold Maker Certificate

Mechanical Engineering Technology
- Mechanical Engineering Technology AAS
- CAD Option AAS
- Mechanical Design Technology Certificate

Medical Assisting
- Medical Assisting AAS
- Medical Assisting Certificate

Medical Imaging
- Medical Imaging AAS
- Magnetic Resonance Imaging Certificate
- Computed Tomography Certificate

Nursing
- Nursing AAS
- Certified Nurse Assisting Certificate

Paralegal Studies
- Paralegal Studies AAS
- Paralegal Studies Certificate

Phlebotomy Technician
- Phlebotomy Technician Certificate

Refrigeration and Air Conditioning
- Refrigeration and Air Conditioning AAS
- Heating & Air Conditioning Certificate
- Refrigeration & Air Conditioning Certificate
- Commercial Refrigeration Technician Certificate
- Electrical Troubleshooting Technician Certificate
- Residential Air Conditioning Specialist Certificate
- Residential Air Conditioning Technician Certificate
- Residential Heating Technician

Surgical Technology
- Surgical Technology AAS
- Surgical Technology Certificate

Technical Communication
- Technical Communication AAS
- Technical Communication Certificate
- Professional Technical Communication Certificate

Welding
- Gas Tungsten Arc Welding Specialty Certificate
- Gas Metal Arc Welding Specialty Certificate
- Shielded Metal Arc Welding Specialty Certificate

ACCOUNTING

(Associate in Applied Science) Plan 22AA
Business Division, Room T102, (847) 543-2041

Students are prepared to compile and analyze business records and prepare financial reports such as income statements, balance sheets, costs studies, tax returns. and other internal reports.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Requirements

Communication			3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	
English			6
ENG	121	English Composition ***and***	
ENG	126	Advanced Comp: Scientific and Technical Communication ***or***	
AOS	111	Business Communications	
Social Science			6-9
PSY	122	Psychology in Business and Industry ***or***	
PSY	121	Introduction to Psychology	
ECO	110	Economics for Business and Industry ***or***	
ECO	221	Principles of Macroeconomics ***and***	
ECO	222	Principles of Microeconomics*	
Humanities and Fine Arts			3
		Elective (recommended PHI 122 or PHI 125)	
Mathematics			3-4
AOS	122	Business Mathematics ***or***	
MTH	222	Elementary Statistics ***or***	
MTH	127	Finite Mathematics ***or***	
MTH	224	Calculus for Business and Social Science	
		Total Hours	21-25

Required Accounting Cores Courses:

ACC	112	Accounting Procedures I ***and***	
ACC	113	Accounting Procedures II ***or***	
ACC	121	Financial Accounting	4-6
ACC	122	Managerial Accounting	4
ACC	212	Federal Tax Accounting I	3
ACC	214	Cost Accounting I	3
ACC	221	Intermediate Accounting I	4
ACC	222	Intermediate Accounting II	4
		Total Hours	22-24

Required Business Courses:

CIT	119	Introduction to Office Software ***or***	
CIT	120	Introduction to Computers	3
BUS	121	Introduction to Business	3
BUS	221	Business Law I	3
		Total Hours	9

Business Electives (8 Hours)*:

ACC	114	Payroll Accounting	2
ACC	115	Spreadsheet Applications for Accounting	1
ACC	171	Accounting Information and Computer Systems	2
ACC	172	Capstone Experience	1
ACC	213	Federal Tax Accounting II	3
ACC	270	Advanced Accounting	4
ACC	271	Auditing	3
BUS	222	Business Law II	3
MTH	122	College Algebra ***or***	
MTH	127	Finite Mathematics ***or***	
MTH	222	Elementary Statistics ***or***	
MTH	224	Calculus for Business and Social Science	3-4
CIT		Electives	1-7
BUS		Electives	3-6
AOS		Electives	1-4
EWE	220	Cooperative Work Experience I	3
		Total Hours for AAS Degree	60

* Students taking ECO 221 and ECO 222 to meet the social science requirement are required to complete only five hours of business electives.

Accounting Clerk

(Certificate) Plan 22AI
This program prepares individuals for positions as accounting or financial services support personnel. Accounting clerk positions require excellent mathematical aptitude, computer data entry skills, good communication skills, and basic accounting knowledge. Most positions require a minimum typing speed and microcomputer software application skills.

ACC	112	Accounting Procedures I	3
ACC	113	Accounting Procedures II	3
ACC	114	Payroll Accounting	2
ACC	115	Spreadsheet Applications for Accounting	1
ACC	171	Accounting Information and Computer Systems	2
ACC	172	Capstone Experience - Accounting Clerk Certificate	1
AOS	111	Business Communications	3
AOS	122	Business Mathematics	3
CIT	119	Introduction to Office Software	3
		Total Hours for Certificate	21

Professional Accounting Certificate

(Certificate) Plan 22AB
This certificate covers the body of knowledge necessary to prepare for the accounting portions of the Certified Public Accounting Exam. It is designed for individuals who already possess a bachelor's degree. Please refer to the boxed information preceding this certificate for specific requirements. It is strongly recommended that you take a CPA Review course prior to sitting for the exam.

Complete CPA Requirements at CLC
Effective in the year 2001, to apply for the CPA examination a candidate must have 150 semester hours of acceptable college level education, including at least a bachelor's degree. The total hours must include an accounting concentration or equivalent as determined by the Illinois Board of Examiners. A candidate will be deemed to have met the education requirement if, as part of the 150 semester hours the candidate meets any one of the following four conditions. Accounting hours do not include business law and no more than six semester hours of accounting may be internship or life experience.

1. Earned graduate degree with a concentration in accounting.

2. Earned graduate degree in business with at least 24 semester hours in accounting at the undergraduate level or 15 semester hours at the graduate level, including the subjects of financial accounting, auditing, taxation, and management accounting.

3. Earned baccalaureate degree in business with at least 24 hours in accounting including courses covering the subjects of financial accounting, auditing, taxation, and management accounting.

4. Earned baccalaureate degree with at least 24 hours in accounting with at least one course each in financial accounting, auditing, taxation, and management accounting and at least 24 hours in business courses (other than accounting courses).

At CLC it is recommended that the total accumulation of hours include ACC 121, 122, 212, 213, 214, 221, 222, 270, 271, BUS 221, 222, CIT 120, ECO 221, ECO 222 and MTH 222. Additional information and application can be obtained from the Illinois Board of Examiners, 100 Trade Center Drive, Suite 403, Champaign, Illinois 61820, telephone (217) 531-0950, fax (217) 531-0960. Illinois Board of Examiners Web site: www.illinois-cpa-exam.com .

ACC	221	Intermediate Accounting I	4
ACC	222	Intermediate Accounting II	4
ACC	212	Federal Tax Accounting I	3
ACC	213	Federal Tax Accounting II	3
ACC	214	Cost Accounting I	3
ACC	270	Advanced Accounting	4
ACC	271	Auditing	3
BUS	221	Business Law I	3
BUS	222	Business Law II	3

Total Hours for Certificate 30

If students 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. Contact one of the accounting faculty below for a prerequisite waiver. It is recommended that students have computer courses and statistics 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.

Name	Office	Phone Number	E-mail Address
Jay Chittal	T211	(847) 543-2520	jchittal@clcillinois.edu
Scott Steinkamp	T213	(847) 543-2524	ssteinkamp@clcillinois.edu
Mary Zenner	T211	(847) 543-2522	mzenner@clcillinois.edu

ADMINISTRATIVE OFFICE SYSTEMS ADMINISTRATIVE ASSISTANT

(Associate in Applied Science) Plan 22SM
Business Division, Room T102, (847) 543-2041

The Administrative Office Systems degree provides a blend of office automation skills including word processing and related computer applications leading to executive assistant positions in an office environment. In addition, students establish essential administrative, technical, and communication skills.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

First Semester

AOS	112	Automated Office Technologies	3
AOS	128	Intermediate Keyboarding	4
AOS	172	Business English	3
AOS	122	Business Mathematics	3
BUS	121	Introduction to Business	3

Total Hours 16

Second Semester

AOS	111	Business Communications	3
AOS	223	Advanced Keyboarding* ***or*** AOS Elective	3
AOS	113	Comprehensive Word Processing	3
ACC	112	Accounting Procedures I ***or***	
ACC	121	Financial Accounting	3-4
CIT	111	Comprehensive Spreadsheets	3

Total Hours 15-16

Third Semester

AOS	118	Advanced Word Processing/ Desktop Publishing	3
AOS	119	Records Management	2
AOS	215	Presentation Software	3
ENG	121	English Composition I	3
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices ***or***	
CMM	111	Communication Skills	3

Total Hours 14

Fourth Semester

AOS	117	Machine Transcription	3
AOS	214	Administrative Office Procedures	3
AOS	216	Integrated Office Projects	3
PSY	121	Introduction to Psychology ***or***	
PSY	122	Psychology in Business	3
		Humanities & Fine Arts Elective**	3

Total Hours 15

Total Hours for AAS Degree 60-61

AOS Electives

AOS	175	Keyboarding Speed & Accuracy Bldg.	2
AOS	299	Selected Topics in AOS	1-4
CIT	112	Comprehensive Database	3
HIT	111	Medical Terminology	3
		BUS Electives	1-3
		CIT Electives	1-3
		EWE (Educational Work Experience)	2-4
		PLS Electives	1-3

Other electives may be chosen with consent of an AOS Advisor.

* AOS 223 will not be required of students completing AOS 128 with at least 50 wpm (5 min. timing w/5 or fewer errors) and a minimum grade of B.

** Courses that meet these requirements can be found in the Programs of Instruction and Graduation Requirements section of the CLC Catalog under Career Programs Degree Requirements.

General Office

(Certificate) Plan 22SP

The General Office certificate prepares individuals for entry-level office positions with titles such 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.

AOS	112	Automated Office Technologies	3
AOS	113	Comprehensive Word Processing	3
AOS	128	Intermediate Keyboarding	4
AOS	170	Computer Keyboarding I	2
AOS	171	Computer Keyboarding II	2
AOS	172	Business English ***or***	
AOS	111	Business Communications	3

Total Hours for Certificate 17

Office Assistant

(Certificate) Plan 22SO

The Office Assistant certificate prepares individuals to perform a variety of advanced tasks and assume responsibility in positions with titles of general office assistant and word processor. This certificate emphasizes word processing and related office skills for both entry-level positions and career advancement.

AOS	111	Business Communications	3
AOS	112	Automated Office Technologies	3
AOS	113	Comprehensive Word Processing	3
AOS	117	Machine Transcription	3
AOS	118	Advanced Word Processing/ Desktop Publishing	3
AOS	119	Records Management	2
AOS	128	Intermediate Keyboarding	4
AOS	172	Business English	3
AOS	215	Presentation Software	3
CIT	111	Comprehensive Spreadsheets	3

Total Hours for Certificate 30

Information Processing Specialist

(Certificate) Plan 22SN

The Information Processing Specialist certificate prepares individuals for positions using current industry software. Students complete word processing, presentation software, and spreadsheet courses.

AOS	113	Comprehensive Word Processing	3
AOS	118	Advanced Word Processing/ Desktop Publishing	3
AOS	215	Presentation Software	3
CIT	111	Comprehensive Spreadsheets	3
		Total Hours for Certificate	12

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

Name	Office	Phone Number	E-mail Address
Yvonne Block	T213	(847) 543-2819	yblock@clcillinois.edu
Joe Gehrke	T204	(847) 543-2528	jgehrke@clcillinois.edu
Lauren LoPresti	T214	(847) 543-2925	lopresti@clcillinois.edu
Lynn Steffen	T214	(847) 543-2817	steffen@clcillinois.edu

ARCHITECTURAL TECHNOLOGY

(Associate in Applied Science) Plan 24CB
Engineering, Math, Physical Sciences Division
Room T102, (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.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

First Semester

ARC	121	Architectural Graphics	3
CAD	117	Introduction to AutoCAD	3
CMT	110	Introduction to the Built Environment	1
CMT	113	Construction Materials	3
MTH	117	Technical Mathematics I ***or***	
MTH	122	College Algebra	3-4
PHY	121	General Physics	5
		Total Hours	18-19

Second Semester

ARC	170	Architectural Design	3
ARC	228	History of Architecture	3
CAD	214	Architectural Applications	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	122	Business and Professional Speaking ***or***	
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3
ENG	120	Technical Composition ***or***	
ENG	121	English Composition I	3
MTH	118	Technical Mathematics II ***or***	
MTH	123	Trigonometry	3-4
		Total Hours	18-19

Third Semester

ARC	171	Architectural Working Drawings	3
ARC	151	Advanced Concepts of Projects/ AutoCAD Management	3
CAD	179	CAD Animation and Rendering	3
ECO	110	Economics for Business and Industry ***or***	
EGR	216	Statics and Mechanics for Materials and Technology	5
PSY	122	Psychology in Business and Industry	3
		Total Hours	17

Fourth Semester

ARC	215	Architectural Project Planning	3
ARC	216	Architectural Illustrations	3
ARC	271	Commercial Working Drawings	3
CMT	118	Mechanical and Electrical Equipment	3
CMT	119	Specifications and Building Codes	3
			15
		Total Hours for AAS	68-70

Architectural Technology

(Certificate) Plan 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. Select from the following:

ARC	121	Architectural Graphics	3
ARC	170	Architectural Design.	3
ARC	171	Architectural Working Drawings	3
ARC	215	Architectural Project Planning	3
ARC	216	Architectural Illustration	3
ARC	228	History of Architecture	3
ARC	271	Commercial Working Drawings	3
CMT	113	Construction Materials	3
CMT	117	Construction Methods	3
CMT	118	Mechanical & Electrical Equipment	3
CMT	119	Specifications & Building Codes	3
CMT	214	Construction Estimating	3
CAD	117	Introduction to AutoCAD	3
CAD	177	Site Planning & Drafting	3
CAD	179	CAD Animation & Rendering	3
CAD	214	Architectural Applications	3
CAD	217	AutoCAD II	3
CIV	111	Surveying I	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
IMR	115	Carpentry I	3
MTH	117	Technical Mathematics I	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	E-mail Address
David Petrulis	T113	(847) 543-2496	dpetrulis@clcillinois.edu

AUTOMOTIVE COLLISION REPAIR

(Certificate) Plans 24AE, 24AK, 24AL, 24AM
Engineering, Math, Physical Sciences Division
Room T102, (847) 543-2044

This program prepares the student for employment in the auto body repair and painting industry.

The Automotive Collision Repair program offers courses leading to four certificates. These programs will provide students with the entry-level skills needed to enter the collision repair industry. The certificates allow students to specialize in one or more areas of collision repair. The courses use the I-Car curriculum and students have the opportunity to earn I-Car course credit. The program is certified in all four areas by NATEF (National Automotive Technicians Educations Foundation, Inc.).

This is the highest level of certification that NATEF awards. NATEF was founded in 1983 as an independent, non-profit organization with a single mission: to evaluate technician training programs against standards developed by the automotive industry and recommend qualifying programs for certification (accreditation) by the National Institute for Automotive Service Excellence (ASE).

Automotive Collision Repair

(Certificate) Plan 24AE

ABR	110	Non-Structural Repair I	5
ABR	111	Non-Structural Repair II	5
ABR	115	Automotive Welding	3
ABR	118	Automotive Plastic Repair	2
		Total Hours for Certificate	15

Automotive Damage Estimator

(Certificate) Plan 24AK

ABR	110	Non-Structural Repair I	5
ABR	230	Structural Repair I	3
ABR	235	Estimating and Shop Procedures	3
ABR	130	Automotive Refinishing I	3
		Total Hours for Certificate	14

Automotive Refinishing Technician

(Certificate) Plan 24AM

ABR	130	Automotive Refinishing I	3
ABR	131	Automotive Refinishing II	5
ABR	133	Automotive Refinishing III	5
ABR	215	Automotive Detailing	3
		Total Hours for Certificate	16

Automotive Structural Repair Technician

(Certificate) Plan 24AL

ABR	115	Automotive Welding	3
ABR	137	Mechanical and Electrical Systems I	5
ABR	138	Mechanical and Electrical Systems II	5
ABR	230	Structural Repair I	3
ABR	231	Structural Repair II	5
		Total Hours for Certificate	21

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	E-mail Address
Lance David	T015	(847) 543-2509	ldavid@clcillinois.edu

AUTOMOTIVE TECHNOLOGY

(Associate in Applied Science) Plans 24AH, 24AI, 24AJ
(Certificates) Plans 24AV, 24AX, 24AY
Engineering, Math, Physical Sciences Division
Room T102, (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 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 Master Certified by the National Automotive Technician Education Foundation, Inc. (NATEF). This is the highest level of certification that NATEF awards. NATEF was founded in 1983 as an independent, non-profit organization with a single mission: to evaluate technician training programs against standards developed by the automotive industry and recommend qualifying programs for certification (accreditation) by the National Institute for Automotive Service Excellence (ASE).

Upon successful completion of the program, students will be prepared to take the ASE technician certification exams. Students who pass the ASE certification exams and have completed the work experience required by ASE will be awarded certification by ASE.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Under Hood Technician

(AAS Specialty & Certificate) Plans 24AH & 24AV

Phase I

AUT	171	Engine Rebuilding	5
AUT	172	Auto Electrical I	5
AUT	174	Introduction to Automotive Technology	4
MTH	114	Applied Mathematics I	3
		Total Hours	17

Phase II

AUT	173	Auto Electrical II	5
AUT	215	Automotive Management ***or***	
AUT	217	Automotive Service Consulting	3
AUT	271	Engine Performance I	5
AUT	275	Air Conditioning and Heating	5
		Total Hours	18

Phase III

AUT	272	Engine Performance II	5
AUT	276	Engine Systems Diagnosis	5
AUT	277	Advanced Specialization	5
		Total Hours	15

Total Hours for Certificate 50

For AAS Degree add the following:

A.Communication Arts
AAS 6
Select one course from English and one course from Communication Arts.
English: ENG 120 ***or*** ENG 121
Communication Arts: CMM 111 ***or*** CMM 121

B. Humanities and Fine Arts
AAS 3
Select one course from the following selections: Architecture, Art, Humanities, Music, Theatre, Chinese, English (Except ENG 120 ***or*** ENG 121), Dance, Arabic, French, German, Italian, Japanese, Philosophy, Russian, Spanish

C. Social and Behavioral Sciences
AAS 3
Suggestions: SOC 121, ECO 110, PSY 121, PSY 122, PSC 121, HST 221

Total General Education Courses for AAS 15

Total Hours for AAS Degree 65

Transmission Technician

(AAS & Certificate) Plans 24AI & 24AX

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	174	Introduction to Automotive Technology	4
AUT	273	Manual Drive Train and Axles	5
		Total Hours	19

Phase II

AUT	215	Automotive Management ***or***	
AUT	217	Automotive Service Consulting	3
AUT	274	Automatic Transmissions and Transaxle	5
AUT	277	Advanced Specialization	5
MTH	114	Applied Mathematics I	3
		Total Hours	16

Total Hours for Certificate 35

Additional automotive courses required for Transmission Technician AAS Degree:

AUT	175	Braking Systems	5
AUT	176	Suspension and Alignment	5
AUT		Elective ***or*** EWE 220	3-5

Total Hours 13-15

For AAS Degree add the following:

A.Communication Arts

AAS 6

Select one course from English and one course from Communication Arts.
English: ENG 120 ***or*** ENG 121
Communication Arts: CMM 111 ***or*** CMM 121

B. Humanities and Fine Arts

AAS 3

Select one course from the following selections: Architecture, Art, Humanities, Music, Theatre, Chinese, English (Except ENG 120 ***or*** ENG 121), Dance, Arabic, French, German, Italian, Japanese, Philosophy, Russian, Spanish

C. Social and Behavioral Sciences

AAS 3

Suggestions: SOC 121, ECO 110, PSY 121, PSY 122, PSC 121, HST 221

Total General Education Courses for AAS 15

Total Hours for AAS degree 63-65

Under The Car Technician

(AAS & Certificate) Plans 24AJ & 24AY

These programs prepare the student for employment in diagnosing, testing, and repairing brakes, suspension and alignment, and driveline systems.

AUT	174	Introduction to Automotive Technology	4
AUT	175	Braking Systems	5
AUT	273	Manual Drive Train and Axles	5
MTH	114	Applied Mathematics I	3

Total Hours 17

Phase II

AUT	176	Suspension and Alignment	5
AUT	215	Automotive Management ***or***	
AUT	217	Automotive Service Consulting	3
AUT	277	Advanced Specialization	5

Total Hours 13

Total Hours for Certificate 30

Additional automotive courses required for Under the Car Technician AAS Degree:

AUT	171	Engine Rebuilding	5
AUT	172	Auto Electrical I	5
AUT	274	Automatic Transmissions and Transaxles	5
AUT		Elective ***or*** EWE 220	3-5

Total Hours 18-20

For AAS Degree add the following:

A.Communication Arts

AAS 6

Select one course from English and one course from Communication Arts.
English: ENG 120 ***or*** ENG 121
Communication Arts: CMM 111 ***or*** CMM 121

B. Humanities and Fine Arts

AAS 3

Select one course from the following selections: Architecture, Art, Humanities, Music, Theatre, Chinese, English (Except ENG 120 ***or*** ENG 121), Dance, Arabic, French, German, Italian, Japanese, Philosophy, Russian, Spanish

C. Social and Behavioral Sciences

AAS 3

Suggestions: SOC 121, ECO 110, PSY 121, PSY 122, PSC 121, HST 221

Total General Education Courses for AAS 15

Total Hours for AAS degree 63-65

Automotive Air Conditioning and Heating Specialist

(Certificate) Plan 24UG

This Certificate would prepare a student for initial employment diagnosing and repairing automotive heating and air conditioning systems.

AUT	172	Auto Electrical I	5
AUT	174	Introduction to Automotive Technology	4
AUT	275	Air Conditioning and Heating	5

Total Hours for Certificate 14

Automotive Electrical Specialist

(Certificate) Plan 24UH

This Certificate would prepare a student for employment diagnosing and repairing chassis and body electrical and electronic circuits.

AUT	172	Auto Electrical I	5
AUT	173	Auto Electrical II	5
AUT	174	Introduction to Automotive Technology	4

Total Hours for Certificate 14

Automotive Fuel Systems Specialist

(Certificate) Plan 24UI

This Certificate would prepare a student for initial employment diagnosing and repairing automotive engine fuel system problems.

AUT	174	Introduction to Automotive Technology	4
AUT	271	Engine Performance I	5
AUT	272	Engine Performance II	5

Total Hours for Certificate 14

Automotive Service Specialist

(Certificate) Plan 24UJ

This Certificate would prepare a student for initial employment in the automotive service industry.

AUT	171	Engine Rebuilding	5
AUT	172	Auto Electrical I	5
AUT	174	Introduction to Automotive Technology	4

Total Hours for Certificate 14

Automotive Brakes and Suspension Specialist

(Certificate) Plan 24UK

This Certificate would prepare a student for initial employment diagnosing and repairing automotive braking, suspension and alignment problems.

AUT	174	Introduction to Automotive Technology	4
AUT	175	Braking Systems	5
AUT	176	Suspension and Alignment	5

Total Hours for Certificate 14

Automotive Oil Change Specialist

(Certificate) Plan 24UL

This Certificate prepares students for employment in the oil change business.

AUT	171	Engine Rebuilding	5
AUT	174	Introduction to Automotive Technology	4
AUT	175	Braking Systems	5

Total Hours for Certificate 14

Automotive Transmission Specialist

(Certificate) Plan 24UM

This Certificate would prepare a student for initial employment diagnosing and repairing manual transmission, automatic transmission and driveline problems.

AUT	174	Introduction to Automotive Technology	4
AUT	273	Manual Drive Train and Axles	5
AUT	274	Automatic Transmissions and Transaxles	5

Total Hours for Certificate 14

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	E-mail Address
Lance David	T015	(847) 543-2509	ldavid@clcillinois.edu
Derrek Keesling	T015	(847) 543-2058	dkeesling@clcillinois.edu

BUSINESS MANAGEMENT

(Associate in Applied Science) Plans 22BC, 22BD
Business Division, Room T102, (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 in Applied Science degree and/or certificate options are available in Marketing and Supervision.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Requirements

AOS	111	Business Communications ***or***	
ENG	126	Advanced Composition: Scientific and Technical Communications	3
AOS	122	Business Mathematics ***or***	
MTH	122	College Algebra ***or*** higher level math	3-4
CMM	128	Interviewing Practices ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	111	Communication Skills	3
ECO	110	Economics for Business and Industry ***or***	
ECO	221	Principles of Macroeconomics	3
ENG	121	English Composition I	3
PSY	122	Psychology in Business and Industry ***or***	
PSY	121	Introduction to Psychology	3
		Humanities or Fine Arts (HUM 127 or PHI 125 recommended)	3
		Total Hours	21-22

General Business Courses

ACC	112	Accounting Procedures I ***or***	
ACC	121	Financial Accounting	3-4
ACC	122	Managerial Accounting ***or***	
BUS	111	Fundamentals of Finance	3-4
BUS	121	Introduction to Business	3
BUS	221	Business Law I	3
BUS	223	Principles of Management	3
CIT	120	Introduction to Computers ***or***	
CIT	119	Introduction to Office Software	3
		Total Hours	18-20

Specialty Option: Supervision or Marketing 15
Electives: (ACC, BUS, CIT, MCD, MFG, CMM, EWE 220 - 4-credit limit) 6
Total Hours for AAS Degree 60-63

Specialty Options - Marketing (Plan 22BC)

BUS	122	Principles of Marketing	3
BUS	212	Business to Business Marketing	3
BUS	214	Advertising	3
BUS	213	Principles of Professional Selling	3
BUS	299	Selected Topics in Business ***or***	
BUS	114	Training Principles and Practices	3
		Total Hours	15

Specialty Options - Supervision (Plan 22BD)

BUS	115	Elements of 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
		Total Hours	15

Small Business Management Certificate

(Certificate) Plan 22BE

The Small Business Management certificate provides the student with the skills and knowledge needed to start and operate a small business.

ACC	112	Accounting Procedures ***or***	
ACC	121	Financial Accounting	3-4
BUS	121	Introduction to Business	3
BUS	122	Principles of Marketing	3
BUS	219	Small Business Management	3
BUS	290	Business Plan Development	3
		Electives	6
		Total Hours for Certificate	21-22

Electives

BUS	113	Human Resource Management	3
BUS	115	Elements of Supervision	3
BUS	119	Personal Finance	
BUS	213	Principles of Professional Selling	3
BUS	214	Advertising	3
BUS	221	Business Law I	3
BUS	223	Principles of Management	3
CIT	119	Introduction to Office Software	3
AOS	122	Business Mathematics	3
		Any career course(s) approved by the Business Management Coordinator	3-6

Marketing Certificate

(Certificate) Plan 22BG

The Marketing certificate prepares students for marketing positions such as sales, promotion, and marketing management.

BUS	121	Introduction to Business	3
BUS	122	Principles of Marketing	3
BUS	212	Business to Business Marketing	3
BUS	213	Principles of Professional Selling	3
BUS	214	Advertising	3
BUS	223	Principles of Management	3
BUS	299	Selected Topics in Business ***or***	
BUS	114	Training Principles and Practices	3

Total Hours for Certificate 21

Supervision Certificate

(Certificate) Plan 22BK

The Supervision certificate prepares students for various areas of management which require skills in communication, interpersonal relations, and general business operations.

BUS	113	Human Resource Management	3
BUS	114	Training Principles and Practices	3
BUS	115	Elements of Supervision	3
BUS	121	Introduction to Business	3
BUS	215	Production and Inventory Control	3
BUS	219	Small Business Management	3
BUS	223	Principles of Management	3

Total Hours for Certificate 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	E-mail Address
Kent Donewald	T207	(847) 543-2821	kdonewald@clcillinois.edu
Venkat Krishnamurthy	T204	(847) 543-2523	vkrishnamurthy@clcillinois.edu
James Paradiso	T209	(847) 543-2525	paradiso@clcillinois.edu
Litsa Press	T212	(847) 543-2921	litsapress@clcillinois.edu

CAD-DRAFTING TECHNOLOGY

(Associate in Applied Science) Plans 24DC, 24DJ, 24DR
Engineering, Math, Physical Sciences Division
Room T102, (847) 543-2044

This program prepares students for employment and advancement in Computer Aided Design (CAD). CAD Drafters work under the supervision of an engineer or designer creating drawings. With additional education and experience the graduate may advance to designer, checker, or supervisor. Drawings are produced using a variety of CAD/CAM software. Students must choose an area of concentration within the program and follow the courses listed for that option. The options include Architectural/Civil, Mechanical, and Graphics Animation & Presentation. See Architectural, Civil, and Multimedia programs for related fields of study.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Architectural/Civil Option

(Associate in Applied Science) Plan 24DR

First Semester

CAD	110	CAD/CAM Concepts	3
CAD	117	Introduction to AutoCAD	3
CIV	111	Surveying ***or***	
CMT	111	Construction Layout	3
CMT	113	Construction Materials	3
MTH	115	Applied Mathematics II	3

Total Hours 15

Second Semester

ARC	121	Architectural Graphics	3
ARC	170	Architectural Design	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
CMT	117	Construction Methods	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	122	Business and Professional Speaking ***or***	
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3

Total Hours 15

Third Semester

ARC	171	Architectural Working Drawings	3
ARC	228	History of Architecture ***or***	
		Humanities & Fine Arts Elective	3
CAD	179	CAD Animation and Rendering I	3
CAD	217	AutoCad II	3
CAD	214	Architectural Applications	3
ECO	110	Economics for Business and Industry ***or***	
ECO	221	Principles of Macroeconomics ***or***	
PSC	122	State & Local Politics ***or***	
		Social & Behavioral Sciences Elective	3

Total Hours 18

Fourth Semester

CAD	177	Site Planning and Drafting	3
ARC	271	Commercial Working Drawings	3
CIV	213	Subdivision Planning and Design	3
ARC	216	Architectural Illustrations	3
CAD	279	CAD Animation and Rendering II	3
CAD	273	CAD Specialization ***or***	
EWE	220	Cooperative Work Experience II	3

Total Hours 18

Total Hours for AAS Degree 66

Mechanical Option

(Associate in Applied Science) Plan 24DC

First Semester

CAD	110	CAD/CAM Concepts	3
CAD	117	Introduction to AutoCAD	3
CDA	111	CAD Drafting Applications I	4
MTH	115	Applied Mathematics II	3
MTT	112	Machining Principles	3

Total Hours 16

Second Semester

CDA	112	CAD Drafting Applications II	3
CAD	173	Introduction to SolidWorks	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
MCD	111	Manufacturing Processes	3
ECO	110	Economics for Business and Industry ***or***	
ECO	221	Principles of Macroeconomics ***or***	
PSC	122	State & Local Politics ***or***	
		Social & Behavioral Sciences Elective	3

Total Hours 15

Third Semester

CAD	217	AutoCAD II	3
CAD	171	Introduction to Inventor	3
CAD	174	SolidWorks II	3
CAD	176	Introduction to ProEngineer	3
CNC	218	Introduction to Master CAM	3
		Humanities & Fine Arts Elective	3

Total Hours 18

Fourth Semester

CAD	271	Inventor II	3
CAD	211	Mechanical Detailing with GD & T	3
CAD	276	ProEngineer II ***or***	
		Technical Elective*	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	122	Business and Professional Speaking ***or***	
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3
MCD	214	Mechanical Design and Drafting	3

Total Hours 15

Total Hours for AAS Degree 64

Graphics, Animation and Presentation Option

(Associate in Applied Science) Plan 24DJ

First Semester

ARC	121	Architectural Graphics	3
CAD	110	CAD/CAM Concepts	3
CAD	117	Introduction to AutoCAD	3
CDA	111	CAD Drafting Applications I	4
DMD	111	Introduction to Digital Media	3

Total Hours 16

Second Semester

ART	222	Introduction to Computer Art	3
CDA	112	CAD Drafting Applications II	3
CAD	171	Introduction to Inventor	3
CAD	173	Introduction to SolidWords ***or***	
CAD	176	Introduction to ProEngineer	3
MTH	115	Applied Mathematics II	3

Total Hours 15

Third Semester

ART	263	2D Computer Animation	3
CAD	179	CAD Animation and Rendering	3
CAD	214	Architectural Applications ***or***	
		Technical Elective*	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
		Social & Behavioral Sciences Elective	3

Total Hours 15

Fourth Semester

ARC	216	Architectural Illustration ***or***	
CAD	217	AutoCAD II	3
ARC	228	History of Architecture ***or***	
		Humanities & Fine Arts Elective	3
CAD	279	Animation and Rendering II	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	122	Business and Professional Speaking ***or***	
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3
CAD	273	CAD Specialization ***or***	
EWE	220	Cooperative Work Experience I	3
		Total Hours	15

Total Hours for AAS Degree 61

Technical Electives
A broad choice of technical electives is available including EWE 220-Cooperative Work Experience. See an advisor in the CAD department for approval of electives.

ARC	121	Architectural Graphics	3
CAD	110	CAD-CAM Concepts	3
CAD	117	Introduction to AutoCAD	3
CAD	171	Introduction to Inventor	3
CAD	173	Introduction to SolidWorks	3
CAD	174	SolidWorks II	3
CAD	175	AutoCAD 3D	3
CAD	176	Introduction to ProEngineer	3
CAD	177	Site Planning and Drafting	3
CAD	179	CAD Animation & Rendering	3
CAD	211	Mechanical Detailing with GD & T	3
CAD	217	AutoCAD II	3
CAD	276	ProEngineer II	3
CAD	279	Animation & Rendering II	3
CNC	218	Introduction to MasterCam	3
ELT	111	Electronic Drafting	2
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
EGR	122	Descriptive Geometry	3
EWE	220	Cooperative Work Experience I.	2-4
MCD	111	Manufacturing Processes	3
MCD	112	Basic Metallurgy I	3
MCD	214	Mechanical Design & Drafting	3
MTH	115	Applied Mathematics II	3
MTT	111	Machine Shop I	3
MTT	112	Machining Principles	3

Graphics, Animation and Presentations

(Certificate) Plan 24DK

This advanced certificate is designed for the individual who possesses education or experience in computer aided design (CAD) or graphic arts. The certificate fills the gap between CAD and computer-generated art and provides the graduate with the skills to create sophisticated computer enhanced presentations for use in a variety of applications. Most courses require prerequisites before enrollment.

ARC	121	Architectural Graphics	3
ART	222	Introduction to Computer Art	3
ART	263	2D Computer Animation	3
CAD	110	CAD/CAM Concepts	3
CDA	111	CAD Drafting Applications I ***or***	
CAD	117	Introduction to AutoCAD	3-4
CAD	179	CAD Animation and Rendering	3
CAD	279	Animation and Rendering II	3
COM	111	Introduction to Multimedia	3
		Total Hours for Certificate	24-25

CAD - Drafting Technology - General

(Certificate) Plan 24DM

ARC	121	Architectural Graphics	3
CAD	110	CAD/CAM Concepts	3
CDA	111	CAD Drafting Applications I	4
CAD	117	Introduction to AutoCAD	3
CAD	177	Site Planning and Drafting	3
CAD	179	CAD Animation and Rendering	3
CIV	111	Surveying I	3
ELT	111	Electronic Drafting	2
MCD	111	Manufacturing Processes	3
MTH	115	Applied Mathematics II	3
		Total Hours for Certificate	30

CAD - Drafting Technology - Architectural Certificate

(Certificate) Plan 24DN

ARC	121	Architectural Graphics	3
ARC	216	Architectural Illustrations	3
CAD	110	CAD-CAM Concepts	3
CAD	117	Introduction to AutoCAD	3
CAD	179	CAD Animation and Rendering	3
CAD	217	AutoCAD II	3
CAD	214	Architectural Applications	3
		Total Hours for Certificate	21

CAD - Drafting Technology - Civil Certificate

(Certificate) Plan 24DO

ARC	121	Architectural Graphics	3
CAD	110	CAD/CAM Concepts	3
CAD	117	Introduction to AutoCAD	3
CAD	177	Site Planning and Drafting	3
CAD	217	AutoCAD II	3
CIV	111	Surveying I ***or***	
CMT	111	Construction Layout	3
CIV	213	Subdivision Planning and Design	3

Total Hours for Certificate 21

CAD - Drafting Technology - ProEngineer Certificate

(Certificate) Plan 24DT

CAD	176	Introduction to ProEngineer	3
CAD	211	Mechanical Detailing with GD&T	3
CAD	276	ProEngineer II	3

Total Hours for Certificate 9

CAD - Drafting Technology - 3D Parametric Certificate

(Certificate) Plan 24DP

CAD	171	Introduction to Inventor	3
CAD	173	Introduction to SolidWorks	3
CAD	174	SolidWorks II	3
CAD	176	Introduction to ProEngineer	3
CAD	211	Mechanical Detailing with GD&T	3
CAD	271	Inventor II	3
CAD	276	ProEngineer II	3

Total Hours for Certificate 21

CAD - Drafting Technology - AutoCAD Certificate

(Certificate) Plan 24DQ

CAD	110	CAD/CAM Concepts	3
CAD	117	Introduction to AutoCAD	3
CAD	211	Mechanical Detailing with GD&T	3
CAD	217	AutoCAD II	3
CDA	111	CAD Drafting Applications I	4
CDA	112	CAD Drafting Applications II	3

Total Hours for Certificate 19

CAD - Drafting Technology - SolidWorks Certificate

(Certificate) Plan 24DS

CAD	173	Introduction to SolidWorks	3
CAD	174	SolidWorks II	3
CAD	211	Mechanical Detailing with GD&T	3

Total Hours for Certificate 9

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

Name	Office	Phone Number	E-mail Address
Steve Dulmes	T126	(847) 543-2330	sdulmes@clcillinois.edu
Tina Ye	T126	(847) 543-2625	tye@clcillinois.edu

CISCO NETWORKING

(Certificate) Plan 24CI, 24CJ
Engineering, Math, Physical Sciences Division
Room T102, (847) 543-2044

Cisco Networking

(Certificate) Plan 24CI

This program is intended to prepare individuals for the Cisco Certified Network Associate exam (CCNA). The program consists of four courses each taught in an eight week format which will allow a student to finish the program in two semesters and begin the sequence in any semester. Material is presented by CBE (Computer Based Education) written by Cisco and supplemented by laboratory practical experience.

CNA	111	Cisco Networking I	3
CNA	112	Cisco Networking II	3
CNA	113	Cisco Networking III	3
CNA	114	Cisco Networking IV	3

Total Hours for Certificate 12

Cisco Networking Professional

(Certificate) Plan 24CJ

This program will prepare students to take the CCNP certification exam(s). CCNP certification indicates advanced knowledge of networks. A network professional can install, configure, and troubleshoot local and wide area networks for enterprise organizations.

CNA	211	Advanced Routing	3
CNA	212	Remote Access	3
CNA	213	Multilayer Switching	3
CNA	214	Internetwork Troubleshooting	3

Total Hours for Certificate 12

For more information on this course of study, students may contact the division office listed or one of the following faculty member. Faculty are available during scheduled office hours to advise students about program and career opportunities.

Name	Office	Phone Number	E-mail Address
Greg Morris	T203	(847) 543-2905	gemorris@clcillinois.edu

CIVIL AND ENVIRONMENTAL TECHNOLOGY

(Associate in Applied Science) Plan 24VA
Engineering, Math, Physical Sciences Division
Room T102, (847) 543-2044

This program prepares students to work as entry-level technicians in the civil/environmental technology industry. Job opportunities include technician–level positions in surveying, construction inspection and testing, site layout design and drafting, water/wastewater plant operators, and environmental site assessment. Employers include municipalities, water/wastewater treatment agencies, private civil/surveying firms, heavy construction material suppliers, and construction firms.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Core Courses

ARC	228	History of Architecture ***or*** Humanities & Fine Arts Elective	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech	3
ECO	110	Economics for Business and Industry ***or***	
GEG	240*	Geographic Information Systems ***or*** Social Science Elective	3
ENG	121*	English Composition ***or***	
ENG	120	Technical Composition	3
MTH	117	Technical Math I ***and***	
MTH	118	Technical Math II ***or***	
MTH	122*	College Algebra ***and***	
MTH	123*	Trigonometry ***or***	
MTH	144*	Pre-Calculus	5-7
PHY	121	General Physics I ***or***	
PHY	123	Physics for Science and Engineering I*	5

Total Hours 22-24

Technical Core Courses

CMT	110	Introduction to the Built Environment	1
CIV	111*	Surveying I	3
CIT	119	Introduction to Office Software	3
CMT	113	Construction Materials	3
CIV	113	Construction Inspection	3
CMT	117	Construction Methods	3
EGR	121*	Engineering Graphics ***or***	
ARC	121	Architectural Graphics	3
CIV	131	GIS/GPS Applications for Civil and Surveying Technology	3
CAD	177	Site Planning and Drafting	3
CIV	211*	Surveying II	3
CIV	213	Subdivision Planning and Design	3
CIV	214	Civil Materials and Testing	3
EGR	216	Statics and Mechanics of Materials for Technology	5
		Technical Electives	3

Total Hours for AAS Degree 64-66

* Courses that may transfer to Bachelors of Science in engineering or surveying.

Technical Electives (3 hours)

BIO	120	Environmental Biology	3
CAD	217	AutoCAD II	3
CIV	215	Special Problems	3
CMT	119	Specifications and Building Codes	3
CMT	211	Job Scheduling and Control	3
CMT	213	Construction Law and Documents	3
CMT	214	Construction Estimating	3
CMT	215	Construction Management	3
EWE	220	Cooperative Work Experience I	1-4
EWE	270	Cooperative Work Experience II	3
GEO	126	Geology of Illinois	3
GEO	224	Environmental Geology	3
HRT	216	Natural Areas Management	3
WWW	111	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

Surveying and Civil Technology

(Certificate) Plan 24VF

This certificate is intended for students desiring technician level work primarily in surveying technology and civil drafting. Potential employers include civil engineering firms, surveyors, public works agencies, and construction firms. Graduates are qualified to work in surveying crews and/or working on site plans in CAD using surveying data collected from fieldwork. Graduate from this program are qualified to sit for the American Congress of Surveying and Mapping (ACSM) Level I Survey Technician certification exam.

Summer			
CIT	119	Introduction to Office Software	3
CMT	111	Construction Layout	3
		Total Hours	6
First Semester			
MTH	117	Technical Math I	3
CAD	117	Introduction to AutoCAD	3
CIV	111	Surveying I	3
		Total Hours	9
Second Semester			
CIV	211	Surveying II	3
CAD	177	Site Planning and Drafting	3
CIV	131	GIS/GPS for Civil Engineering and Surveying Applications	3
		Total Hours	9
		Total Hours for Certificate	24

Note: Co-op work experience may be substituted for one course upon approval of the program coordinator.

For more information on this program, students may contact the division office listed or one of the following faculty member:

Name	Office	Phone Number	E-mail Address
Rob Twardock	T113	(847) 543-2903	rtwardock@clcillinois.edu

COMPUTER INFORMATION TECHNOLOGY

(Associate in Applied Science)
Plans 22CB, 22CR, 22CD, 22CJ, 22CL, 22CM, 22CU
Business Division, Room T102, (847) 543-2041

The Computer Information Technology degree program provides four specialty options with a common core of general education, business and introductory computer courses. Three specialty options with unique core requirements are also offered.

The computer technology emphasis of this degree program is a Windows-based programming and software applications environment.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Computer Information Systems course numbers are changing!

Effective Fall 2007 semester, Computer Information Systems (CIS) changed its name and prefixes to Computer Information Technology (CIT). Please note that all course prefixes have changed to CIT and most courses have been re-numbered. Additionally, several new courses are being offered this fall. Since CIT courses are used in 27 different academic programs at CLC, the chart below is provided for your reference. For additional information about these changes or to receive academic advising, please call the Business Division at (847) 543-2041 or email the Business Division at businessdivision@clcillinois.edu.

Old CIS #	New CIT #	Course Title
CIS 110	CIT 134	Programming Concepts using Visual Basic
CIS 111	CIT 111	Comprehensive Spreadsheet
CIS 112	CIT 150	Introduction to Local Area Networking
CIS 113	CIT 136	Programming Concepts using Java
CIS 114	CIT 130	Operating Systems for A+ Certification
CIS 116	CIT 131	Windows Operating System
CIS 117	CIT 132	Linux Operating Systems
CIS 119	CIT 119	Introduction to Office Software
CIS 120	CIT 120	Introduction to Computers
CIS 170	CIT 170	Internet Programming for Business
CIS 171	CIT 171	Scripting Languages
CIS 192	CIT 155	Introduction to Computer Forensics
CIS 193	CIT 156	Digital Evidence Recovery
CIS 210	CIT 135	Introduction to Visual Basic Programming
CIS 212	CIT 234	Objects and Components using Visual Basic
CIS 213	CIT 235	Enterprise Database Access using Visual Basic
CIS 215	CIT 137	Object Oriented Programming using Java
CIS 226	CIT 141	Programming in C++
CIS 227	CIT 241	Advanced C++
CIS 230	CIT 112	Comprehensive Database
CIS 231	CIT 172	E-Commerce Implementation and Impact
CIS 234	CIT 236	Programming Using JavaBeans
CIS 235	CIT 237	Enterprise Java Development
CIS 236	CIT 151	LAN Administration
CIS 237	CIT 250	Managing Windows Network Environment
CIS 238	CIT 233	Programming in Visual C++
CIS 252	CIT 230	Linux System Administration
CIS 258	CIT 239	Systems Analysis
CIS 259	CIT 211	Project Management Software
CIS 272	CIT 152	Network Security Fundamentals
CIS 273	CIT 238	C# Programming
CIS 274	CIT 251	Implementing and Administering Security in Windows
CIS 275	CIT 210	Programming for Office Applications
CIS 277	CIT 113	Introduction to SQL
CIS 278	CIT 270	Server-Side Programming
CIS 279	CIT 271	Markup Language Programming
CIS 293	CIT 256	Advanced Digital Evidence Recovery
CIS 294	CIT 257	Analysis of Digital Media
CIS 295	CIT 252	Hardening the Infrastructure
CIS 296	CIT 253	Network Defense and Countermeasures
CIS 297	CIT 212	Oracle Database Administration I
CIS 298	CIT 213	Oracle Database Administration II
CIS 299	CIT 299	Selected Topics in CIT
New	CIT 175	Game Development and Design Strategies
New	CIT 176	2D Game Development
New	CIT 177	3D Game Development
New	CIT 275	Mathematics for Game Development
New	CIT 276	Game Development Projects

Web Programmer, Visual Basic Programmer, Java Programmer and C++ Programmer

(Associate in Applied Science) Plans 22CJ, 22CL, 22CM, 22CR

General Education Requirements

ENG	121	English Composition I	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
PSY	122	Psychology in Business and Industry ***or***	
PSY	121	Introduction to Psychology	3
		Humanities & Fine Arts Elective (Recommend HUM 127, PHI 122 ***or*** PHI 125)	3
		Social & Behavioral Sciences Elective	3
MTH	122	College Algebra ***or*** higher Math ***or***	
AOS	122	Business Mathematics	3-4
		Total Hours	18-19

Business Required Courses

BUS	121	Introduction to Business	3
ACC	112	Accounting Procedures I ***or***	
ACC	121	Financial Accounting	3-4
ACC	113	Accounting Procedures II ***or***	
ACC	122	Managerial Accounting ***or***	
BUS	111	Fundamentals of Finance	3-4
		Total Hours	9-11

CIT Required Courses

CIT	120	Introduction to Computers	3
CIT	134	Programming Concepts using Visual Basic ***or***	
CIT	136	Programming Concepts using Java	3
		Total Hours	6

Specialty Option:

Java Programmer, C++ Programmer, Visual Basic Programmer, Web Programmer	27

Total Hours for AAS Degree 60-63

Web Programmer Option

(Associate in Applied Science) Plan 22CJ

CIT	112	Comprehensive Database	3
CIT	113	Introduction to SQL	3
CIT	150	Introduction to Local Area Networking	3
CIT	170	Internet Programming for Business	3
CIT	171	Scripting Languages	3
CIT	239	Systems Analysis	3
CIT	270	Server Side Programming	3
CIT	271	Markup Language Programming	3
CIT		Programming or Non-programming Electives	3
		Total Option Hours	27

Visual Basic Programmer Option

(Associate in Applied Science) Plan 22CL

CIT	112	Comprehensive Database	3
CIT	113	Introduction to SQL	3
CIT	135	Intro to Visual Basic Programming	3
CIT	150	Introduction to Local Area Networking	3
CIT	234	Objects and Components using Visual Basic	3
CIT	235	Enterprise Database Access using Visual Basic	3
CIT	239	Systems Analysis	3
CIT		Programming or Non-programming Electives	6
		Total Option Hours	27

Java Programmer Option

(Associate in Applied Science) Plan 22CM

CIT	112	Comprehensive Database	3
CIT	113	Introduction to SQL	3
CIT	137	Object Oriented Programming using Java	3
CIT	150	Introduction to Local Area Networking	3
CIT	170	Internet Programming for Business	3
CIT	236	Programming Using JavaBeans	3
CIT	237	Enterprise Java Development	3
CIT	239	Systems Analysis	3
CIT		Programming or Non-programming Electives	3
		Total Option Hours	27

C++ Programmer Option

(Associate in Applied Science) Plan 22CR

CIT	112	Comprehensive Database	3
CIT	113	Introduction to SQL	3
CIT	141	Programming in C++	3
CIT	150	Introduction to Local Area Networking	3
CIT	233	Programming in Visual C++	3
CIT	239	Systems Analysis	3
CIT	241	Advanced C++	3
CIT		Programming or Non-programming Electives	6
		Total Option Hours	27

Programming Electives

CIT	135	Introduction to Visual Basic Programming	3
CIT	137	Object Oriented Programming using Java	3
CIT	141	Programming in C++	4
CIT	171	Scripting Languages	3
CIT	210	Programming for Office Applications	3
CIT	233	Programming in Visual C++	3
CIT	234	Objects and Components using Visual Basic	3
CIT	235	Enterprise Database Access using Visual Basic	3
CIT	236	Programming Using JavaBeans	3
CIT	237	Enterprise Java Development	3
CIT	238	C# Programming	3
CIT	241	Advanced C++	3
CIT	270	Server Side Programming	3
CIT	271	Markup Language Programming	3
CIT	299	Selected Topics in CIT (department approval)	1-3

Non-programming Electives

CIT	111	Comprehensive Spreadsheets	3
CIT	113	Introduction to SQL	3
CIT	130	Operating Systems for A+ Certification	3
CIT	131	Windows Operating System	3
CIT	132	Linux Operating System	3
CIT	150	Introduction to Local Area Networking	3
CIT	151	LAN Administration	3
CIT	152	Network Security Fundamentals	3
CIT	156	Digital Evidence Recovery	3
CIT	170	Internet Programming for Business	3
CIT	172	E-Commerce Implementation and Impact	3
CIT	211	Project Management Software	3
CIT	212	Oracle Database Administrator I	3
CIT	213	Oracle Database Administrator II	3
CIT	230	Linux Systems Administration	3
CIT	250	Managing Windows Network Environment	3
CIT	251	Implementing and Administering Security in Windows	3
CIT	252	Hardening the Infrastructure	3
CIT	253	Network Defense and Countermeasures	3
CIT	256	Advanced Digital Evidence Recovery	3
CIT	257	Analysis of Digital Media	3
CIT	299	Selected Topics in CIT (department approval)	1-3
EWE	220	Educational Work Experience	1-3

Office Application Specialist

(Associate in Applied Science) Plan 22CB

General Education Requirements

ENG	121	English Composition I	3
CMM	111	Communications Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
		Social and Behavioral Science Elective	3
		Humanities & Fine Arts Elective (Recommend HUM 127, PHI 122 OR PHI 125)	3
MTH	122	College Algebra ***or*** higher Math ***or***	
AOS	122	Business Mathematics	3-4
		Total Hours	15-16

Business Courses Required

BUS	121	Introduction to Business	3
ACC	112	Accounting Procedures I ***or***	
ACC	121	Financial Accounting	3-4
		Total Hours	6-7

Office Application Specialist Courses Required

AOS	113	Comprehensive Word Processing	3
AOS	215	Presentation Software	3
CIT	111	Comprehensive Spreadsheets	3
CIT	112	Comprehensive Database	3
CIT	120	Introduction to Computers	3
CIT	131	Windows Operating System	3
CIT	150	Introduction to Local Area Networking	3
CIT	170	Internet Programming for Business	3
CIT	210	Programming for Office Applications	3
CIT	271	Markup Language Programming	3
		Electives from the list below	9-10
		Total Hours	39-40

Office Application Specialist Electives

ACC	122	Managerial Accounting	4
CIT	113	Introduction to SQL	3
CIT	130	Operating Systems for A+ Certification	3
CIT	132	Linux Operating System	3
CIT	134	Programming Concepts Using Visual Basic ***or***	
CIT	136	Programming Concepts Using Java	3
CIT	171	Scripting Languages	3
CIT	172	E-Commerce Implementation and Impact	3
CIT	211	Project Management Software	3
ELT	151	PC Hardware Fundamentals	3
ELT	152	PC Peripherals and Troubleshooting	3

Total Hours for AAS Degree 60-63

Network Administration and Security

(Associate in Applied Science) Plan 22CD

General Education Requirements

ENG	121	English Composition I	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
PSY	122	Psychology in Business and Industry ***or***	
PSY	121	Introduction to Psychology	3
		Humanities & Fine Arts Elective (Recommend HUM 127, PHI 122 ***or*** PHI 125)	3
MTH	122	College Algebra ***or*** higher Math ***or***	
AOS	122	Business Mathematics	3-4
		Total Hours	15-16

Business Courses Required

BUS	121	Introduction to Business	3
ACC	112	Accounting Procedures I ***or***	
ACC	121	Financial Accounting (for transfer)	3-4
		Total Hours	6-7

CIT Courses Required

CIT	120	Introduction to Computers	3
CIT	134	Programming Concepts using Visual Basic ***or***	
CIT	136	Programming Concepts using Java	3
		Total Hours	6

Specialty Option
Network Administration and Security 36

Courses Required — Network Administration and Security

CIT	131	Windows Operating System	3
CIT	132	Linux Operating System	3
CIT	150	Introduction to Local Area Networking	3
CIT	151	LAN Administration ***or***	
CIT	152	Network Security Fundamentals	3
CIT	155	Introduction to Computer Forensics	3
CIT	156	Digital Evidence Recovery	3
CIT	230	Linux System Administration	3
CIT	250	Managing Windows Network Environment	3
CIT	251	Implementing and Administering Security in Windows	3
CIT	252	Hardening the Infrastructure	3
CIT	253	Network Defense and Countermeasures	3
ELT	151	PC hardware Fundamentals	3
		Total Option Hours	36

Total Hours for AAS Degree 63-65

Game Development

(Associate in Applied Science) Plan 22CW

General Education Requirements

ENG	121	English Composition I	3
CMM	111	Communications Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
PSY	122	Psychology in Business and Industry ***or***	
PSY	121	Introduction to Psychology	3
		Humanities & Fine Arts Elective (Recommend HUM 127, PHI 122 ***or*** PHI 125)	3
		Social & Behavioral Sciences Elective	3
MTH	122	College Algebra ***or*** higher Math	3-4
		Total Hours	18-19

Business Course Required

BUS	121	Introduction to Business	3
		Total Hours	3

CIT Courses Required

CIT	120	Introduction to Computers	3
CIT	134	Programming Concepts using Visual Basic ***or***	
CIT	136	Programming Concepts using Java	3
CIT	175	Game Development and Design Strategies	3
CIT	176	2-D Game Development	3
CIT	177	3-D Game Development	3
CIT	141	Programming in C++	4
CIT	241	Advanced C++	3
CIT	275	Mathematics for Game Development	3
CIT	276	Game Development Projects	3
		CIT ***or*** Multimedia and Art Electives	12
		Total Hours	40

Total Hours for AAS Degree 61-62

CIT Electives

CIT	170	Internet Programming for Business	3
CIT	171	Scripting Languages	3
CIT	135	Introduction to Visual Basic Programming	3
CIT	137	Object Oriented Programming Using Java	3
CIT	112	Comprehensive Database	3
CIT	233	Programming in Visual C++	3
CIT	239	Systems Analysis	3
CIT	211	Project Management Software	3

Multimedia and Art Electives

ART	149	Photographic Electronic Imaging I	3
ART	222	Introduction to Computer Art	3
ART	263	2D Computer Animation	3
ART	264	3D Computer Animation	3
DMD	111	Introduction to Multimedia	3
DMD	173	Introduction to Digital Sound	3
DMD	217	Multimedia Authoring	3
DMD	257	Interactive Animation	3

Computer Forensics

(Associate in Applied Science) Plan 22CU

General Education Requirements

ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
CMM	111	Communications Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
PSY	121	Introduction to Psychology ***or***	
PSY	122	Psychology in Business and Industry	3
SOC	223	Deviance	3
PHI	125	Introduction to Ethics	3
		Science ***or*** Math Elective	3
		Total Hours	18

Criminal Justice Courses Required

CRJ	121	Introduction to Criminal Justice	3
CRJ	123	Introduction to Criminology I	3
CRJ	211	Criminal Procedural Law	3
CRJ	215	Issues in Criminal Justice	3
		Total Hours	12

Specialty Option — Computer Forensics 30

Computer Forensics Courses Required

CIT	120	Introduction to Computers	3
CIT	131	Windows Operating System	3
CIT	132	Linux Operating System	3
CIT	150	Introduction to Local Area Networking	3
CIT	152	Network Security Fundamentals	3
CIT	155	Introduction to Computer Forensics	3
CIT	156	Digital Evidence Recovery	3
CIT	256	Advanced Digital Evidence Recovery	3
CIT	257	Analysis of Digital Media	3
ELT	151	PC Hardware Fundamentals	3
		Total Hours	30

Total Hours for AAS Degree 60

Office Application Specialist

(Certificate) Plan 22CG

The Office Application Specialist certificate prepares students to apply information technology concepts to solve problems and increase efficiency in the workplace. The certificate develops proficiency in software applications involving data manipulation and management.

Required Courses

AOS	113	Comprehensive Word Processing	3
AOS	215	Presentation Software	3
CIT	111	Comprehensive Spreadsheets	3
CIT	112	Comprehensive Database	3
CIT	170	Internet Programming for Business	3
CIT	210	Programming for Office Applications	3
CIT	271	Markup Language Programming	3
		Total Hours for Certificate	21

PC Technician

(Certificate) Plan 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 CIT 120 and ELT 170.

CIT	120	Introduction to Computers	3
CIT	130	Operating Systems for A+ Certification	3
ELT	170	DC Circuit Fundamentals	2
ELT	151	PC Hardware Fundamentals	3
ELT	152	PC Peripherals & Troubleshooting	3
		Total Hours for Certificate	14

Network Administration and Security

(Certificate) Plan 22CK

The Network Administration and Security certificate prepares students for careers in designing and administering computer networks. In addition, coursework for this curriculum addresses how to keep networks secure from outside intrusion and procedures on securing evidence if network security has been breached.

CIT	131	Windows Operating System	3
CIT	132	Linux Operating System	3
CIT	150	Introduction to Local Area Networking	3
CIT	152	Network Security Fundamentals	3
CIT	155	Introduction to Computer Forensics	3
CIT	156	Digital Evidence Recovery	3
CIT	151	LAN Administration ***or***	
CIT	230	Linux System Administration	3
CIT	250	Managing Windows Network Environment	3
CIT	251	Implementing and Administering Security in Windows	3
CIT	252	Hardening the Infrastructure	3
CIT	253	Network Defense and Countermeasures	3

Total Hours for Certificate 33

Web Programming

(Certificate) Plan 22CN

The Web Programming Certificate provides students with the necessary skills to begin a career in web development. The student will learn to create web pages and interfaces using client- and server-side programming for the development of web applications. The student will also develop web pages incorporating database applications and components, which will include database administration, security and maintenance.

CIT	113	Introduction to SQL	3
CIT	135	Introduction to Visual Basic Programming ***or***	
CIT	137	Object Oriented Programming Using Java ***or***	
CIT	271	Markup Language Programming	3
CIT	170	Internet Programming for Business	3
CIT	171	Scripting Languages	3
CIT	270	Server Side Programming	3

Total Hours for Certificate 15

C++ Programming

(Certificate) Plan 22CO

The C++ Programming certificate is centered in object oriented technologies. The certificate is intended to enhance programming skills by providing knowledge and experience in the C++ language in a minimal amount of time. It includes interaction with databases and the utilization of a systems approach to problem solving.

CIT	113	Introduction to SQL	3
CIT	141	Programming in C++	4
CIT	233	Programming in Visual C++	3
CIT	239	Systems Analysis	3
CIT	241	Advanced C++	3

Total Hours for Certificate 16

Java Programming

(Certificate) Plan 22CP

The Java Programming certificate is centered in object oriented technologies. This certificate is intended to enhance programming skills by providing knowledge and experience in the Java language in a minimal amount of time. It includes interaction with databases and the utilization of a systems approach to problem solving.

CIT	113	Introduction to SQL	3
CIT	137	Object Oriented Programming using Java	3
CIT	236	Programming Using JavaBeans	3
CIT	237	Enterprise Java Development	3
CIT	271	Markup Language Programming	3

Total Hours for Certificate 15

Visual Basic Programming

(Certificate) Plan 22CQ

The Visual Basic Programming certificate is centered in object oriented technologies. It is intended to enhance programming skills by providing knowledge and experience in the Visual Basic language in a minimal amount of time. It includes interaction with databases and the utilization of a systems approach to problem solving.

CIT	113	Introduction to SQL	3
CIT	135	Introduction to Visual Basic Programming	3
CIT	234	Objects and Components Using Visual Basic	3
CIT	235	Enterprise Database Access using Visual Basic	3
CIT	239	Systems Analysis	3

Total Hours for Certificate 15

Computer Forensics Technician

(Certificate) Plan 22CS

This certificate is designed for individuals in both law enforcement and the private sector who wish to learn the skills needed to become a Computer Forensics Technician. The primary responsibility of a Computer Forensics Technician is to investigate and secure evidence on computer hard drives. In addition, a Computer Forensics Technician must also be skilled in crime scene note-taking and report writing.

CIT	120	Introduction to Computers	3
CIT	131	Windows Operating System	3
CIT	132	Linux Operating System	3
CIT	155	Introduction to Computer Forensics	3
CIT	156	Digital Evidence Recovery	3
ELT	151	PC Hardware Fundamentals	3

Total Hours for Certificate 18

Computer Forensics Analyst

(Certificate) Plan 22CT

This certificate is designed for individuals in both law enforcement and the private sector who wish to learn the skills needed to become a Computer Forensics Analyst. The primary responsibility of a Computer Forensics Analyst is to investigate, secure, and analyze evidence on computer hard drives and networks. In addition, a Computer Forensics Analyst must also be skilled in crime scene note-taking, report writing, and presentation of findings.

CIT	120	Introduction to Computers	3
CIT	131	Windows Operating System	3
CIT	132	Linux Operating System	3
CIT	150	Introduction to Local Area Networks	3
CIT	152	Network Security Fundamentals	3
CIT	155	Introduction to Computer Forensics	3
CIT	156	Digital Evidence Recovery	3
CIT	256	Advanced Digital Evidence Recovery	3
CIT	257	Analysis of Digital Media	3
ELT	151	PC Hardware Fundamentals	3

Total Hours for Certificate 30

Security Administration

(Certificate) Plan 22CV

The Security Administration certificate is designed for students who currently are employed as Network Administrators or have taken courses in Network Administration. Coursework for this certificate addresses how to keep networks secure from outside intrusion and procedures on securing evidence if network security has been breached.

CIT	152	Network Security Fundamentals	3
CIT	155	Introduction to Computer Forensics	3
CIT	156	Digital Evidence Recovery	3
CIT	251	Implementing and Administering Security in Windows	3
CIT	252	Hardening the Infrastructure	3
CIT	253	Network Defense and Countermeasures	3
CIT	256	Advanced Digital Evidence Recovery	3

Total Hours for Certificate 21

Game Development

(Certificate) Plan 22CX

The Game Development Certificate is for those students who desire to be employed in the video game industry as game developers. Upon completion of this certificate, students will have the knowledge and skill in game strategies, game programming and mathematics to qualify for entry-level game development employment.

CIT	120	Introduction to Computers	3
CIT	134	Programming Concepts using Visual Basic ***or***	
CIT	136	Programming Concepts using Java	3
CIT	141	Programming in C++	4
CIT	175	Game Development and Design Strategies	3
CIT	176	2-D Game Development	3
CIT	177	3-D Game Development	3
CIT	241	Advanced C++	3
CIT	275	Mathematics for Game Development	3
CIT	276	Game Development Projects	3

Total Hours for Certificate 28

Oracle Administrator Certified Associate

(Certificate) Plan 22CY

This certificate provides students with the knowledge and skills needed to sit for the Oracle Database Administrator Certified Associate certification exam. The curriculum for the Oracle Administrator Certified Associate certificate uses coursework supplied by Oracle. College of Lake County is a member of the Oracle Academic Initiative which gives CLC access to Oracle software, coursework, and other items used in our Oracle classes.

CIT	112	Comprehensive Database	3
CIT	113	Introduction to SQL	3
CIT	212	Oracle Database Administrator I	3

Total Hours for Certificate 9

Oracle Administrator Professional Associate

(Certificate) Plan 22CZ

This certificate provides students with the knowledge and skills needed to sit for the Oracle Database Administrator Certified Professional certification exam. The curriculum for the Oracle Administrator Certified Professional certificate uses coursework supplied by Oracle. College of Lake County is a member of the Oracle Academic Initiative which gives CLC access to Oracle software, coursework, and other items used in our Oracle classes.

CIT	112	Comprehensive Database	3
CIT	113	Introduction to SQL	3
CIT	212	Oracle Database Administrator I	3
CIT	213	Oracle Database Administrator II	3

Total Hours for Certificate 12

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	E-mail Address
Changyi Chen	T212	(847) 543-2518	cchen@clcillinois.edu
Dan Dainton	T219	(847) 543-2538	ddainton@clcillinois.edu
Ellen Dykeman	T219	(847) 543-2521	edykeman@clcillinois.edu
Sanjay Kumar	T210	(847) 543-2818	skumar@clcillinois.edu
John North	T210	(847) 543-2507	jnorth@clcillinois.edu
Daniel Petrosko	T209	(847) 543-2442	dpetrosko@clcillinois.edu
Bob Scherbaum	T206	(847) 543-2820	rscherbaum@clcillinois.edu

COMPUTERIZED NUMERICAL CONTROL PROGRAMMING

(Associate in Applied Science) Plan 24NA
Engineering, Math, Physical Sciences Division
Room T102, (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 and HAAS CNC controlled lathes, milling machines and Wire EDM. 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. Mastercam certification is also available.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Phase I

MTT	112	Machining Principles ***or***	
MTT	210	Machine Shop II	3
CNC	110	CNC Operations I	3
EGR	121	Engineering Graphics	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
MTH	115	Applied Mathematics II	3

Total Hours 15

Phase II

CNC	115	CNC Programming I	3
CAD	117	Introduction to AutoCAD	3
ECO	110	Economics for Business and Industry	3
MTH	117	Technical Mathematics I	3
MTT	211	Jig and Fixture Design	3

Total Hours 15

Phase III

CAD	171	Introduction to Inventor ***or***	
CAD	173	Introduction to SolidWorks ***or***	
CAD	176	Introduction to Pro Engineer	3
CNC	215	Advanced Mill Programming	3
CMM	111	Communication Skills	3
		Humanities and Fine Arts Elective	3
		Technical Elective	3

Total Hours 15

Phase IV

CNC	216	Advanced Lathe Programming	3
CNC	217	Introduction to Wire EDM Machining ***or***	
EWE	220	Cooperative Work Experience I	3-4
CNC	218	Introduction to Master CAM	3
CNC	250	Advanced Manufacturing	3
		Social and Behavioral Sciences Elective	3
		Technical Elective	3

Total Hours 18-19

Total Hours for AAS Degree 63-64

Technical Electives
Approval of technical electives must be obtained from the program advisor.

CNC	210	CNC Operations II	3
ELT	116	Technical Programming	3
ELT	117	Industrial Digital Electronics I	3
MTT	116	Introduction to Moldmaking	3
MTT	115	Introduction to 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) Plan 24NG

This certificate program provides knowledge and skills needed for entry level employment in CNC programming operating. Operations and programming on FANUC and HAAS CNC controlled machine tools is performed. Advanced placement and NIMS credentialing may be arranged for experienced machinists.

Phase I

CNC	110	CNC Operations I	3
EGR	121	Engineering Graphics	3
MTH	115	Applied Mathematics II	3
MTT	112	Machining Principles ***or***	
MTT	210	Machine Shop II	3

Total Hours 12

Phase II

CNC	115	CNC Programming I	3
CNC	210	CNC Operations II	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
MTT	211	Jig and Fixture Design	3

Total Hours 12

Phase III

CNC	215	Advanced Mill Programming ***or***	
CNC	216	Advanced Lathe Programming	3
CNC	217	Introduction to Wire EDM Machining	3

Total Hours 6

Total Hours for Certificate 30

CNC Operations

(Certificate) Plan 24NH

Students are provided the opportunity to learn the operations of a modern FANUC and HAAS CNC controlled vertical mills, turning center, and vertical machining centers.

Phase I

CNC	110	CNC Operations I	3
MTT	110	Machine Trades Blueprint Reading	3
MTT	112	Machining Principles ***or***	
MTT	210	Machine Shop II	3

Total Hours 9

Phase II

CNC	210	CNC Operations II	3
MTH	114	Applied Mathematics I	3

Total Hours 6

Total Hours for Certificate 15

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

CONSTRUCTION MANAGEMENT TECHNOLOGY

(Associate in Applied Science) Plan 24BA
Engineering, Math, Physical Sciences Division
Room T102, (847) 543-2044

This program prepares students to work as entry-level construction management technicians in the construction industry. This degree is particularly well-suited for students with field experience in construction trades who desire a more management-oriented position. Job opportunities include positions in estimating, supervision, scheduling, procurement, inspection and testing, site layout design and drafting. Employers include construction firms, suppliers, architects, material testing and inspection companies, and department of public works. Graduate may also transfer many of the program's credits toward a B.S. in Construction Management from area schools.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Core

MTH	117	Technical Mathematics I[1]	3
ENG	120	Technical Composition ***or***	
ENG	121	English Composition	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech	3
ARC	22	History of Architecture ***or***	
		Humanities & Fine Arts Elective[1]	3
ECO	222	Principles of Microeconomics ***or***	
ECO	110	Economics for Business and Industry ***or***	
		Social Science Elective[1]	3
CIT	119	Introduction to Office Software ***or***	
CIT	120	Introduction to Computers	3
		Total Hours	18

Construction Management Core

CMT	110	Introduction to the Built Environment	1
CMT	111	Construction Layout ***or***	
CIV	111	Surveying I[1]	3
CMT	112	Blueprint Reading	3
CMT	113	Construction Materials	3
CIV	113	Construction Inspection	3
BUS	115	Elements of Supervision ***o***r	
BUS	121	Introduction to Business[1]	3
CMT	117	Construction Methods	3
CMT	118	Mechanical and Electrical Equipment	3
CMT	119	Specifications and Building Codes	3
CMT	211	Job Scheduling and Control	3
CMT	212	Heavy Construction Methods	3
CMT	213	Construction Law and Documents	3
CMT	214	Construction Estimating	3
CIV	214	Civil Materials and Testing	3
CMT	215	Construction Management ***or***	
EWE	220	Cooperative Education/	
		Educational Work Experience	3
		Technical Elective	3
		Total Hours	40
		Total Hours for AAS Degree	64

Technical Electives[2]

ACC	112	Accounting Procedures	3
ACC	121	Financial Accounting[1]	3
ARC	121	Architectural Graphics[1]	3
BUS	219	Small Business Management	3
BUS	221	Business Law I[1]	3
CAD	117	Introduction to AutoCAD	3
IMR	113	Plumbing and Pipefitting I	3
IMR	115	Carpentry I	3
ISE	110	Industrial Electricity	3

[1] Courses that may transfer to Bachelors of Science in construction management. Note – students desiring to transfer should take MTH 122. Courses required for transfer vary by transfer school and program. Students should consult with the program advisor to plan an individualized curriculum based on their specific needs.

[2] May be substituted for individual courses in construction management core upon consultation with advisor in order to meet specific student learning objectives and/or job requirements.

Construction Management Technology

(Certificate) Plan 24BF

This certificate is intended for students desiring to focus on a career in construction management or supervision, and who may already have work experience in the construction field. Courses include the core courses from the AAS degree program that are most closely linked to immediate employment opportunities. Job opportunities include estimating, scheduling, procurement, and field supervision. Other CMT courses may be substituted upon consultation with program advisor.

CMT	112	Construction Blueprint Reading	3
CMT	113	Construction Materials	3
CMT	117	Construction Methods	3
CMT	211	Job Scheduling and Control	3
CMT	214	Construction Estimating	3
CMT	215	Construction Management ***or***	
EWE	220	Cooperative Education/	
		Educational Work Experience	3
CIT	119	Introduction to Office Software	3
MTH	117	Technical Math I	3
		Total Hours for Certificate	24

For more information on this course of study students may contact the division office or the following faculty member.

Name	Office	Phone Number	E-mail Address
Rob Twardock	T113	(847) 543-2903	rtwardock@clcillinois.edu

CRIMINAL JUSTICE

(Associate in Applied Science) Plan 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 AAS degree are required to complete twenty-one credit hours of general education, twenty-four 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.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94 unless otherwise specified in the following listing. All course prerequisites must be met.

Required General Education

ENG	120	Technical Composition I (recommended) ***or***	
ENG	121	English Composition I	3
CMM	121	Fundamentals of Speech	3
SOC	121	Introduction to Sociology	3
PSC	121	American National Politics ***or***	
PSC	122	State and Local Politics	3
PSY	121	Introduction to Psychology	3
		Humanities & Fine Arts Elective	3
		Science or Mathematics Elective	3-4
		Total Hours	21-22

Required Criminal Justice Core

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
CRJ	270	Criminal Justice Assessment Seminar	3
		Total Hours	24

Criminal Justice Electives (select 15 credit hours)

CIT	155	Introduction to Computer Forensics	3
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	Substance Abuse and Criminal Justice	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
SWK	121	Introduction to Social Work	3
EWE	220	Cooperative Work Experience I	3
EWE	270	Cooperative Work Experience II	3
SOC	222	Social Problems	3
SOC	223	Deviance	3
		EDM Elective	3
		Total Hours for AAS Degree	60

Criminal Justice

(Certificate) Plan 25CF

CRJ	121	Introduction to Criminal Justice	3
CRJ	123	Introduction to Criminology	3
CRJ	221	Criminal Law	3
SOC	121	Introduction to Sociology	3
PSY	121	Introduction to Psychology	3
		Approved Criminal Justice Courses	15
		Total Hours for Certificate	30

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

Name	Office	Phone Number	E-mail Address
Thomas Arnold	D118	(847) 543-2944	tra@clcillinois.edu
Roger Voltz	D118	(847) 543-2468	rvoltz@clcillinois.edu
Frank Zera	D122	(847) 543-2574	fzera@clcillinois.edu

DENTAL HYGIENE

(Associate in Applied Science) Plan 21DH
Biological & Health Sciences Division
Room C140, (847) 543-2042.

Dental hygienists are licensed professionals who are a vital part of a dental health team. Dental hygienists provide oral health assessment, disease prevention, and health promotion. They serve individuals and families within the community. The purpose of the dental hygiene program at the College of Lake County is to prepare students to develop the competencies that are needed to present extensive, preventive oral health care services to the community.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

The Dental Hygiene program has been granted accreditation status by the American Dental Association.

The number of students that can be admitted to the Dental Hygiene Program is limited. Therefore, a screening procedure is used to select the academically best qualified from those who request consideration.

Preference will be given to residents of Community College District 532 (including other community college districts with which CLC has a Joint Educational Agreement).

Attendance at a Program Information Session is required to apply to the program and to learn other specifics of the application process. Sessions are scheduled for the first Wednesday of every month (except January, June, and August) from 12:00 to 1:00 p.m. in S306 at the Lakeshore Campus located at 33 North Genesee Street in Waukegan. Attendance is required for each academic year for which the student applies.

1. **Attend one Program Information Session: (Attendance must be at a session that is no more than 12 months prior to the screening deadline).**
2. **Submit the following records to the Admission and Records Office:**
   A. Application for admission to the college.
   B. Official transcript/test results (sent to the Admission & Records Office directly from the appropriate institution):
      1. Your record from the last high school you attended. Your date of graduation must appear on the transcript. If you did not or will not graduate from high school, you must submit your official GED test results.

      OR

      2. Your college or university (must be regionally accredited) record documenting completion of an Associate Degree or Bachelor's Degree. The transcript must indicate which degree you were awarded and the date.

   C. Official transcripts from any previous college(s) showing course work relevant to the Dental Hygiene selection criteria, sent directly to CLC by the colleges.
   D. Dental Hygiene request for screening.
3. **Minimum Selection Criteria: Student records must indicate the following:**
   A. High school graduate or the equivalent
   B. Demonstration of language and math proficiency.
   C. Successful completion of BIO 121, BIO 123, or BIO 161 with a grade of "C" or better or an equivalent course from another accredited college with a grade of "C" or better.
   D. Successful completion of CHM 120 or CHM 121 with a grade of "C" or better or an equivalent course from another accredited college (must be regionally accredited) with a grade of "C" or better.
   E. Attendance at a Dental Hygiene Program Information Session.
   F. Completion of the Health Occupations Basic Entrance Test (HOBET)

Note: Applicants can take the Health Occupation Basic Entrance Test (HOBET) only twice per screening year. It may be taken once between January 1st and June 30th, and once between July 1st and December 31st. Test scores in excess of this limit will not be considered for screening purposes. Please contact the Testing Center at (847) 543-2076 for test dates and times.

Test scores more than five years old will not be considered.

Screening Deadline: First Wednesday in February. If space is available in the program after the initial screening deadline, qualified students will be accepted in an order based on academic qualifications.

Students who have completed either of the following courses (or an equivalent) must have obtained a grade of "C" or better. These courses are not prerequisites. They are program requirements, but may be taken prior to acceptance into the program.

- BIO 124 - Anatomy and Physiology - must be completed before the first fall semester of the program
- BIO 125 - Introduction to Microbiology - must be completed before the first spring semester of the program. If this course is taken during the first fall semester of the program, it must be taken as an evening class.

ENG 121-English Composition – must be completed before the first fall semester in the program.

Note: A student must maintain at least a grade of "C" in each Dental Hygiene course to continue in and graduate from the program. All course prerequisites must be met.

General Education and Support Courses

BIO	124	Anatomy and Physiology	5
BIO	125	Introduction Microbiology	4
		Communication Elective (Choose from CMM 111, CMM 121, CMM 123 or CMM 128)	3
ENG	121	English Composition	3
PSY	121	Introduction to Psychology	3
SOC	121	Introduction to Sociology	3
		Humanities Elective	3

Total Hours 24

Dental Hygiene Courses

First Semester

DHY	111	Principles in Dental Hygiene I	2
DHY	113	Preclinical Dental Hygiene	2
DHY	115	Head and Neck Anatomy	3
DHY	117	Dental Anatomy	2
DHY	171	Preventive Dental Hygiene	1

Total Hours 10

Second Semester

DHY	112	Principles in Dental Hygiene II	2
DHY	114	Clinical Dental Hygiene I	2
DHY	116	Dental Radiology I	3
DHY	118	General and Oral Pathology	2
DHY	119	Nutrition & Biochemistry	2
DHY	172	Medical Emergencies	1
DHY	174	Introduction to Periodontics	2

Total Hours 14

Summer Session

DHY	176	Dental Materials and Expanded Functions	3
DHY	178	Review of Dental Literature	1
DHY	179	Clinical Dental Hygiene II	2
DHY	274	Advanced Dental Hygiene	2

Total Hours 8

Third Semester

DHY	211	Theory and Practice of Dental Hygiene I	2
DHY	213	Clinical Dental Hygiene III	4
DHY	215	Dental Radiology II	1
DHY	217	Dental Pharmacology & Anesthetics	2
DHY	219	Advanced Periodontics	2
DHY	271	Community Dentistry I	2
DHY	273	Applied Radiology	2

Total Hours 15

Fourth Semester

DHY	212	Theory and Practice of Dental Hygiene II	1
DHY	214	Clinical Dental Hygiene IV	4
DHY	216	Ethics and Jurisprudence and Practical Management	2
DHY	218	Dental Radiology III	1
DHY	272	Community Dentistry II	1

Total Hours 9

Total Hours for AAS Degree 80

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	E-mail Address
Kim Aichele	S303	(847) 543-2197	kaichele@clcillinois.edu
Sue Nierstheimer	S303	(847) 543-2638	sneirstheimer@clcillinois.edu

DIGITAL MEDIA AND DESIGN

(Associate in Applied Science) Plan 23TB
Communication Arts, Humanities & Fine Arts Division, Room B237, (847) 543-2040

The Digital Media and Design Associate in Applied Science Degree provides students with the conceptual, critical, creative and technical skills needed to design and produce a variety of commercial, educational and artistic media and design projects. Building on conventional communication formats, Digital Media and Design will explore the realm of new media, creating art and design works such as digital sound and music, still and moving images, 3D models, 2D and 3D animations, Web, video and interactive media. This is a robust curriculum designed to keep up with industry developments and trends.

To complete an AAS, students must meet the General Requirements on page 93. Students complete the General Education Core and the Digital Media and Design Core (33.0 semester hours) and then select one of three options: Animation, Graphic Design or Web Development and Interactive Design (33.0 semester hours each). All three options share the same General Education and Digital Media and Design Core. All course prerequisites must be met.

General Education Core

ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
CMM	122	Business and Professional Speaking,	
CMM	128	Interviewing Practices ***or***	
CMM	232	Fundamentals of Speech	3
ANT	121	Introduction to Anthropology,	
PSY	121	Introduction to Psychology ***or***	
PSY	233	Psychology in Business & Industry	3
MTH	114	Applied Mathematics ***or*** higher	
		(MTH 117, 141 ***or*** 122 recommended)	3
		PHI 122 Logic ***or*** HUM Elective	3
		Total Hours	15

Digital Media and Design Core

ART	122	Basic Color and Design	3
ART	149	Digital Photography I	3
ART	222	Introduction to Computer Art	3
DMD	111	Introduction to Digital Media	3
DMD	117	Concepts in New Media	3
ENG	126	Advanced Composition: Scientific	
		Technical Communication ***or***	
ENG	220	Introduction to Scriptwriting for	
		Video, TV and Film ***or***	
HUM	123	Introduction to Film ***or***	
HUM	222	Film and Society ***or***	
BUS	121	Introduction to Business ***or***	
BUS	219	Small Business Management ***or***	
BUS	290	Business Plan Management ***or***	
		Dance ***or*** Music elective	3
		Total Core Hours	18

Select one specialty option from the three below:

Specialty Option 1: Animation Concentration

ART	124	Basic Drawing	3
ART	225	Figure Drawing	3
ART	263	2D Computer Animation	3
ART	264	3D Computer Animation	3
DMD	157	Introduction to Animation	3
DMD	173	Introduction to Digital Sound	3
DMD	216	Interactive Scripting	3
DMD	233	Video Editing	3
DMD	251	Advanced 3D Modeling	3
DMD	253	Advanced 3D Animation	3
DMD	259	Special Effects	3
		Total Option 1 Hours	33

Specialty Option 2: Graphic Design Concentration

ART	111	Printing Production	3
ART	123	Color and Design Techniques	3
ART	221	Advance Design	3
ART	271	Introduction to Electronic	
		Graphic Publishing	3
DMD	113	History of Graphic Design	3
DMD	115	Internet Fundamentals	3
DMD	116	Web Design and Development	3
DMD	174	Typography	3
DMD	273	Advanced Electronic Graphic Publishing	3
DMD	279	Packaging Design	3
ENG	113	Technical Communication Practicum,	
EWE	220	Cooperative Work Experience ***or***	
ENG	266	Professional Communication	3
		Total Option 1 Hours	33

Specialty Option 3: Web Development and Interactive Design Concentration

ART	111	Printing Production	3
DMD	113	History of Graphic Design	3
DMD	115	Internet Fundamentals	3
DMD	116	Web Design and Development	3
DMD	157	Introduction to Animation	3
DMD	216	Interactive Scripting ***or***	
CIT	171	Scripting Language	3
DMD	218	Advanced Web Design	
		and Development	3
DMD	257	Interactive Animation	3
DMD	258	Dynamic Web Design and Production	3
		DMD, ART, CIT, ***or*** CAD Elective	
		(Animation, video, audio, game	
		Photography, CAD, database,	
		networking, etc.)	3
ENG	113	Technical Communication Practicum,	
EWE	220	Cooperative Work Experience ***or***	
ENG	266	Professional Communication	3
		Total Option 3 Hours	33

Total Hours for AAS Degree 66

Digital A/V Production and Editing

(Associate in Applied Science) Plan 23TM

The Digital Media and Design Associate in Applied Science Degree in Digital A/V Production and Editing provides you with the conceptual, critical, creative and technical skills you'll need to create and produce a variety of commercial, educational and artistic audio and video projects. Building on conventional audio and video communication formats, Digital A/V Production and Editing will explore the realm of new media, creating art and design works including digital sound and music, still and moving images, compositing, special effects, 2D and 3D animations, Web, video and interactive media. We have created a robust curriculum that will keep up with industry developments and trends.

To complete an AAS, students must meet the General Requirements on page 93. Students complete both the General Education Core and the Digital A/V Production Core listed below. All course prerequisites must be met.

General Education Core

ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
CMM	122	Business and Professional Speaking, ***or***	
CMM	128	Interviewing Practices ***or***	
CMM	232	Fundamentals of Speech	3
ANT	121	Introduction to Anthropology,	
PSY	121	Introduction to Psychology ***or***	
PSY	233	Psychology in Business & Industry	3
MTH	114	Applied Mathematics ***or*** higher (MTH 117, 141 ***or*** 122 recommended)	3
PHI	122	Logic ***or***	
		HUM Elective	3
		Total Hours	15

Digital A/V Production and Editing Core Courses

ART	111	Printing Production	3
ART	122	Basic Color and Design	3
ART	149	Digital Photography I	3
ART	222	Introduction to Computer Art	3
ART	280	Audio Production	3
ART	272	Introduction to Video Production	3
ART	274	Video Production II	3
DMD	111	Introduction to Digital Media ***or***	
ENG	220	Introduction to Scriptwriting for Video, TV, and Film	3
DMD	115	Internet Fundamentals	3
DMD	116	Web Design and Development	3
DMD	117	Concepts in New Media ***or***	
ENG	126	Advanced Composition: Scientific Technical Communications	3
DMD	173	Introduction to Digital Sound	3
DMD	233	Digital Video Editing	3
DMD	277	Digital Media Delivery	3
		DMD Animation ***or***	
		ART Photography elective	3
BUS	121	Introduction to Business ***or***	
BUS	219	Small Business Management ***or***	
BUS	290	Business Plan Management	
HUM	123	Introduction to Film ***or***	
HUM	222	Film and Society ***or***	
		Dance ***or*** Music Elective	3
		Total Hours	48

Total Hours for AAS Degree 63

Multimedia Presentations

(Certificate) Plan 23TE

ART	267	Introduction to Video Production	3
AOS	215	Presentation Software	2
DMD	111	Introduction to Digital Media	3
DMD	173	Introduction to Digital Sound	3
DMD	277	Digital Media Delivery	3
		Total Hours for Certificate	14

Multimedia Communications

(Certificate) Plan 23TH

ART	122	Basic Color and Design	3
ART	111	Printing Production	3
ART	222	Introduction to Computer Art	3
CMM	121	Fundamentals of Speech ***or***	
CMM	122	Business and Professional Speaking	3
DMD	111	Introduction to Digital Media	3
DMD	116	Web Design and Development	3
DMD	216	Interactive Scripting	3
DMD Elective			3
ENG	120	Technical Composition I ***or***	
ENG	121	Composition I	3
ENG	126	Advanced Composition: Scientific and Technical Communication	3
ENG	113	Technical Communication Practicum	3
ENG	266	Professional Communication	3
		Total Hours for Certificate	36

For more information on these programs, students may contact the division office listed or one of the following faculty members.

Name	Office	Phone Number	E-mail Address
Michael Kozien	D108	(847) 543-2553	mkozien@clcillinois.edu
Yang Xiang	D108	(847) 543-2503	yaisng@clcillinois.edu

EARLY CHILDHOOD EDUCATION

(Associate in Applied Science) Plan 25EA
Social Science Division, Room A244, (847) 543-2047

The Associate of Applied Science Degree program in Early Childhood Education prepares students for careers working with young children. Graduates of the program are DCFS qualified to be lead teachers in and directors of day care centers, preschools, and school-age programs. Public school Pre-K programs employ AAS degree graduates as assistant teachers. Many of the courses transfer to four year institutions with related programs.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Required General Education

ENG	121	English Composition I	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	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
MTH	121	Mathematics for Elementary Teaching I ***or*** higher Mathematics ***or*** Science Elective	3
		Total Hours	21

Required Early Childhood Education Core

ECE	115	Music Activities for Young Children	3
ECE	116	Creative Activities	3
ECE	129	Language Development/Activities for Young Children	3
ECE	131	The Special Needs Child in Early Childhood Education	3
ECE	132	Professional Ethics in Early Childhood Education	1
ECE	141	Health, Safety and Nutrition for Young Children	3
ECE	214	Group Care of Infants and Toddlers	3
ECE	221	Principles of Early Childhood Education	3
ECE	223	Child, Family, and Community	3
ECE	232	Math and Science for Young Children	3
ECE	270	Early Childhood Program Administration I: Human Aspects	3
EDU	120	Observation and Guidance of Children	3
ECE	271	Early Childhood Education Practicum I	4
ECE	272	Early Childhood Education Practicum II	4
		Total Hours	41

Choose at least 3 credit hours from the following:

ECE	117	Creative Activities for Infants, Toddlers and Twos	
ECE	231	School-Age Programming	
ECE	273	Early Childhood Program Administration II: Business Aspects	
EDU	222	The Exceptional Child ***or***	
EDU	299	Special Topics in Education	1-3
		Total Hours	3

Total Hours for AAS Degree 66

Early Childhood Education

(Certificate) Plan 25EB

The certificate program is intended for students who already hold degrees or who have taken extensive coursework in other academic fields. The certificate provides the additional study that is often required when there has been a career change.

Required General Education

ENG	121	English Composition I ***or***	
ENG	120	Technical Composition I	3
PSY	121	Introduction to Psychology	3
PSY	222	Child Growth and Development	3
EDU	120	Observation and Guidance of Children	3
ECE	141	Health, Safety and Nutrition for Young Children	3
ECE	221	Principles of Early Childhood Education	3
		Total Hours	18

Select 15 credit hours from the following:

ECE	115	Music Activities for Young Children	3
ECE	116	Creative Activities I	3
ECE	129	Language Development and Activities for Young Children	3
ECE	131	The Special Needs Child in Early Childhood Education	3
ECE	214	Group Care of Infants and Toddlers	3
ECE	223	Child, Family, and Community	3
ECE	232	Math and Science for Young Children	3
ECE	270	Early Childhood Program Administration I: Human Aspects	3
ECE	273	Early Childhood Program Administration II: Business Aspects	3
EDU	299	Special Topics in Education (With Coordinator Approval)	3
		Total Hours	15

Total Hours for Certificate 33

Infant-Toddler Specialist

(Certificate) Plan 25EC

This certificate program is designed to prepare individuals with the knowledge and skills required to work successfully with infants and toddlers in child care programs. All of the courses in this certificate also apply to the AAS degree in Early Childhood Education.

ECE	117	Creative Activities for Infants, Toddlers, and Twos	3
ECE	214	Group Care of Infants and Toddlers	3
ENG	121	English Composition ***or***	
ENG	120	Technical Composition I	3
PSY	121	Introduction to Psychology	3
PSY	222	Child Growth and Development	3
		Total Hours for Certificate	15

School-aged Child Care

(Certificate) Plan 25ED

This certificate is designed to prepare individuals with the knowledge and skills required to work successfully with school-age children in out-of-school time programs. Emphasis is placed on teaching practices necessary to plan and deliver developmentally appropriate programming, environments and interactions for children aged six to twelve years that meet the social, emotional, physical and cognitive needs of this age group.

Required Courses

ECE	231	School-Age Child Care	3
ENG	121	English Composition *or*	
ENG	120	Technical Composition	3
PSY	121	Introduction to Psychology	3
PSY	222	Child Growth and Development	3
		Total Hours	12

Choose 6 credit hours from the following:

ART	125	Art for Elementary Teachers	2
ECE	116	Creative Activities I	3
ECE	132	Professional Ethics in Early Childhood Education	1
ECE	141	Health, Safety, and Nutrition for Young Children	3
ECE	223	Child, Family, and Community	3
EDU	222	The Exceptional Child	3
ENG	249	Children's Literature	3
PED	129	Fundamentals of Youth Programming	4
		Total Hours	6

Total Hours for Certificate 18

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	E-mail Address
Diane Wolter	D116	(847) 543-2570	dwolter@clcillinois.edu

EDUCATION PARAPROFESSIONAL

(Associate in Applied Science) Plan 25TC
Social Science Division, Room A244, (847) 543-2047

This program is designed to prepare students with the knowledge and skills required to work successfully as teacher aides primarily in elementary and middle schools.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Requirements

English/Communication Arts

CMM	121	Fundamentals of Speech	3
ENG	121	English Composition I	3
ENG	122	English Composition II	3

Social Science 3
Choose one from the selection below

ANT	121	Introduction to Anthropology
ANT	221	Cultural Anthropology
GEG	122	Cultural Geography
GEG	123	World Regional Geography
HST	126	History of Contemporary Non-Western Civilization
HST	127	History of Chinese Culture and Society

Humanities and Fine Arts Elective..... 3
Choose one from the selection below

ART	121	Introduction to Art
ART	240	Art History I
MUS	124	Introduction to Music
MUS	224	Music Literature
PHI	125	Introduction to Ethics

Math and Science Elective 3-4
Choose one from the selection below

AST	121	Introduction to Astronomy
BIO	120	Environmental Biology
BIO	141	Concepts in Biology
GEG	121	Physical Geography
GEO	120	Earth Science
MTH	121	Mathematics of Elementary Teaching I
PHY	120	Practical Aspects of Physics

Total Hours 18-19

Required Paraprofessional Core

ECE	119	Language Development and Activities	3
ECE	221	Principles of Early Childhood Education	3
EDU	122	Pre-Clinical Educator Experience	1
EDU	221	Introduction to Teaching ***or***	
EDU	222	The Exceptional Child	3
EDU	223	Technology in the Classroom	3
EDU	225	Educational Psychology	3
ENG	249	Children's Literature	3
PSY	121	Introduction to Psychology	3
PSY	222	Child Growth and Development	3
MTH	121	Mathematics for Elementary Teaching I ***or***	
MTH	221	Mathematics for Elementary Teaching II	3

Total Hours 28

Choose 18 credit hours from the following:

ANT	221	Cultural Anthropology	3
ART	125	Art for Elementary Teachers I	2
ART	126	Art for Elementary Teachers II	2
BIO	120	Environmental Biology	4
BIO	143	Concepts in Biology	4
CRJ	229	Juvenile Deliquency	3
ECE	223	Child, Family, and Community	3
ECE	115	Music Activities for Young Children	3
EDU	120	Observation and Guidance of Children	3
EDU	299	Special Topics in Education (with coordinator's consent)	3
GEG	121	Physical Geography	3
HST	221	U.S. History to 1876	3
HST	222	U.S. History from 1876	3
HUS	121	Health and Nutrition ***or***	
ECE	141	Health, Safety and Nutrition for Young Children	3
HUX	170	Introduction to Substance Abuse	3
PSY	226	Adolescent Development	3
SOC	223	Sociology of the Family	3
SPA	121	Beginning Conversational Spanish	4

Total Hours for AAS Degree 63-64

Paraprofessional Educator

(Certificate) Plan 25TB

This certificate program is designed for individuals who are currently working as teacher's aides or who are considering a career as a teacher aide.

Required Courses

ECE	129	Language Development & Activities	3
ECE	221	Principles of Early Childhood Education ***or***	
EDU	221	Introduction to Teaching	3
EDU	222	The Exceptional Child	3
EDU	223	Technology in the Classroom	3
EDU	225	Educational Psychology	3
ENG	249	Children's Literature	3
MTH	121	Mathematics for Elementary Teaching I ***or***	
MTH	221	Mathematics for Elementary Teaching II	3
PSY	222	Child Growth & Development	3

Total Hours 24

Choose 6-8 credit hours from the selection below:

ANT	121	Introduction to Anthropology	3
ANT	221	Cultural Anthropology	3
ART	121	Introduction to Art	3
ART	240	Art History I	3
AST	121	Introduction to Astronomy	4
BIO	120	Environmental Biology	4
BIO	121	General Biology	4
CMM	121	Fundamentals of Speech	3
ENG	121	English Composition I	3
ENG	122	English Composition II	3
GEG	121	Physical Geography	3
GEG	122	Cultural Geography	3
GEG	123	World Regional Geography	3
GEO	120	Earth Science	4
HST	126	History of Contemporary Non-Western Civilization	3
HST	127	History of Chinese Culture and Society	3
HUM	121	Introduction to Humanities	3
MUS	124	Introduction to Music	3
MUS	224	Music Literature	3
PHI	125	Introduction to Ethics	3
PHY	120	Practical Aspects of Physics	4

Total Hours 6-8

Choose 6 hours from the selection below:

ANT	221*	Cultural Anthropology	3
ART	125	Art for Elementary Teachers I	3
ART	126	Art for Elementary Teachers II	2
BIO	120*	Environmental Biology	4
BIO	121*	General Biology	4
CRJ	229	Juvenile Delinquency	3
ECE	115	Music Activities for Young Children	3
ECE	223	Child Family and Community	3
EDU	120	Observation and Guidance of Children	3
EDU	299	Special Topics in Education (with coordinator's consent)	3
GEG	121*	Physical Geography	3
HST	221	U.S. History to 1876	3
HST	222	U.S. History from 1876	3
HUS	121	Health and Nutrition ***or***	
ECE	121	Health, Safety and Nutrition for Young Children	3
HUX	170	Introduction to Substance Abuse	3
PSY	226	Adolescent Development	3
SOC	223	Sociology of the Family	3
SPA	121	Beginning Conversational Spanish	4

Total Hours 6

Total Hours for Certificate 36-38

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	E-mail Address
Carol Huntsinger	D120	(847) 543-2742	chuntsinger@clcillinois.edu
Michelle Proctor	D120	(847) 543-2942	mproctor@clcillinois.edu

ELECTRICIAN APPRENTICESHIP

(Associate in Applied Science) Plan 24EG
Engineering, Math, Physical Sciences Division
Room T102, (847) 543-2044

This program has been established in partnership with the International Brotherhood of Electrical Workers (IBEW), Local 150. ***Students must be accepted into the IBEW apprenticeship program prior to enrollment in the program.***

First Year

First Semester

EMF	111	Electronics Mathematics I	2
EMF	112	Electronics Mathematics II	2
ELT	170	DC Circuit Fundamentals	2
ISE	114	National Electrical Code	2
EAP	111	Electrician Apprenticeship Work Experience I	2

Total Hours 10

Second Semester

ELT	111	Electronic Drafting	2
ELC	113	Basic Instrumentation & Shop Practice	3
EAP	111	Electrician Apprenticeship Work Experience II (Continued from 1st semester)	

Total Hours 5

Second Year

First Semester

CMT	112	Construction Blueprint Reading	3
ELC	172	Applied AC Circuit Theory	2
EAP	112	Electrician Apprenticeship Work Experience II	2

Total Hours 7

Second Semester

*ENG	120	Technical Composition I ***or***	
*ENG	121	English Composition I	3
ISE	118	Power Distribution	3
EAP	112	Electrician Apprenticeship Work Experience II (Continued from 1st semester)	

Total Hours 6

Third Year

First Semester

ELT	173	Applied Analog Circuits	3
*CMM	111	Communication Skills ***or***	
*CMM	121	Fundamentals of Speech	3
EAP	113	Electrician Apprenticeship Work Experience III	2

Total Hours 8

Second Semester

ELC	114	Motor and Machine Controls	3
ELC	276	Electrical Industrial Safety	1
CMT	118	Mechanical and Electrical Equipment	3
EAP	113	Electrician Apprenticeship Work Experience III (Continued from 1st semester)	

Total Hours 7

Fourth Year

First Semester

ELC	211	Electrical Machines	3
ELC	171	Programmable Logic Controllers	3
EAP	114	Electrician Apprenticeship Work Experience IV	2

Total Hours 8

Second Semester

*HST	225	American Labor History	3
ELT	117	Industrial Digital Electronics I	3
EAP	114	Electrician Apprenticeship Work Experience IV (Continued from 1st semester)	

Total Hours 6

Fifth Year

First Semester

*CAD	117	Introduction to AutoCAD	3
*ARC	228	History of Architecture	3
EAP	115	Electrician Apprenticeship Work Experience V	2

Total Hours 8

Second Semester

ELT	171	Industrial Control Systems	3
EAP	115	Electrician Apprenticeship Work Experience V (Continued from 1st semester)	

Total Hours 3

Total Hours for AAS Degree 68

* Classes taken at CLC.

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	E-mail Address
Greg Morris	T203	(847) 543-2905	gmorris@clcillinois.edu

ELECTRONIC INFORMATION TECHNOLOGY

(Associate in Applied Science) Plan 24ET
Engineering, Math, Physical Sciences Division
Room T102, (847) 543-2044

This degree provides the theoretical background and hands-on training needed to work in the information technology field as a network or computer systems administrator or network technician. The program concentrates on network hardware and software implementation and security, and includes hands-on courses in network testing and troubleshooting, wireless network security, Linux system administration, server development, and network design and deployment. This broad range of software and hardware competencies prepares the student to design, install and support local area networks, wide-area networks, network segments and Internet or intranet systems and provide daily on-site administrative support for software users in a variety of work environments.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

First Semester

CIT	120	Introduction to Computers	3
EIT	110	Topics in Mathematics for Computer and Electronic Technicians	3
ELT	151	PC Hardware Fundamentals	3
ELT	170	DC Circuit Fundamentals	2
ELT	152	PC Peripherals and Troubleshooting	3
ENG	120	Technical Composition I	3

Total Hours 17

Second Semester

CIT	131	Windows Operating Systems	3
CMM	121	Fundamentals of Speech	3
EIT	111	Digital and Network Fundamentals	4
HUM	127	Critical Thinking	3
		Computer Language Elective*	3

Total Hours 16

Third Semester

EIT	210	Data and Network Communication	4
EIT	212	Applied Linux	3
EIT	230	Secure Wireless Networking	3
EWE	220	Cooperative Work Experience I ***or*** Technical Elective **	3
		Social & Behavioral Sciences Elective	3

Total Hours 16

Fourth Semester

CIT	151	LAN Administration	3
EIT	211	Network Design and Analysis	4
EIT	232	Linux Server Implementation	3
		Technical Elective**	3
EWE	270	Cooperative Work Experience II ***or***	
		Technical Elective**	3
		Total Hours	16

Total Hours for AAS Degree 65

* MCS 124, MCS 140, MCS 141, CIT 134, CIT 135, CIT 136, CIT 137, CIT 141, CIT 170, CIT 171, or other departmentally approved electives.

**Chosen for ELT/ELC, CIT, CNA, EIT or other departmentally approved elective

Linux System Administration

(Certificate) Plan 24ES

CNA	111	CISCO Networking I ***or***	
EIT	111	Digital and Network Fundamentals	3-4
EIT	212	Applied Linux	3
EIT	232	Linux Server Implementation	3
ELT	151	PC Hardware Fundamentals	3
ELT	152	PC Peripherals and Troubleshooting	3
		Total Hours for Certificate	15-16

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	E-mail Address
Michelle Leonard	T202	(847) 543-2760	mleonard@clcillinois.edu

ELECTRONICS ENGINEERING TECHNOLOGY

(Associate in Applied Science) Plan 24ED
Engineering, Math, Physical Sciences Division
Room T102, (847) 543-2044

Students are prepared to work in research, electronic layout, instrumentation, design, field service, communication and service laboratories.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

First Semester

ELT	111	Electronic Drafting	2
ELT	170	DC Circuit Fundamentals	2
ELC	173	DC Analysis-Network Theorems	2
ELT	116	Technical Programming	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
MTH	117	Technical Mathematics I*	3
		Total Hours	15

Second Semester

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
SOC	121	Introduction to Sociology	3
		Humanities & Fine Arts Elective	3
		Total Hours	17-18

Third Semester

ELT	113	Transistor Electronics	4
ELT	216	Microprocessors I	3
MTH	224	Calculus for Business and Social Science[1]	4
PHY	120	Practical Aspects of Physics*	4
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech	3
		Total Hours	17

Fourth Semester

ECO	110	Economics for Business & Industry ***or***	
ECO	221	Principles of Macroeconomics	3
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

Total Hours 14

Total Hours for AAS Degree 63-65

*For Students who wish to pursue a Bachelor Degree in Engineering Technology these courses may be substituted: MTH 122 College Algebra, MTH 123 Trigonometry, MTH 144, Pre-Calculus, MTH 145, Calculus, PHY 121 General Physics

[1] Students choosing to complete MTH 117 and MTH 118 should follow with MTH 224.

Please see an advisor in the Electronics area before selecting these courses.

Electronics Technology

(Certificate) Plan 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.

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
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
PHY	120	Practical Aspects of Physics	4
MTH	117	Technical Mathematics I	3
MTH	118	Technical Mathematics II	4

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

Name	Office	Phone Number	E-mail Address
Michelle Leonard	T202	(847) 543-2760	mleonard@clcillinois.edu
Greg Morris	T203	(847) 543-2905	gemorris@clcillinois.edu

Electrical/Electronic Maintenance

(Certificate) Plan 24EH
Engineering, Math, Physical Sciences Division
Room T102, (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

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 I ***or***	
MTH	117	Technical Mathematics I	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3

Total Hours 15

Second Semester

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

Total Hours 15-16

Total Hours for Certificate 30-32

Technical Electives

CNA	111	Cisco Networking	3
CNA	112	Cisco Networking II	3
CNA	113	Cisco Networking III	3
CNA	114	Cisco Networking IV	3
ELC	114	Motor and Machine Control	3
ELC	171	Programmable Logic Controllers	3
ELC	211	Electrical Machinery	3
ELC	215	Power Transmission and Distribution	4
ELT	151	PC Hardware Fundamentals	3
ELT	152	PC Peripherals & Troubleshooting	3
ROB	111	Introduction to Robotics	3

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

Name	Office	Phone Number	E-mail Address
Michelle Leonard	T202	(847) 543-2760	mleonard@clcillinois.edu
Greg Morris	T203	(847) 543-2905	gemorris@clcillinois.edu

PC Technician

(Certificate) Plan 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 CIT 120 and ELT 170.

CIT	120	Introduction to Computers	3
CIT	130	Operating Systems for A+ Certification	3
ELT	170	DC Circuit Fundamentals	2
ELT	151	PC Hardware Fundamentals	3
ELT	152	PC Peripherals & Troubleshooting	3

Total Hours for Certificate 14

For more information on these courses of study students may contact the division office listed.

ELECTRONIC SYSTEMS TECHNOLOGY

(Associate in Applied Science) Plan 24EL
Engineering, Math and Physical Sciences Division
Room T102, (847) 543-2044

This degree will provide advanced knowledge to students who install, repair and maintain a wide range of electronic systems, including industrial control systems, radio and television communication systems, personal computer systems, and consumer audio and video home entertainment systems.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

First Semester

EIT	110	Topics in Math for Computers and Electrical Technicians	3
ELC	172	Applied AC Circuit Theory	2
ELT	115	Electronic Laboratory Techniques	2
ELT	170	DC Circuit Fundamentals	2
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
		Social and Behavioral Science Elective	3

Total Hours 15

Second Semester

CMM	121	Fundamentals of Speech ***or***	
CMM	122	Business and Professional Speaking ***or***	
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3
ELC	211	Electrical Machinery	3
ELT	173	Applied Analog Circuits	3
ELT	213	Introduction to Digital Electronics	4
EST	210	Maintenance and Repair of PC Systems	3

Total Hours 16

Third Semester

ELT	171	Industrial Control Systems	3
ELT	172	Applied Communication Circuits	3
ELT	214	Microwave Systems and Measurements	3
EST	213	Digital Telecommunications	4
		Humanities or Fine Arts Elective	3

Total Hours 16

Fourth Semester

ECO	110	Economics for Business and Industry ***or***	
ECO	221	Principles of Macroeconomics	3
EST	211	Electronics Systems ***or***	
EST	215	Radar Systems	3
EST	214	Digital Telecommunications II ***or***	
		Technical Elective	4
EST	212	Systems Control Theory	3

Total Hours 13

Total Hours for AAS Degree 60

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

Name	Office	Phone Number	E-mail Address
Michelle Leonard	T202	(847) 543-2760	mleonard@clcillinois.edu
Greg Morris	T203	(847) 543-2905	gemorris@clcillinois.edu

EMERGENCY AND DISASTER MANAGEMENT

(Certificate) Plan 25EM
Social Science Division, Room A244, (847) 543-2047

This certificate program is designed to assist students in developing and improving their skills in emergency and disaster management. Students will receive an understanding of federal, state and local government and their roles and responsibilities. This certificate is intended for students who currently have an interest or role in emergency management and disaster preparedness, including homeland security issues.

EDM	111	Introduction to Emergency Management	3
EDM	112	Emergency Planning	3
EDM	113	Professional Development: Emergency Management	3
EDM	114	Communications in Emergency Management	3
EDM	211	Emergency Disaster Response	3

Total Hours for Certificate 15

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

EMERGENCY MEDICAL TECHNOLOGY

(Associate in Applied Science) Plan 21EA
Biological & Health Sciences Division
Room C140, (847) 543-2042

This degree will give students the knowledge and skills needed to gain employment as an emergency medical technologist. Graduates of this program will be provided with a high degree of specialized emergency medical training and courses of general education designed to provide breadth of knowledge in a variety of fields, specific scientific knowledge, and additional communication skills.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Courses

CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	122	Business & Professional Speaking ***or***	
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
		MTH Elective (recommended: MTH 114 Applied Mathematics I)	3
		Humanities & Fine Arts Elective (recommended: HUM 127 Critical Thinking ***or*** PHI 122 Logic ***or*** PHI 125 Introduction to Ethics)	3
		Social Science Elective (recommended: PSY 121 Introduction to Psychology)	3
		Total Hours	15

Emergency Medical Technology Courses:

EMT	111	Emergency Medical Technician-Basic	7
EMT	114	Paramedic Clinical Practicum	3
EMT	115	Paramedic Field Experience Practicum	3
EMT	131	Introduction to Advanced Pre-hospital Care	4
EMT	132	Patient Assessment	2
EMT	133	Medical Emergencies	5
EMT	134	Trauma Emergencies	3
EMT	135	Special Considerations and Operations	6
		Total Hours	33

Additional Required Courses:

BIO	111	Human Form and Function ***or***	
BIO	124	Anatomy and Physiology	4-5
HIT	111	Medical Terminology	3
HIT	119	Pharmacology	1
		Electives	6
		Total Hours	14-15
		Total Hours for AAS Degree	62-63

Emergency Medical Technician - Basic

(Certificate) Plan 21EM

Emergency medical technicians provide emergency medical care for illness and injury at the site and in route to the 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 to become an EMT-B (Emergency Medical Technician-Basic). Courses are offered at associated hospitals and fire/rescue departments in Lake County.

EMT	111	Emergency Medical Technician – Basic	7
		Total Hours for Certificate	7

Emergency Medical Technician - Paramedic

(Certificate) Plan 21EP

Paramedics provide emergency medical care for illness and injury at site and en route to the 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 already must have earned the EMT-B or EMT-I license. Completion of this certificate prepares students to take the licensing examination to become an EMT-P (Emergency Medical Technician-Paramedic). Courses are offered at associated hospitals in Lake County.

BIO	111	Human Form and Function or	
BIO	124	Anatomy and Physiology	4-5
EMT	114	EMT Paramedic – Clinical Practicum	3
EMT	115	EMT Paramedic – Field Experience Practicum	3
EMT	131	Introduction to Advanced Pre-hospital Care	4
EMT	132	Patient Assessment	2
EMT	133	Medical Emergencies	5
EMT	134	Trauma Emergencies	3
EMT	135	Special Considerations and Operations	6
		Total Hours for Certificate	30-31

NOTE: All EMT classes are held at area hospitals or fire and rescue departments. Registration for classes, except EMT 111-300 is processed directly through the individual site that is hosting the class. Space is limited and classes fill up quickly. For more information regarding requirements for the classes and how to register, please contact one of the EMS coordinators listed below:

- **Vista Medical Center West**
  EMT-Basic
  Aaron Bernau (847) 360-2038 (St. Therese Hospital)
  EMT-Paramedic
  Dave Chase (847) 360-4333, extension 5094
- **Grayslake Fire Protection District**
  EMT-Basic
  John Christian (847) 223-8960
- **Condell Medical Center**
  EMT-Paramedic
  Sharon Hopkins (847) 990-5309
- **Evanston Northwestern Healthcare**
  EMT-Basic & EMT Paramedic
  Martha Pettineo (847) 480-3787 (Highland Park Hospital)

ENGLISH

(Certificate) Plan 23TK
Communication Arts, Humanities & Fine Arts Division
Room B237, (847) 543-2040

Teaching English to Speakers of Other Languages
This certificate is intended for current teachers, native or non-native speakers, who wish to expand their professional opportunities and to enhance their teaching skills by adding a TESOL certificate to their portfolio and for college graduates and/or first time teachers interested in teaching English in a non-English speaking country; as well as professionals interested in applying their skills in the field of English language teaching. NOTE: This certificate does not meet the requirements for the Illinois State Board of Education ESL approval, but individual courses can be used towards the approval.

Introductory Courses

CMM	127	Intercultural Communication	3
EDU	221	Introduction to Teaching ***or***	
PSY	121	Introduction to Psychology	3
ENG	127	Introduction to General Linguistics	3
ENG	128	Linguistics and Society	3
		Total Hours	12

Specialty Courses

ENG	261	Methods of Teaching ESL	3
ENG	262	Theories of Teaching ESL and Bilingual Education	3
ENG	265	Grammar for English Language Teachers	3
ENG	267	Phonetics and Phonology for English Language Teachers	3
ENG	268	Assessment of the English Language Learner	3
ENG	271	Teaching English to Speakers of Other Languages Practicum	3
		Total Hours	18
		Total Hours for Certificate	30

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

Name	Office	Phone Number	E-mail Address
Joyce Gatto	A235	(847) 543-2304	jgatto@clcillinois.edu
Jacinta Thomas	A240	(847) 543-2565	jacath@clcillinois.edu

FIRE SCIENCE TECHNOLOGY

(Associate in Applied Science) Plan 25FB
Social Science Division, Room A244, (847) 543-2047

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.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Requirements

CMM		(CMM 111, 121, 122, 123, or 128)	3
CIT	119	Introduction to Office Software ***or***	
CIT	120	Introduction to Computers	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
PSC	122	State and Local Politics	3
PSY	121	Introduction to Psychology	3
		Math or Science Elective	3
		Humanities or Fine Arts Elective	3
		Total Hours	21

Fire Science Core Courses

FST	111	Introduction to Fire Science (Not for active firefighters)	3
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 Hours 18

Fire Science Electives - Select 21 credit hours from the list below

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

(No more than 7 hours of the following courses may count towards FST Electives:)

EDM	111	Introduction to Emergency Management	3
EDM	112	Emergency Planning	3
EDM	113	Professional Development: Emergency Management	3
EDM	114	Communication in Emergency Management	3
EDM	211	Emergency and Disaster Response	3
EMT	111	Emergency Medical Technician Basic	7

Total Hours for AAS Degree 60

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

FOOD SERVICE

(Associate in Applied Science) Plan 22FB
Business Division, Room T102, (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 processors and distributors.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Communication Course

CMM	128	Interviewing Practices ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	122	Business and Professional Speaking ***or***	
CMM	123	Dynamics of Small Group Discussion	3
ENG	121	English Composition ***or***	
ENG	120	Technical Composition I	3

Total Hours 6

General Education Courses

PSY	122	Psychology in Business and Industry	3
		Humanities & Fine Arts Elective*	3
		Social & Behavioral Sciences Elective*	3
		Math or Science Elective (AOS 122 recommended)*	3

Total Hours 12

Business Courses

ACC	112	Accounting Procedures I	3
BUS	121	Introduction to Business	3
BUS	221	Business Law I	3
CIT	119	Introduction to Office Software	3

Total Hours 12

Food Service Management Courses

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	3
FSM	273	Food, Beverage, and Labor Control	3

Total Hours 27

Electives

BUS	115	Elements of Supervision ***or***	
BUS	219	Small Business Management ***or***	
EWE	220	Cooperative Work Experience I ***or***	
FSM	299	Selected Topics in Food Service	3

Total Hours 3

Total Hours for AAS Degree 60

* Courses that meet these requirements can be found in the Programs of Instruction and Graduation Requirements section of the CLC Catalog under Career Programs Degree Requirements.

Food Service Management

(Certificate) Plan 22FG

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.

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	3
FSM	273	Food, Beverage and Labor Control	3
EWE	220	Cooperative Work Experience I ***or*** FSM Elective	3-4

Total Hours for Certificate 30-31

Culinary Arts

(Certificate) Plan 22FH

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 for Certificate 27-28

Professional Cook

(Certificate) Plan 22FD

This program prepares students for entry level employment as cooks and bakers in the Food Service Industry. Students are taught to use recipes, equipment, and ingredients in a professional kitchen.

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

Total Hours for Certificate 15

For more information on this program of study students may contact either the division office listed above or the following faculty member.

Name	Office	Phone Number	E-mail Address
Cliff Wener	T206	(847) 543-2823	crwener-fsm@clcillinois.edu

HEALTH INFORMATION TECHNOLOGY

(Associate in Applied Science) Plan 21HM
Biological & Health Sciences Division
Room C140, (847) 543-2042

The field of health information provides a wide variety of professional opportunities in the health care industry. Health information is a unique profession that combines facets of medicine, data management, and information technology, giving graduates the background to work in a range of health care settings. Courses in medical terminology, anatomy and physiology, and medical science lay the foundation for the program, which focuses on collecting, maintaining, retrieving, and analyzing the health information of patients. Students also learn the legal aspects of health information, statistics, coding and reimbursement methods, health care quality improvement techniques, as well as health records management.

Graduates of the college's Health Information Technology Program include coding professionals, health information department managers, cancer registrars, nursing home consultants, quality improvement specialists, medical billers, transcriptionists, and medical office managers, among others. Work settings include hospitals, HMOs, physicians' offices, clinics, insurance companies, professional associations, nursing homes, and medical billing services.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

If you are interested in health care but don't think direct patient care is right for you, health information technology can prepare you for a satisfying and rewarding career in health care and related fields.

Accreditation and Certification
The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the program are eligible to apply to write the certification examination of the American Health Information Management Association for the designation RHIT (Registered Health Information Technician).

Admissions to the program
Interested students may take HIT 111, 112, 113, 115, 117, 118, 119, and 215 prior to being admitted to the program. However, the number of students that can be admitted to the Professional Practice Experience (HIT 212 and HIT 213) each year is limited. Therefore, a screening procedure is used to select the academically best qualified from those who request consideration. Preference will be given to residents of Community College District 532 (including community colleges with which CLC has a Joint Educational Agreement). Students should seek admission to the Health Information Technology Program the year prior to enrolling in HIT 212. (e.g., If you expect to take HIT 212 in Fall 2009, apply by February 2008.) DO NOT APPLY for admission to the program unless you are planning on enrolling in HIT 212 in the fall of next year. If you are accepted into the program and do not enroll in HIT 212 as scheduled, CLC will attempt to accommodate the schedule change but there is no guarantee you will be permitted to enroll in HIT 212 in subsequent years. Please review the admission requirements that are listed below.

1. **Attend a Health Information Technology Information Meeting.** Attendance date must be no more than two years prior to the screening deadline of the year for which you are applying. Meetings are scheduled for 1:00 p.m. on the first Wednesday of each even month and 4:30 p.m. on the first Wednesday of each odd month except January, June and August.

2. **Submit the following records to the Admission and Records Office:**
   A. Application for admission to the college.
   B. Official transcript/test results (sent to the Admission & Records Office directly from the appropriate institution):
      1. Your record from the last high school you attended. Your date of graduation must appear on the transcript. If you did not or will not graduate from high school, you must submit your official GED test results.
      OR
      2. Your college or university (must be regionally accredited) record documenting completion of an Associate Degree or Bachelor's Degree. The transcript must indicate which degree you were awarded and the date.
   C. Official transcripts (sent directly to CLC from the appropriate institution) from any previous college(s) (must be regionally accredited) showing course work relevant to the Health Information Technology Program selection criteria.
   D. Results of the HOBET (Health Occupations Basic Entrance Test).
   E. Current Health Information Technology Request for Screening.

3. **Minimum Selection Criteria.** Your official transcripts and records must show that you satisfy all of the following criteria:
   A. High school graduate or equivalent.
   B. Language and Math proficiency.
   C. Cumulative GPA of 2.0 or above for any credit courses completed at CLC.
   D. Completion of the Health Occupations Basic Entrance Test (HOBET).

Note: Applicants can take the Health Occupations Aptitude Test (HOBET) only twice per screening year. It may be taken once between January 1st and June 30th, and once between July 1st and December 31st. Test scores in excess of this limit will not be considered for screening purposes. Please contact the Testing Center at (847) 543-2076 for test dates and times.

Test scores more than five years old will not be considered.

Screening deadline: The first Wednesday in February.

A urine drug screen and UICA annual background check will be conducted according to the CLC policy on all students prior to their professional practice experience.

General Education and Support Courses

BIO	111	Human Form and Function ***or***	
BIO	124	Anatomy & Physiology	4-5
CIT	111	Comprehensive Spreadsheets ***or***	
CIT	112	Comprehensive Database ***or***	
CIT	119	Introduction to Office Software	3
AOS	112	Automated Office Technology ***or***	
CIT	120	Introduction to Computers	3
ENG	121	English Composition I ***or***	
ENG	120	Technical Composition I	3
		Communication Elective (Choose from CMM 111, 121, 122, 123, or 128)	3
		Humanities and Fine Arts Elective	3
		Social and Behavioral Science Electives	6
		Total Hours	25-26

A student must achieve a grade of C or better in all HIT courses.

Health Information Technology Courses:

HIT	111	Medical Terminology	3
HIT	112	Health Care Delivery Systems	2
HIT	113	Ethical/Legal Aspects of Medical Records	2
HIT	115	Health Data Content and Structure	3
HIT	117	Basic CPT Coding	3
HIT	118	Basic ICD-9-CM Coding	3
HIT	119	Pharmacology	1
HIT	172	Health Statistics and Registries	2
HIT	212	Professional Practice Experience in Health Information I	4
HIT	213	Professional Practice Experience in Health Information 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
HIT	271	Advanced Coding	2
HIT	272	Reimbursement Systems in Healthcare	2

Total Hours 41

Total Hours for AAS Degree 66-67

The following courses will be offered in the spring of even years (spring of 2008, spring of 2010) ONLY: HIT 217 and HIT 219

The following courses will be offered in the spring of odd years (spring of 2009, spring of 2011) ONLY: HIT 172 and HIT 214

Students are ***recommended*** to seek the advice of the HIT faculty for course scheduling ***every*** semester.

Medical Transcription

(Certificate) Plan 21MH
Biological & Health Sciences Division
Room C140, (847) 543-2042

Medical transcriptionists transcribe medical reports dictated by physicians and other health care professionals. These reports include operative reports, pathology reports, history and physical examinations, and other reports. Transcriptionists must have an extensive knowledge of medical terminology, anatomy, medications, and the vocabulary related to the diagnosis and treatment of disease. Accuracy and speed in word processing is also required. Medical transcriptionists are employed by hospitals, physician's offices and transcription services.

Many of the courses may be applied to the Health Information Technology associate degree program if the student desires to progress in the future to become a Registered Health Information Technician (RHIT).

A student must achieve a grade of C or better in all HIT courses.

AOS	113	Comprehensive Word Processing	3
AOS	172	Business English	3
AOS	175	Keyboarding Speed and Accuracy Building ***or***	
AOS	128	Intermediate Keyboarding	2-4
BIO	111	Human Form and Function ***or***	
BIO	124	Anatomy & Physiology	4-5
HIT	111	Medical Terminology	3
HIT	112	Health Care Delivery Systems	2
HIT	114	Medical Transcription	2
HIT	115	Health Data Content and Structure	3
HIT	116	Advanced Medical Transcription	3
HIT	119	Pharmacology	1
HIT	174	Professional Practice Experience in Medical Transcription	1
HIT	215	Medical Science	3

Total Hours for Certificate 30-33

Medical Billing Specialist

(Certificate) Plan 21HN
Biological & Health Sciences Division
Room C140, (847) 543-2042

Medical billers play a critical role in the financial aspects of a physician's practice. They report the patient's diagnosis and the services rendered to that patient using special medical codes. These codes are included on the bills submitted to insurance companies, managed care plans, and Medicare. Medical billers need to have extensive knowledge of medical terminology, coding, and insurance procedures. Medical billers are employed by physicians, clinics, and billing services.

Many of the courses may be applied to the Health Information Technology associate degree program if the student desires to progress in the future to become a Registered Health Information Technician (RHIT).

A student must achieve a grade of C or better in all HIT courses.

BIO	111	Human Form and Function ***or***	
BIO	124	Anatomy and Physiology	4 -5
HIT	111	Medical Terminology	3
HIT	117	Basic CPT Coding	3
HIT	118	Basic ICD-9-CM Coding	3
HIT	119	Pharmacology	1
HIT	171	Insurance Procedures for the Medical Office	3
		A computer applications course: (CIT 120 or AOS 112 or CIT 119)	3

Total Hours for Certificate 20-21

Medical Coding Specialist

(Certificate) Plan 21HR
Biological & Health Sciences Division
Room C140, (847) 543-2042

Medical coders review patient records and classify their medical conditions (diagnoses) and procedures by using numerical codes. These codes are used for insurance claims, to generate a database that allows healthcare providers to retrieve patient records by disease and/or procedures, to generate statistics about the type of patients treated, and to conduct research. Medical coders need to have extensive knowledge of medical terminology, anatomy, disease processes, and coding/classification systems. Medical coders are employed by hospitals, physicians offices and clinics, managed care companies, and insurance companies.

The American Health Information Management Association (AHIMA) strongly recommends that candidates interested in taking the Certified Coding Associate (CCA) exam have at least six months experience in a healthcare organization applying ICD-9-CM and CPT coding conventions and guidelines, or have completed either an AHIMA-approved coding certificate program, or other formal coding training program. The Medical Coding Specialist Program is approved as a Comprehensive Coding Program by the Approval Committee for Certificate Programs (ACCP), offered cooperatively by AHIMA and the American Association for Medical Transcription (AAMT).

Many of the courses may be applied to the Health Information Technology associate degree program if the student desires to progress in the future to become a Registered Health Information Technician (RHIT).

A student must achieve a grade of C or better in all HIT courses.

AOS	112	Automated Office Technologies ***or***	
CIT	120	Introduction to Computers	3
BIO	111	Human Form and Function ***or***	
BIO	124	Anatomy and Physiology	4 -5
CIT	111	Comprehensive Spreadsheets ***or***	
CIT	112	Comprehensive Database ***or***	
CIT	119	Introduction to Office Software	3
HIT	111	Medical Terminology	3
HIT	112	Health Care Delivery Systems	2
HIT	113	Ethical and Legal Aspects of Medical Records	2
HIT	115	Health Data Content and Structure	3
HIT	117	Basic CPT Coding	3
HIT	118	Basic ICD-9-CM Coding	3
HIT	119	Pharmacology	1
HIT	173	Medical Office Procedures	3
HIT	215	Medical Science	3
HIT	271	Advanced Coding	2
HIT	272	Reimbursement Systems in Healthcare	2
HIT	273	Professional Practice Experience in Medical Coding	2
		Total Hours for Certificate	39-40

Medical Office Specialist

(Certificate) Plan 21HO
Biological & Health Sciences Division
Room C140, (847) 543-2042

This certificate is designed to prepare students to work in the front office of a physician's office or clinic. Medical office specialists need to have the knowledge and skills required of many office workers; in addition, they need specialized knowledge related to the medical setting. Students in the program will learn how to schedule appointments, arrange hospital tests and surgery, protect the confidentiality of patient records, transcribe letters and medical reports, and maintain accurate records.

Many of the courses may be applied to the Health Information Technology associate degree program if the student desires to progress in the future to become a Registered Health Information Technician (RHIT).

A student must achieve a grade of C or better in all HIT courses.

AOS	112	Automated Office Systems	3
AOS	128	Intermediate Keyboarding ***or***	
AOS	175	Keyboarding Speed & Accuracy Building	2-4
AOS	214	Administrative Office Procedures	3
HIT	111	Medical Terminology	3
HIT	112	Health Care Delivery Systems	2
HIT	113	Ethical/Legal Aspects of Medical Records	2
HIT	114	Medical Transcription	2
HIT	119	Pharmacology	1
HIT	173	Medical Office Procedures	3
		Total Hours for Certificate	21-23

For more information on these programs, students may contact the division office listed or the following faculty members. Faculty are available during scheduled office hours to advise students about program and career opportunities.

Name	Office	Phone Number	E-mail Address
Ellen Anderson	C143	(847) 543-2867	eanderson@clcillinois.edu
Margaret Kyriakos	C143	(847) 543-2879	mkyriakos@clcillinois.edu

HORTICULTURE

(Associate in Applied Science)
Plan 21HA, 21HB, 21HC, 21HP
Biological & Health Sciences Division
Room C140, (847) 543-2042

The curriculum is designed to provide a foundation in one of four occupational areas: Floriculture, Landscape Design, Turf and Landscape Maintenance, or Natural Areas Management. Course work is intended for persons who are already employed in horticulture as well as those who want to enter the field. Supervised fieldwork or Cooperative Work Experience is provided for students with sophomore status, and is required of those students with no work experience in horticulture.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Courses

CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	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 Elective	3
		Total Hours	18

Horticulture Core Courses

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
		Total Hours	21

Horticulture Program Specialty Options
(Choose one of the four options)

Specialty Option 1: Floriculture (Plan 21HA)

HRT	172	Interior Plant Maintenance	3
HRT	173	Perennial Flowers	3
HRT	174	Basic Floral Design	3
HRT	210	Greenhouse Crop Production	3
EWE	220	Cooperative Work Experience ***or***	
HRT	276	Fieldwork	3
		Horticulture or General Electives	6
		Total Hours	21

Specialty Option 2: Landscape Design (Plan 21HB)

HRT	118	Landscape Graphics	3
HRT	213	Landscape Design	3
HRT	214	Landscape Construction	3
HRT	215	Computer Landscape Design	3
EWE	220	Cooperative Work Experience ***or***	
HRT	276	Fieldwork	3
		Horticulture or General Electives	6
		Total Hours	21

Specialty Option 3: Landscape Construction and Maintenance (Plan 21HC)

HRT	110	Landscape Maintenance	3
HRT	173	Perennial Flowers	3
HRT	176	Small Engine Repair and Maintenance	3
HRT	214	Landscape Construction	3
EWE	220	Cooperative Work Experience ***or***	
HRT	276	Fieldwork	3
		Horticulture or General Electives	6
		Total Hours	21

Specialty Option 4: Natural Areas Management (Plan 21HP)

BIO	120	Environmental Biology	4
BIO	126	Local Flora	2
GEO	126	Geology of Illinois or	
GEO	224	Environmental Geology	2-3
HRT	216	Natural Areas Management	3
		Work Experience (choose from EWE 220 or HRT 276)	3
		Horticulture or General Elective	6-7
		Total Hours	21-22

Total Hours for AAS Degree 60-61

Landscape Maintenance

(Certificate) Plan 21HH

HRT	110	Landscape 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 for Certificate 15

Floral Design

(Certificate) Plan 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 for Certificate 15

Arboriculture

(Certificate) Plan 21HL

HRT	110	Landscape 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 for Certificate 18

Natural Areas Management

(Certificate) Plan 21HQ

BIO	120	Environmental Biology	4
BIO	126	Local Flora	2
GEO	126	Geology of Illinois ***or***	
GEO	224	Environmental Geology	2-3
HRT	111	Basic Horticulture	3
HRT	112	Tree Identification	3
HRT	113	Shrub Identification	3
HRT	216	Natural Areas Management	3

Total Hours for Certificate 20-21

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

Name	Office	Phone Number	E-mail Address
Don Lloyd	1408	(847) 543-2881	dlloyd@clcillinois.edu
Mark Zampardo	1420	(847) 543-2320	mzampardo@clcillinois.edu

HUMAN SERVICES PROGRAM

(Associate in Applied Science)
Plans 25HB, 25HC, 25HD, 25HK
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 with programs for the exceptional child and adult-care programs provided through hospitals, nursing homes, institutions for the developmentally disabled, community human service programs, as well as treatment programs for alcohol and substance abuse. The degree-seeking student completes general education and Human Services 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.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

The Human Services Program ASAAD degree and certificate options are accredited by the Illinois Alcohol and Other Drug Abuse Certification Agency (IAODAPCA) for the 2007-2008 academic years

Children and Adolescents Option

(Associate in Applied Science) Plan 25HB

General Education and Human Services Core

CMM	111	Communications II ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
ENG	121	English Composition I	3
HUS	121	Health and Nutrition	3
HUS	113	Group Processes	3
HUX	170	Introduction to Substance Abuse	3
HUS	118	Professional Helping Skills	3
PSY	121	Introduction to Psychology	3
SWK	121	Introduction to Social Work	3
		Humanities ***or*** Fine Arts Elective	3
		MTH 141 ***or*** higher ***or*** Science Elective	3

Total Hours 30

Children & Adolescents Core Courses

ECE	223	Child Family, & Community ***or***	
SOC	224	Sociology of the Family	3
EDU	222	The Exceptional Child	3
HUS	170	Human Service Practicum I	4
HUS	171	Human Service Practicum II	4
PSY	226	Adolescent Development	3
PSY	222	Child Growth & Development	3

Total Hours 20

Children & Adolescents Elective Courses

Choose 10 hours from the following list:

CRJ	121	Introduction to Criminal Justice	3
CRJ	229	Juvenile Delinquency	3
ECE	214	Group Care of Infants & Toddlers	3
EDU	299	Special Topics in Education	1-3
HUS	114	Human Services Supervision	3
HUS	210	Principles of Residential Care	3
HUS	213	Mental Retardation	3
HUS	299	Special Topics in Human Services	1-3
HUX	172	Other Addictive Disorders	2
HUX	174	Ethics, Law, Regulations, & Records	2
HUX	176	Advanced Counseling Skills for Addictive Disorders	3
HUX	177	Advanced Group Counseling Skills	3
PSY	223	Abnormal Psychology ***or***	
SOC	223	Deviance	3
SWK	124	Human Sexuality	3

Total Hours for AAS Degree 60

Adult Services

(Associate in Applied Science) Plan 25HC

General Education and Human Services Courses

ENG	121	English Composition I	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
PSY	121	Introduction to Psychology	3
SOC	121	Introduction to Sociology	3
MTH	141	Quantitative Literacy ***or***	
		Higher Level Mathematics ***or***	
		Science Elective	3
		Humanities or Fine Arts Elective	3
HUS	121	Health and Nutrition	3
HUS	113	Group Processes	3
HUS	118	Professional Helping Skills	3
HUX	170	Introduction to Substance Abuse	3
SOC	224	Sociology of the Family	3
SWK	121	Introduction to Social Work	3

Choose two of the following three courses:

HUS	231	Adult Development and Aging	3
PSY	222	Child Growth and Development	3
PSY	226	Adolescent Development	3

Total Hours 42

Adult Services Courses

Choose 22 credit hours from the following list:

HUS	114	Human Services Supervision	3
HUS	116	Principles of Foster Care	1
*HUS	170	Human Services Practicum I	4
*HUS	171	Human Services Practicum II	4
HUS	220	Principles of Residential Care	3
HUS	213	Mental Retardation	3
CRJ	117	Community – Based Corrections	3
CRJ	121	Introduction to Criminal Justice	3
CRJ	124	Penology and Corrections	3
HUS	299	Special Topics in Human Services	1-3
PRS	111	Survey of Rehabilitation Skills	3
PRS	112	Psychiatric Rehabilitation Skills	3
*PSY	223	Abnormal Psychology ***or***	
*SOC	223	Deviance	3

Total Hours 22

Total Hours for AAS Degree 64

*HUS 170, HUS 171 and PSY 223 or SOC 223 are required

Alcohol, Substance Abuse, and Addictive Disorders (ASAAD) Option

(Associate in Applied Science) Plan 25HD

General Education and Human Services Core

CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
ENG	121	English Composition I	3
PSY	121	Introduction to Psychology	3
SOC	121	Introduction to Sociology	3
MTH	141	Quantitative Literacy ***or***	
		Higher Level Mathematics ***or***	
		Science Elective ***or***	
		Humanities ***or*** Fine Arts Elective	3
HUS	121	Health and Nutrition	3
HUS	113	Group Processes	3
HUS	118	Professional Helping Skills	3
HUX	170	Introduction to Substance Abuse	3
SOC	224	Sociology of the Family	3
SWK	121	Introduction to Social Work	3

Choose two of the following three courses:

HUS	231	Adult Development and Aging	3
PSY	222	Child Growth and Development	3
PSY	226	Adolescent Development	3

Total Hours 42

Alcohol, Substance Abuse, and Addictive Disorders Courses

HUX	171	Assessment and Diagnosis of Alcoholism & Substance Abuse Disorders	3
HUX	173	Special Populations and Addictive Disorders	2
HUX	174	Ethics, Law, Regulations, Records, and Documentation	2
HUX	175	Pharmacological and Other Medical Terminology	1
HUX	176	Advanced Counseling Skills for Addictive Disorders	3
HUX	177	Advanced Group Counseling Skills	3
HUX	271	Human Services ASAAD Practicum I	5
HUX	272	Human Services ASAAD Practicum II	5

Total Hours 24

Choose two credit hours from the following courses:

HUX	172	Other Addictive Disorders ***or***	
HUX	178	Assessment & Treatment of Addictive Families ***or***	
HUX	179	Psycho-Social Aspects of HIV ***or***	
HUS	299	Special Topics	2

Total Hours 2

Total Hourse for AAS Degree 68

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.

Correctional Counseling Option

(Associate in Applied Science) Plan 25HK

General Education and Human Services Courses

CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
ENG	121	English Composition I	3
		Humanities or Fine Arts Elective	3
HUS	121	Health and Nutrition	3
HUS	113	Group Processes	3
HUX	170	Introduction to Substance Abuse	3
HUS	118	Professional Helping Skills	3
MTH	141	or higher or Science Elective	3
PSY	121	Introduction to Psychology	3
SOC	121	Introduction to Sociology	3
SWK	121	Introduction to Social Work	3

Total Hours 33

Correctional Counseling Courses

CRJ	117	Community-Based Corrections	3
CRJ	121	Introduction to Criminal Justice	3
CRJ	214	Substance Abuse and Criminal Justice	3
HUX	177	Advanced Group Counseling Skills	3
HUS	219	Human Service Internship	5
PSY	226	Adolescent Development ***or***	
HUS	231	Adult Development and Aging	3

Total Hours 20

Correctional Counseling Elective Courses

Choose seven credit hours from the following courses:

*PSY	223	Abnormal Psychology ***or***	
*SOC	223	Deviance	3
HUS	210	Principles of Residential Care	3
HUS	114	Human Services Supervision	3
HUX	172	Other Addictive Disorders	2
HUX	179	Psychosocial Aspects of HIV Infections	2
CRJ	119	Principles of Direct Supervision	3
CRJ	124	Penology and Corrections	3
CRJ	123	Introduction to Criminology	3
CRJ	229	Juvenile Delinquency	3
CRJ	221	Criminal Law	3
PSC	122	State and Local Politics	3
HUS	299	Special Topics in Human Services	1-3

*Recommended Course (either PSY 223 or SOC 223)

Total Hours 60

Students pursuing the Certified Criminal Justice Addictions Professional Credential must take HUX 171, HUX 176 and one additional CRJ course as their electives.

Total Hours for AAS Degree 68

Human Services Program

(Certificate) Plan 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
HUS	113	Group Processes	3
HUS	118	Professional Helping Skills	3
HUS	231	Adult Development and Aging	3
PSY	121	Introduction to Psychology	3
PSY	222	Child Growth and Development	3
SOC	224	Sociology of the Family	3
SWK	121	Introduction to Social Work	3

Total Hours 24

Electives

A minimum of 6 additional semester hours must be selected from one of the options in Human Services Program: Exceptional Child Services; Adult Services. Substitutions may be made with coordinator or division approval 6

Total Hours for Certificate 30

Alcohol, Substance Abuse, and Addictive Disorders (ASAAD)

(Certificate) Plan 25HG

In order to be admitted to this option, students must first meet with the program coordinator. Up to 18 credit hours of prerequisite courses may 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.

According to IAODAPCA regulations, students desiring their CADC must possess a minimum of an Associates degree in Human Services or Behavioral Science from an accredited institution of higher education. Students who do not meet this requirement should complete the AAS in ASAAD, Plan 25HD.

Prerequisite courses

HUS	121	Health and Nutrition	3
HUS	113	Group Processes	3
HUS	118	Professional Helping Skills	3
SOC	224	Sociology of the Family	3

Choose two of the following three courses:

PSY	222	Child Growth and Development	3
PSY	226	Adolescent Development	3
HUS	231	Adult Development and Aging	3

Total Prerequisite Hours 18

Alcohol, Substance Abuse and Addictive Disorders Courses

HUX	170	Introduction to Substance Abuse	3
HUX	171	Assessment and Diagnosis of Alcoholism & Substance Abuse Disorders	3
HUX	173	Special Populations and Addictive Disorders	2
HUX	174	Ethics, Law, Regulations, Records, and 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	271	Human Services ASAAD Practicum I	5
HUX	272	Human Services ASAAD Practicum II	5

Total Hours 27

Choose four of the following courses:

HUX	172	Other Addictive Disorders	2
HUX	178	Assessment & Treatment of Addictive Families	2
HUX	179	Psycho-Social Aspects of HIV	2
HUS	299	Special Topics	2

Total Hours 4

Total Hours for Certificate 31

Correctional Counseling

(Certificate) Plan 25HJ

Human Services Foundation

HUS	113	Group Processes	3
HUX	170	Introduction to Substance Abuse	3
HUS	118	Professional Helping Skills	3

Total Hours 9

Correctional Counseling Required Courses

HUX	177	Advanced Group Counseling Skills	3
CRJ	117	Community-Based Corrections	3
CRJ	121	Introduction to Criminal Justice	3
CRJ	214	Substance Abuse and Criminal Justice	3
HUS	219	Human Service Internship ***or***	5
*CRJ	270	Criminal Justice Assessment Seminar	3

Total Hours 15-17

Correctional Counseling Elective Courses

Choose 9 hours from the following courses:

CRJ	119	Principles of Direct Supervision	3
CRJ	124	Penology and Corrections	3
CRJ	123	Introduction to Criminology	3
CRJ	229	Juvenile Delinquency	3
CRJ	221	Criminal Law	3
HUS	210	Principles of Residential Care	3
HUS	114	Human Services Supervision	3
HUS	299	Special Topics in Human Services	1-3
*HUX	171	Assessment/Diagnosis of Alcohol/ Substance Abuse Disorders	3
*HUX	176	Advanced Counseling Skills for Addictive Disorders	3
HUX	172	Other Addictive Disorders	2
HUX	179	Psychosocial Aspects of HIV Infections	2
PSC	122	State and Local Politics	3
PSY	223	Abnormal Psychology ***or***	
SOC	223	Deviance	3

Total Hours 9

Total Hours for Certificate 33-35

* Students pursuing the Certified Criminal Justice Addictions Professional credential must take HUX 171, HUX 176, and CRJ 270.

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

Name	Office	Phone Number	E-mail Address
Mick Cullen	D122	(847) 543-2573	mcullen@clcillinois.edu
Janet Mason	D116	(847) 543-2536	jmason@clcillinois.edu

LIBRARY TECHNICAL ASSISTANT

(Associate in Applied Science)
Plans 23LF, 23LD, 23LE, 23LG, 23LI, 23LH
Communication Arts, Humanities & Fine Arts Division
Room B237, (847) 543-2040

Library Technical Assistants work at the paraprofessional or pre-professional level in libraries. They are technical support staff members with specific library related skills. The courses provide a broad foundation of knowledge which can apply to technical or public service work in academic, school, public, or special libraries. The Library Technical Assistant degree program provides for a general public services emphasis and four specialty options with a common core of general education and library science courses.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

General Education Requirements

CIT	120	Introduction to Computers	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	123	Small Group Dynamics ***or***	
CMM	122	Business and Professional Speaking (CMM 121 recommended for Children's Services Emphasis; CMM 122 ***or*** CMM 123 recommended for Human Resources Emphasis; CMM 123 recommended for Marketing emphasis)	3
DMD	115	Internet Fundamentals	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
		Humanities & Fine Arts Elective	3
		Science and/or Mathematics Elective	3
		Social & Behavioral Science Elective (PSY 121 recommended for Children's Services Emphasis)	3

Total Hours 21

Library Science Course Requirements

LTA	121	Introduction to Library Science	3
LTA	210	Library Materials	3
LTA	212	Technology for Libraries	3
LTA	214	Cataloging and Classification	3
LTA	230	Library Public Services	3
LTA	232	Reference and Information Services	3
LTA	274	Workplace and Supervisory Skills for the LTA	3
LTA	278	Supervised Field Practicum II	3

Total Hours 24

Specialty Options (choose one from the list below)
Public Services; Library Technology; Children's Services; Human Resources; Library Marketing and Public Relations 15

Total Hours for AAS Degree 60

Specialty Option 1: Public Services (Plan 23LF)
Choose 15 credit hours from the list below:

BUS	115	Elements of Supervision	3
CIT	119	Introduction to Office Software	3
CIT	150	Introduction to Local Area Networking	3
CMM	127	Intercultural Communication	3
CMM	128	Interviewing Practices	3
DMD	116	Web Design and Development	3
ENG	249	Children's Literature	3
LTA	250	Children's Library Services	3
LTA	252	Administration of the School Library Media Center	3
LTA	299	Special Topics in Library Science Suggested Special Topics: Readers' Advisory Services; Book Clubs and Discussion Groups; Copyright for Libraries; Circulation Services; Library Marketing and Public Relations	1-3

Total Hours for Option One 15

Specialty Option 2: Children's Services (Plan 23LD)
Choose 15 credit hours from the list below:

ART	125	Art for Elementary Teachers	2
CMM	127	Intercultural Communication	3
CMM	220	Creative Dramatics for the Classroom Teacher	3
ECE	115	Music Activities for Young Children	3
ECE	116	Creative Activities	3
EDU	222	Exceptional Child	3
EDU	223	Technology in the Classroom	3
ENG	249	Children's Literature	3
LTA	250	Children's Library Services	3
LTA	252	Administration of the School Library Media Center	3
LTA	299	Special Topics in Library Science Suggested Special Topics: Children's Programming; Young Adult Programming; Storytelling	1-3
PSY	222	Child Growth & Development	3

Total Hours for Option Two 15

Specialty Option 3: Library Marketing and Public Relations (Plan 23LE)

Choose 15 credit hours from the list below:

ART	122	Basic Color and Design	3
ART	222	Introduction to Computer Art	3
BUS	214	Advertising	3
CIT	119	Introduction to Office Software	3
DMD	111	Introduction to Digital Media	3
DMD	116	Web Design and Development	3
ENG	124	Newswriting	3
LTA	299	Special Topics in Library Science	1-3
		Suggested Special Topics: Library Marketing and Public Relations; Library Web Page Design	

Total Hours for Option Three 15

Specialty Option 4: Library Technology (Plan 23LG)

Choose 15 credit hours from the list below:

ART	222	Introduction to Computer Art	3
CIT	119	Introduction to Office Software	3
CIT	150	Introduction to Local Area Networking	3
DMD	111	Introduction to Digital Media	3
DMD	116	Web Design and Development	3
LTA	299	Special Topics in Library Science	1-3
		Suggested Special Topics: Advanced Cataloging	

Total Hours for Option Four 15

Specialty Option 5: Human Resources (Plan 23LI)

Choose 15 credit hours from the list below:

BUS	113	Human Resource Management	3
BUS	114	Training Principles and Practices	3
BUS	115	Elements of Supervision	3
CMM	127	Intercultural Communication	3
CMM	128	Interviewing Practices	3
LTA	299	Special Topics in Library Science	3
PDS	123	Human Relations and Cultural Diversity	2
PSY	122	Psychology in Business and Industry	3

Total Hours for Option Five 15

Library Technical Assistant

(Certificate) Plan 23LH

LTA	121	Introduction to Library Science	3
LTA	210	Library Materials	3
LTA	212	Technology for Libraries	3
LTA	214	Cataloging and Classification	3
LTA	230	Library Public Services	3
LTA	232	Reference and Information Services	3
LTA	274	Workplace and Supervisory Skills for the LTA	3
LTA	276	Supervised Field Practicum I	2
DMD	115	Internet Fundamentals	3
CIT	120	Introduction to Computers	3
		Elective (from certificate list below)	3

Total Hours for Certificate 32

LTA Certificate Electives

Choose 3 credit hours from the list below:

CIT	150	Introduction to Local Area Networking	3
CMM	127	Intercultural Communication	3
CMM	128	Interviewing Practices	3
DMD	111	Introduction to Digital Media	3
DMD	116	Web Design and Development	3
ENG	124	Newswriting	3
ENG	249	Children's Literature	3
LTA	250	Children's Library Services	3
LTA	252	Administration of the School Library Media Center**	3
LTA	299	Special Topics in Library Science	1-3

**Library Information Specialist

Effective July 1, 2006, individuals holding an Illinois teacher's certification can qualify for the Library Information Specialist Endorsement by completing 32 credit hours of library coursework. For these students, the elective for the certificate must be LTA 252 Administration of the School Library Media Center.

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

Name	Office	Phone Number	E-mail Address
Jo Beckwith	L208	(847) 543-2466	jbeckwith@clcillinois.edu

MACHINE TOOL TRADES

(Certificates & AAS)
Plan 24MJ - Basic Machining Certificate
Plan 24SM - Machine Tool Trades Certificate
Plan 24SR - Tool and Mold Maker Certificate
Plan 24MD - AAS
Engineering, Mathematics, Physical Sciences Division
Room T102, (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 and N.I.M.S. national credentialing credit is also available. Machine tool courses are approved by the United States Department of Labor, Bureau of Apprenticeship Training and the N.I.M.S. national certified program.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Basic Machining

(Certificate) Plan 24MJ

Phase I

CNC	110	CNC Operations I	3
MTH	114	Applied Mathematics I	3
MTT	110	Machine Trades Blueprint Reading	3
MTT	111	Machine Shop I	3
MTT	210	Machine Shop II	3

Total Hours for Certificate 15

Machine Tool Trades

(Certificate) Plan 24SM

Phase II

CNC	115	CNC Programming I ***or***	
EWE	220	Cooperative Work Experience I	3
MCD	111	Manufacturing Processes	3
MCD	112	Basic Metallurgy I	3
MTH	115	Applied Mathematics II	3
MTT	113	Grinding Technology	3
MTT	212	Precision Machining/ NIMS Credentialing	3
WLD	170	General Welding	2

Total Hours for Certificate 20

Tool & Mold Maker

(Certificate) Plan 24SR

Phase III

CNC	210	CNC Operations II ***or***	
MTT	215	Diemaking II ***or***	
MTT	216	Moldmaking II	3
CNC	217	Introduction to Wire EDM Machining	3
MTT	115	Introduction to Diemaking	3
MTT	116	Introduction to Moldmaking	3
MTT	211	Jig & Fixture Design	3

Total Hours for Certificate 15

An advanced certificate in Tool and Mold Making is obtained by completing all courses in Phases I, II and III. Substitutions may be made with advisor approval.

Total Hours 50

Machine Tool Trades

(Associate in Applied Science) Plan 24MD

Phase IV

Students wishing to obtain an AAS Degree must complete the following course requirements along with those required for the advanced certificate.

General Education Courses*

ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
CMM	111	Communication Skills	3
ECO	110	Economics for Business & Industry	3
		Social & Behavioral Sciences Elective	3
		Humanities & Fine Arts Elective	3

Total Hours 15

Total Hours for AAS Degree 65

*Refer to general education requirements for career programs on page 93.

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

MECHANICAL ENGINEERING TECHNOLOGY

(Associate in Applied Science) Plan 24MB
Engineering, Math, Physical Sciences Division
Room T102, (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.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

First Semester

EGR	121	Engineering Graphics	3
ENG	120	Technical Composition I ***or*** English Composition I	3
MCD	111	Manufacturing Processes	3
MTH	117	Technical Mathematics I	3
PHY	121	General Physics I	5
		Total Hours	17

Second Semester

BUS	115	Elements of Supervision	3
BUS	113	Human Resource Management	3
CAD	173	Introduction to SolidWorks ***or***	
CAD	171	Introduction to Inventor ***or***	
CAD	176	Introduction to Pro Engineer	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech	3
EGR	216	Statics and Mechanics of Materials for Technology	5
		Total Hours	17

Third Semester

BUS	121	Introduction to Business	3
MCD	212	Mechanisms	4
MCD	214	Mechanical Design and Drafting	3
MTT	111	Machine Shop I ***or***	
MTT	112	Machining Principles	3
PSY	122	Psychology in Business and Industry ***or***	
PSY	121	Introduction to Psychology ***or***	
ECO	221	Principles of Economics I	3
		Total Hours	16

Fourth Semester

BUS	116	Principles of Quality Management ***or***	
BUS	215	Production and Inventory Control	3
MCD	215	Machine Design	5
		Humanities and Fine Arts elective	3
		Technical Elective	3
		Total Hours	14

Total Hours for AAS Degree 64

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:
MTH 122 - College Algebra
MTH 123 - Trigonometry

Please see an advisor in the Mechanical Engineering Technology area before selecting the above courses.

Mechanical Engineering Technology - CAD

(Associate in Applied Science) Plan 24MQ
Engineering, Math., Physical Sciences Division
Room T102, (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 (Plan 24MB). Any two courses, totaling 6 credit hours, may be selected from the following group:

CAD	176	Introduction to Pro-Engineer	3
CAD	177	Site Planning & Drafting	3
CAD	211	Mechanical Detailing	3
CAD	214	Architectural Applications	3
CAD	217	AutoCAD II	3
CAD	273	Advanced CAD Specialization	1-3

Total Hours for CAD Option 6

Note: The student should check course prerequisites before planning any combination of the above courses.

Total Hours for AAS Degree 70

Mechanical Design Technology

(General Certificate) Plan 24MI

CAD	117	Introduction to AutoCAD	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
EGR	121	Engineering Graphics	3
EGR	122	Descriptive Geometry	3
MCD	111	Manufacturing Processes	3
MCD	212	Mechanisms	4
MCD	214	Mechanical Design & Drafting	3
MTH	117	Technical Mathematics I	3
PHY	121	General Physics I	5
		Technical Electives	3
		Total Hours for Certificate	33

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

Name	Office	Phone Number	E-mail Address
Margie Porter	T123	(847) 543-2904	margieporter@clcillinois.edu

MEDICAL ASSISTING

(Associate in Applied Science) Plan 21MD
(Certificate) Plan 21MA
Biological & Health Sciences Division
Room C140, (847) 543-2042

The Medical Assisting Program prepares students to work as Medical Assistants in a variety of settings. Medical Assistants provide routine administrative and clinical tasks to keep the offices of physicians, chiropractors, and other health professionals running smoothly. The tasks vary by office and specialty area. In smaller offices, Medical Assistants are usually generalists, providing both administrative and clinical support. In larger practices, Medical Assistants often specialize in certain areas. Administrative duties include tasks such as scheduling and receiving patients, preparing and maintaining medical records, handling telephone calls and written correspondence, medical transcription, submitting insurance claims, and maintaining practice finances. Clinical duties may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, performing electrocardiograms (ECGs) assisting the physician with examinations and treatments, performing suture removal, collecting and processing specimens, performing selected lab and diagnostic tests, administering medications (injections), and drawing blood (venipuncture).

Graduates of the Medical Assisting Program may seek employment in various settings such as doctors offices, clinics, occupational health facilities/programs, lawyer's offices specializing in medical malpractice, urgent care centers, and hospital outpatient departments. Medical Assistants are employed in a variety of medical specialties including but not limited to: Pediatrics, Internal Medicine, Family Practice, Occupational Health, General Surgery, Obstetrics & Gynecology, Oncology, and Gastroenterology.

Students interested in Medical Assisting should have a sincere desire to work with patients directly in an outpatient setting, and a sincere interest in wanting to help people maintain and improve their health.

Accreditation and Certification
The Medical Assisting Program is currently working through the process of seeking accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the American Association of Medical Assistants (AAMA). After Accreditation is granted, students are then eligible to sit for the Certification exam and earn the Certified Medical Assistant credential.

Admission to the Program
Interested students may take MOA 110, 114, 117, 118, 119, 171, 173, MLT 110, and MLT 115 prior to being admitted to the program. However, the number of students that can be admitted to MOA 111, 211, and 212 each year is limited. Therefore, a screening procedure is used to select the academically best qualified from those who request consideration. Preference will be given to residents of Community College District 532 (including community colleges with which CLC has a Joint Educational Agreement).
Since MOA 111 begins in the Spring Semester, students should seek admission to the Medical Assisting Program in the Fall Semester prior. Because the courses must be taken in a certain order, students seeking admission to the Program should have completed these courses: MOA 110, 114, 117, 118, 119, 171, and 173 or be able to attend full-time and take these courses concurrently. Please review the admission requirements that are listed below.

1. Attend a Medical Assisting Information Session. Attendance date must be no more that 1 year prior to the screening deadline of the year for which you are applying, Meetings are scheduled for 4 p.m. on the first Wednesday of each month (except January, June, and August) at the Lakeshore Campus located at 33 N Genesee Street in Waukegan. The July information session is held at the Grayslake Campus at 11 a.m. For additional information and session room location, please call 847-543-2176

2. Submit the following records to the Admission and Records Office:
   A. Application for admission to the College.
   B. Official transcript/test results (sent to the Admission & Records Office directly from the appropriate institution):
      1. Your record from the last high school you attended. Your date of graduation must appear on the transcript. If you did not or will not graduate from high school, you must submit your official GED test results.
      OR
      2. Your college or university (must be regionally accredited) record documenting completion of an Associate Degree or Bachelor's Degree. The transcript must indicate which degree you were awarded and the date.
   C. Official transcripts (sent directly to CLC from the appropriate institution) from any previous College(s) (must be regionally accredited) showing course work relevant to the Medical Assisting Program selection criteria.
   D. Results of the HOBET (Health Occupations Basic Entrance Test)
   E. Current Medical Assisting Request for Screening Form.
3. Minimum Selection Criteria. Your official transcripts and records must show that you satisfy all of the following criteria:
   A. High School graduate or equivalent.
   B. Language and Math Proficiency
   C. Cumulative GPA of 2.0 or above for any credit courses completed at CLC.
   D. Completion of the Health Occupations Basic Entrance Test (HOBET).

Note: Applicants can take the HOBET only twice per screening year. It may be taken once between January 1st and June 30th, and once between July 1st and December 31st. Test scores in excess of this limit will not be considered for screening purposes. Please contact the Testing Center at 847-543-2076 for test dates and times.

Test scores more than 5 years old will not be considered.

Screening Deadline: The first Wednesday in October.

Students must maintain a minimum grade of "C" in all MOA, MLT, and BIO courses listed below to continue in and graduate from the program. In addition, students must maintain a CLC GPA of 2.0 or higher.

Associate in Applied Science Degree
General Education Courses

BIO	111	Human Form and Function *or*	
BIO	124	Anatomy and Physiology	4-5
		Humanities and Fine Arts elective	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3
ENG	121	English Composition I ***or***	
ENG	120	Technical Composition I	3
PSY	121	Introduction to Psychology	3

Program Courses

AOS	112	Automated Office Technologies ***or***	
CIT	120	Introduction to Computers	3
CIT	111	Comprehensive Spreadsheets ***or***	
CIT	112	Comprehensive Database ***or***	
CIT	119	Introduction to Office Software	3
MOA	110	Medical Terminology	3
MOA	111	Introduction to Medical Assisting	4
MOA	114	Medical Transcription	2
MOA	117	Basic CPT Coding	3
MOA	118	Basic ICD-9-CM Coding	3
MOA	119	Pharmacology	1
MOA	171	Insurance Procedures for the Medical Office	3
MOA	173	Medical Office Procedures	3
MOA	211	Medical Assisting II	4
MOA	212	Medical Assisting Clinical Externship	3
MLT	110	Introduction to Medical Lab Tech	2
MLT	115	Phlebotomy Techniques	2
		Electives	6

Total Hours for AAS Degree 61-62

Medical Assisting

(Certificate) Plan 21MA

Summer Session I

MOA	110	Medical Terminology	3
CIT	120	Introduction to Computers ***or***	
AOS	112	Automated Office Technologies	3

Fall Semester I

BIO	111	Human Form and Function ***or***	
BIO	124	Anatomy and Physiology	4-5
MOA	117	Basic CPT Coding	3
MOA	119	Pharmacology	1
MOA	171	Insurance Procedures for the Medical Office	3

Spring Semester I

MOA	111	Introduction to Medical Assisting	4
MOA	118	Basic ICD-9-CM Coding	3
MOA	173	Medical Office Procedures	3
MLT	110	Introduction to Medical Lab	2

Summer Session II

PSY	121	Introduction to Psychology	3

Fall Semester II

MOA	211	Medical Assisting II	4
MLT	115	Phlebotomy Techniques	2
MOA	114	Medical Transcription	2

Spring Semester II

MOA	212	Medical Assisting Clinical Externship	3

Total Hours for Certificate 43-44

PLEASE NOTE: Students wishing to continue their studies and earn an AAS Degree, can complete these additional requirements.

ENG	121	English Composition I ***or***	
ENG	120	Technical Composition I	3
CMM	111	Communication Skills ***or***	
CMM	121	Fundamentals of Speech ***or***	
CMM	123	Dynamics/Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3
		and select 2 of the following recommended electives:	
AOS	214	Administrative Office Procedures	3
HIT	215	Medical Science	3
HIT	217	Health Info Systems/Data Literacy	3
CIT	119	Introduction to Office Software	3

Total Hours 18

A urine drug screen and UCIA Criminal Background check will be conducted according to the CLC policy on all students entering the program.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Also, students must present a current CPR and First Aid card just prior to enrolling in MOA 212. MOA 212 is a Clinical Externship and requires the student to not only attend class but to work at a contracting site for 10 hours/week for 16 weeks without compensation.

For students not qualifying for admission to the program (MOA 111, MOA 211, MOA 212), but who have completed these courses: BIO 111 ***or*** BIO 124, MOA 110, MOA 117, MOA 118, MOA 119, MOA 171 and CIT 120 ***or*** AOS 112, these students may petition to graduate with a Certificate in Medical Billing Specialist.

Students are recommended to seek the advice of the MOA faculty for course scheduling every semester.

Technical Standards

Applicants to the College of Lake County's Medical Assisting Program must demonstrate the ability to perform or learn to perform the following essential skills:

- motor skills sufficient to perform record filing and data input tasks and be able to utilize various computer hardware and software in accomplishing operational functions related to medical assisting activities
- have full range of motion of joints, fine motor movements of the hands, ability to perform repetitive tasks and the ability to stoop, bend, twist, reach and occasionally kneel and squat
- lift and carry objects weighting up to 50 lbs.
- push or pull a wheelchair, cart or gurney
- have adequate hearing which permits the individual to communicate in a rational and coherent manner with others in the English language
- examine closely images or other forms of output created by diagnostic equipment; must have color vision; must have good visual acuity for client assessment, medical checking, assisting in medical procedures, and for documentation
- demonstrate critical thinking/cognitive skills needed for problem solving and effective performance of standard medical assisting functions
- adapt effectively to environments with high stress in learning situations
- stand and walk 4 to 8 or more hours per clinical session
- acquire and apply information from classroom instruction, professional practice, independent learning and team projects
- synthesize information regarding healthcare data for formal, verbal and/or written, presentation to healthcare professionals
- follow job related logical thought processes to make judgments
- take initiative and work independently yet recognize self limitations
- demonstrate prolonged concentration skills
- cope in an appropriate manner to common job related stressful situations
- protect the confidentiality and security of health information
- meet the ethical standards of the profession.

Upon admission, students must be able to perform the essential functions of the curriculum and meet the standards described herein for the program.

For more information on this course of study, students may contact the division office listed or the faculty member listed below. Faculty are available during scheduled office hours to advise students about the program and career opportunities.

Name	Office	Phone Number
Julie Rose-Skifano	S305	(847) 543-2176

MEDICAL IMAGING

(Associate in Applied Science) Plan 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 licensure.

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 2850 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.
5. At least 75% of program graduates will pass the American Registry of Radiologic Technologists certifying examination on the first attempt.

Interested students may take MIM 110 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 complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

To be considered for admission to the Medical Imaging Program, you must:

1. **Attend a MIM information session scheduled. Sessions are schedule for the first Monday of each month (except January, June and August) for 2:00 p.m. Attendance date must be no more than two years prior to the screening deadline of the year for which you are applying. For additional information and session location, please call (847) 543-2880.**
2. **Submit the following records to the Admission and Records Office:**
   A. Application for admission to the college.
   B. Official transcript/test results (sent to the Admission & Records Office directly from the appropriate institution):
      1. Your record from the last high school you attended. Your date of graduation must appear on the transcript. If you did not or will not graduate from high school, you must submit your official GED test results.
      OR
      2. Your college or university (must be regionally accredited) record documenting completion of an Associate Degree or Bachelor's Degree. The transcript must indicate which degree you were awarded and the date.
   C. Official transcripts (sent directly to CLC from appropriate institution) from any previous college(s) (must be regionally accredited) showing course work relevant to the MIM selection criteria.
   D. MIM request for screening.
3. **Minimum selection criteria. Official transcripts and records must show that students satisfy all of the following criteria:**
   A. High school graduate or the equivalent.
   B. Language and Math Proficiency.
   C. Cumulative GPA of 2.0 or above for any credit courses completed at CLC.
   D. 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.
   OR a score on the CLC Math Placement Test that indicates proficiency in MTH 108.
   E. Credit for BIO 121, BIO 123 or BIO 161 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. Credit for one year of high school physics or chemistry with a grade of "C" or better
OR completion of CHM 120 or CHM 121 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.
G. Eighteen (18) years of age by mid-term of the fall semester following the screening deadline.
H. Completion of the Health Occupation Basic Entrance Test (HOBET)

Note: Applicants can take the Health Occupation Basic Entrance Test (HOBET) only twice per screening year. It may be taken once between January 1st and June 30th, and once between July 1st and December 31st. Test scores in excess of this limit will not be considered for screening purposes. Please contact the Testing Center at (847) 543-2076 for test dates and times.

Test scores more than five years old will not be considered.

4. Meet minimum technical performance standards as defined for the profession. A Statement of Performance Standards is published in the MIM program brochure.

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

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

MIM	110	Introduction to Medical Imaging	3
MIM	111	Radiographic Anatomy & Positioning	5
MIM	112	Principles of Radiographic Exposure	3
MIM	170	Orientation to the Clinical Education Center	1
PSY	121	Introduction to Psychology	3
		Total Hours	15

First Spring Semester

BIO	124	Anatomy and Physiology	5
ENG	121	English Composition I	3
MIM	113	Radiographic Anatomy & Positioning II	5
MIM	114	Clinical Practice I	3
		Total Hours	16

First Summer Session

MIM	115	Clinical Practice II	3
MIM	116	Advanced Radiographic Procedures I	1
		Total Hours	4

Second Fall Semester

MIM	210	Technical Aspects of Patient Care	2
MIM	211	Imaging Equipment	6
MIM	212	Clinical Practice III	3
		CMM Communication Elective (CMM 111, CMM 121, CMM 123, or CMM 128)	3
		Total Hours	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
		Total Hours	17

Second Summer Session

MIM	271	Clinical Practice V	3
		Total Hours	3

Total Hours for AAS Degree 69

Pregnancy Policy
During the first semester in the medical imaging program, all students will be taught basic radiation protection procedures. These instructions will include enough background so that female students will be able to understand the possible biological risks of ionizing radiation to the embryo and fetus.

Female students shall read the United States Nuclear Regulatory Commission (NRC) guide #8.13 on possible biological risks to the fetus and embryo and sign an acknowledgement form stating that they understand these risks. NRC guide #8.13 and the acknowledgement form are found in the appendices of the MIM handbook. The signed forms will be placed in the female student's CLC files.

A. Students may inform the program director and the radiation safety officer should a pregnancy occur during the educational period. The pregnancy then becomes declared. Student may rescind pregnancy declaration at any time.
B. The possible risks to the embryo and fetus shall be reviewed and the review documentation by the radiation safety officer and the student. The student will then be referred to the program director for discussion and documentation of pregnancy options.
C. The student will decide and the program director document one of the following options:

1. A leave of absence may be taken until the birth of the child. All medical imaging grades will be recorded as withdrawn (W) if the student grades are acceptable at the time. This will permit the student to return with no penalty. Student acceptance to clinical facilities depends upon availability of sites.
2. The student may continue in the program upon the written recommendation of the student's obstetrician or prenatal agency which has the student under its care. In this case, two badges will be used, one worn at the

collar and on top of the apron during fluoroscopy and one worn on the belt and under the apron during fluoroscopy to record the student exposure and the fetal exposure respectively. Should recorded fetal exposure increase to 500 mrem or be received at a rate greater than 50 mrem per month at any time during pregnancy, the student will be required to take a leave of absence. See (1). All course objectives and rotations shall be equivalent to any and all students enrolled in this particular course. Adherence to policies 1-4 should eliminate almost all fetal exposure. Other counseling on radiation protection procedures shall be done as needed.

3. The student may terminate the program.

The college medical imaging program will counsel students, but has no responsibility for the decisions made by students regarding educational choices if they become pregnant during the educational period.

Technical Performance Standards
Please read the following statements which describe the performance standards relative to Medical Imaging.

All interested students must meet the following performance standards:

a. transport, move, lift or transfer patients from a wheelchair or litter to an x-ray table or to a patient's bed
b. move, adjust and manipulate a variety of x-ray equipment in order to properly align equipment with respect to the patient and image receptor according to established procedures and standards of speed and accuracy (to include mobile equipment).
c. physically place patients in proper positions for x-ray examinations according to established procedures and standards of speed and accuracy.
d. handle stressful situations related to technical, procedural or patient-care situations
e. communicating effectively in order to explain and direct patients as it pertains to their radiologic examinations
f. provide physical and emotional support to patients during radiographic procedures
g. physically respond to situations requiring emergency care of patients until more qualified help can arrive
h. visually review and evaluate radiographic images to identify shades of gray, proper patient positions, proper exposure factors, and other appropriate technical qualities.

For more information on this course of study, students may contact the division office listed or one of the following faculty members. Faculty are available during scheduled office hours to advise students about program and career opportunities.

Medical Imaging

Name	Office	Phone Number	E-mail Address
Joe Dielman	B226	(847) 543-2313	jdielman@clcillinois.edu
Lynn Wiechert	B226	(847) 543-2880	lwiechert@clcillinois.edu

Magnetic Resonance Imaging

(Certificate) Plan 21MR

The Magnetic Resonance Imaging (MRI) certificate prepares radiographers to work in medical facilities as MRI technologists. Graduates of the program are qualified to take the national MRI certification examination given by the American Registry of Radiologic Technologists.

Please note that MRI is an advanced certificate and open only to students who are registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) or in sonography by ARRT or in any sonography-related modality by ARDMS. In addition, students must maintain registration in radiography or radiation therapy by the ARRT or in nuclear medicine technology by the ARRT or NMTCB or in sonography by ARRT or in any sonography-related modality by ARDMS at all times to be eligible for certification and registration in magnetic resonance imaging.

First Semester (Fall of odd years)

MIM	251	MRI Physics & Instrumentation	3
MIM	253	MRI Procedures	2
MIM	272	MRI Practicum*	3
		Total Hours	8

Second Semester

MIM	255	MRI Sectional Anatomy & Pathology	4
MIM	272	MRI Practicum*	3
		Total Hours	7

Total Hours for Certificate 15

* The Practicum has been designed to be flexible and accommodate a variety of schedules. Actual clinic days and hours will be determined by the student and the instructor.

Consistent with the Mission and Goals of the College of Lake County, the Magnetic Resonance Imaging and the Computed Tomography certificates strive for excellence in preparing students for advanced-level positions in the Medical Imaging profession. By maintaining high academic and clinical standards, graduates receive a certificate in MRI or CT, become eligible for certification as MRI or CT Registered Technologists, and attain clinical competency as advanced professional radiographers.

To be considered for admission to the Magnetic Resonance Imaging or the Computed Tomography Program, students must:

1. **Submit the following records to the Admission and Records Office:**
   A. Application for admission to the college.
   B. MRI or CT request for screening.
   C. Copy of current certification of your imaging field
   D. Official copy of your certification scores sent directly to CLC from the certifying agency.
   E. Official transcripts of your related imaging field sent directly to CLC from the institution.
   F. If available, documentation of years of experience in a related imaging field.

2. **Meet minimum technical performance standards as defined for the profession.**

Screening Deadlines:

MRI – The deadline is the first Wednesday in March of odd years. If space is available in the program after the initial screening deadline, qualified students will be accepted in an order based on academic qualifications. All required materials must be submitted to the Office of Admission & Records by the screening deadlines.

CT – The deadline is the first Wednesday in March of even years. If space is available in the program after the initial screening deadline, qualified students will be accepted in an order based on academic qualifications. All required materials must be submitted to the Office of Admission & Records by the screening deadlines

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 a Joint Education Agreement.

Computed Tomography

(Certificate) Plan 21MT

The Computed Tomography (CT) certificate prepares radiographers to work in medical facilities as a CT Technologist. Graduates of the program are qualified to take the national CT certification examination given by the American Registry of Radiologic Technologists.

Please note that CT is an advanced certificate and open only to students who are registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB.) In addition, students must maintain registration in radiography or radiation therapy by the ARRT or in nuclear medicine technology by the ARRT or NMTCB at all times to be eligible for certification and registration in Computed Tomography.

See Magnetic Resonance Imaging for screening requirements.

First Semester (Fall of even years)

MIM	252	CT Physics, Instrumentation, and Procedures I	3
MIM	256	CT Sectional Anatomy and Pathology I	3
MIM	273	CT Practicum I	1
		Total Hours	7

Second Semester

MIM	254	CT Physics, Instrumentation, and Procedures II	3
MIM	258	CT Sectional Anatomy and Pathology II	3
MIM	274	CT Practicum II	2
		Total Hours	8

Total Hours for Certificate 15

* The Practicum has been designed to be flexible and accommodate a variety of schedules. Actual clinic days and hours will be determined by the student and the instructor.

Students must maintain a minimum grade of "C" in each Medical Imaging course to continue in and graduate from the MRI or CT program. In addition, students must maintain a CLC GPA of 2.0 or higher.

For more information on this course of study, students may contact the division office listed or the the following faculty member. Faculty are available during scheduled office hours to advise students about program and career opportunities.

Name	Office	Phone Number	E-mail Address
Lynn Wiechert	B226	(847) 543-2880	lwiechert@clcillinois.edu

MEDICAL LABORATORY TECHNOLOGY

Degree offered in Partnership with Kankakee Community College
Biology and Health Sciences, Room C140, (847) 543-2042

Through a partnership with Kankakee Community College, CLC students are able to complete an associate degree in medical laboratory technology (MLT). The majority of the courses in the program, including the general education and prerequisite courses, can be completed at College of Lake County. The medical lab technology courses are provided online via the internet by Kankakee Community College and the degree is granted by Kankakee Community College (KCC) upon successful completion. For online courses in this curriculum, students meet every two weeks for laboratory sessions at KCC or a cooperating institution in the Lake County area. Clinical coursework is arranged at hospitals in the Lake County area.

Students who have an associate or bachelor's degree in biology or a related field may be eligible for the Fast Track program which can be completed in twelve months. Further information is available at the CLC website www.clcillinois.edu and the Kankakee Community College website: http://www.kcc.edu.

CLC Courses:

BIO	161*	General Biology I	4
BIO	124*	Anatomy & Physiology	5
BIO	125*	Introduction to Microbiology	4
CHM	121*	General Chemistry I	5
CHM	123*	General Chemistry II	5
ENG	121	English Composition I	3
ENG	122	English Composition II	3
PSY	121	Introduction to Psychology	3
MTH	122	College Algebra	4
		Humanities/Fine Arts elective	3-4

* Must earn a grade of "C" or higher

Students may complete the above courses either prior to or while concurrently enrollmed at KCC. Students who have completed all of the above courses prior to transfer to KCC may apply for admission to the "Fast Track" option which would allow them to complete the Medical Laboratory Technology program in three semesters (fall, spring and summer) at KCC.

Students interested in participating in this partnership program should submit an application for admission to Kankakee Community College by March 31 of the year they intend to begin enrollment in MEDT courses at KKC.

To be admitted to the Medical Laboratory Technology program at KCC, students must meet the following admissions requirements:
- High school diploma or GED certificate.
- Minimum grade point average of 2.0 on a 4.0 scale for all previous college-level course work
- One year of high school biology or one semester of college biology+
- One year of high school chemistry or one semester of college-level basic chemistry+
- One year of high school algebra or one semester of college-level basic algebra+
- Acceptance to Kankakee Community College through application for admission to the college
- Completion of a KCC health career program application
- Completion of the Compass placement test

+ The biology, chemistry and algebra prerequisites will be considered met for all students who have completed the CLC courses identified in the partnership agreement.

The Medical Laboratory Technology program at KCC has limited enrollment and competitive admissions based on success in the above admission criteria. Students should review the current KCC Medical Laboratory Technology admissions brochure for details.

NURSING

(Associate in Applied Science) Plan 21NA
Nursing Education, Room D208, (847) 543-2043
www.clcillinois.edu/credit/programs

The Associate Degree Program in Nursing prepares individuals to practice as registered nurses in entry level positions across health care settings. The program provides a balanced curriculum of general education and nursing courses. Clinical experience is provided at local hospitals and health care agencies.

The program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway 33rd Floor, New York, NY 10006, www.nlnac.org. It is approved by the State of Illinois Department of Financial and Professional Regulation, 320 West Washington Street, Springfield, IL 62786, www.IDFPR.com. After the completion of the program, the graduate is eligible to take the National Council Licensure Examination (NCLEX) for Registered Nursing and, if completed successfully, he or she may apply to any state in the U.S. for licensure as a registered nurse.

Registered nurses must be licensed by a State Department of Financial & Professional Regulation. To become licensed, applicants must graduate from an approved nursing education program, pass an examination for registered nursing, pay the required fees and satisfy requirements of a UCIA criminal history record check.

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.***

Note: CLC will continue to screen students from McHenry County Community College district until the MCC program begins to to admit students.

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 complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

To be considered for admission to the Registered Nursing Program, students must:

1. **Attend one Nursing Information Meeting within two years of the time of screening:** Meetings are scheduled for the first Tuesday of each month. Meetings are scheduled at 10:00 a.m. during odd months and 5:30 p.m. during even months. Please call the Nursing Education Office at (847) 543-2043 or go to the CLC nursing Web page to confirm specific date and location.
2. **Submit the following records to the Admission and Records Office:**
   A. Application for admission to the college.
   B. High school graduation evidenced by any of the following (documentation must be sent directly to the Office of Admission & Records by the appropriate institution):
      1. High school transcript with graduation date
      2. GED test scores
      3. Associate or higher degree from a regionally accredited college or university
      4. High school or college transcript evaluated by ECE (or other NACES approved agency)
   C. Current ADN request for screening.
3. **Minimum Selection Criteria: Official transcripts and records must show satisfaction of all of the following criteria:**
   A. High School graduate or the equivalent.
   B. Language and Math proficiency.
   C. Cumulative GPA of 2.0 or above for any credit courses completed at CLC.
   D. 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,
      OR a score of 26 or greater on the CLC Math Placement Test,
      OR an ACT math score of 22 or greater
   E. 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.
   F. A grade of "C" or better in BIO 121, BIO 123 or BIO 161 at CLC or an equivalent course from another accredited college with a grade of "C" or better. If an applicant has completed both BIO 124 and BIO 125 with a grade of "C" or better or equivalent coursework from another accredited college with a grade of "C" or better. BIO 121, BIO 123 or BIO 161 will not be required.
   G. Completion of the National League for Nursing Pre-Admission Entrance Examination-RN with a minimum percentile score at or above 30 in each test component (verbal ability, mathematics and science) AND a composite score at or above the 40th percentile.

Note: Applicants can take the NLN Pre-RN exam only twice per screening year. The test can be taken once between January 1st and June 30th, and once between July 1st and December 31st. If taken more than once per screening period, the selection committee only will consider the results of the first exam.

Screening Deadlines: The first Wednesday in **January** and the first **Wednesday** in September.

A student must maintain at least a grade of "C" in each nursing course to continue in and graduate from the program.

First Semester

BIO	124	Anatomy and Physiology	5
NUR	171	Nursing: Universal Self-Care	7
PSY	121	Introduction to Psychology	3
		Total Hours	15

Second Semester

BIO	125	Introduction to Microbiology	4
CMM	127	Intercultural Communication	3
ENG	121	English Composition I	3
NUR	172	Nursing: Developmental Self-Care	7
		Total Hours	17

Third Semester

CMM	121	Fundamentals of Speech ***or***	
CMM	123	Group Discussion ***or***	
CMM	128	Interviewing Practices	3
NUR	271	Nursing: Health Deviation Self-Care I	9
SOC	121	Introduction to Sociology	3
		Total Hours	15

Fourth Semester

NUR	272	Nursing: Health Deviation Self-Care II	9
		Humanities & Fine Arts Elective	3
		General Elective[1]	3
		Total Hours	15

Total Hours for AAS Degree 62

[1] No course that was used to meet the nursing program screening requirements may be used as a general elective.

A urine drug screen and UICA annual background check will be conducted according to the CLC policy on all students entering the program.

For more information on this course of study, students may contact the office of the Director of Nursing Education in Room D208A, (847) 543-2043, the Nursing Education office, D208, or one of the following faculty members. Faculty are available during scheduled office hours to advise students about program and career opportunities.

Name	Office	Phone Number	E-mail Address
Mary Buckner	D214	(847) 543-2403	mbuckner@clcillinois.edu
Lucille Coleman	D217	(847) 543-2012	lcoleman@clcillinois.edu
Nikki Hagen	D220	(847) 543-2871	nlhagen@clcillinois.edu
Willa Harrison	D218	(847) 543-2312	wharrison@clcillinois.edu
Sherry Hernandez	D218	(847) 543-2873	shernandez@clcillinois.edu
Barbara Hunt	D221	(847) 543-2332	bhunt@clcillinois.edu
Deb Krachtus	D220	(847) 543-2403	dkrachtus@clcillinois.edu
Cindy MacDonald	D219	(847) 543-2336	cmacdonald@clcillinois.edu
Barbara McNeill	D213	(847) 543-2333	bio579@clcillinois.edu
Carmella Mikol	D215	(847) 543-2329	cmikol@clcillinois.edu
Amy Morton-Miller	D219	(847) 543-2870	amortonmiller@clcillinois.edu
Janet Racina	D213	(847) 543-2874	cmikol@clcillinois.edu
Peggy Welch	D217	(847) 543-2398	jracina@clcillinois.edu

Certified Nurse Assisting

(Certificate) Plan 21NB
Nursing Education, Room D208, (847) 543-2043

This program prepares students for employment as nurse assistants helping those who provide patient care. While the majority of nurse assistants work in long-term care facilities, many are employed in hospitals and other care settings. Includes emphasis on basic nurse assistant skills and related knowledge. Provides campus and clinical laboratory experiences. Focuses on the role of the nurse assistant in the health care team within legal and regulatory parameters.

This program is approved by the Illinois Department of Public Health, 525 West Jefferson, Springfield, IL 62761, www.idph.state.il.us . Students must satisfy the state required theory and clinical hours of attendance. Students who fail to attend the first day of class or fail to meet the state required hours of attendance throughout the course will not be allowed to continue in the class. Students MUST OFFICIALLY WITHDRAW THEMSELVES from the class by the refund date listed in the current class schedule in order to cancel their financial obligations.

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 Illinois Department of Public Health website at www.idph.state.il.us for further clarification and information regarding this law.

Upon successful completion of this program, the student is eligible to take the state mandated written competency examination for Nurse Assistant Certification.

Prerequisites: Language proficiency or high school diploma or GED or Adult Education reading test, or ENG 108 or ENG 109, or ENG 121 and at least 16 years of age.

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 course of study, students may contact the Nursing Education office at (847) 543-2043 or the following faculty member.

Name	Office	Phone Number	E-mail Address
Imelda Forsberg	D211	(847) 543-2337	iforsberg@clcillinois.edu

PARALEGAL STUDIES

(Associate in Applied Science) Plan 22PA
Business Division, Room T102, (847) 543-2041

The Paralegal Studies program prepares students to perform substantive and procedural legal work under the supervision of an attorney. Paralegals work in many different areas of law within the public and private sectors, and assist attorneys in the delivery of efficient and cost-effective legal services. The purpose of the program is to prepare students for successful, productive employment and contributions to the legal and business fields. The program provides the foundation for students to think critically and ethically in performing specifically delegated substantive legal work for which a lawyer is responsible.

First Semester

CIT	119	Introduction to Office Software	3
CMM	128	Interviewing Practices	3
ENG	121	English Composition	3
PHI	125	Introduction to Ethics	3
PLS	110	Introduction to Paralegal Studies.	3
		Total Hours	15

Second Semester

ENG	126	Advanced Composition: Scientific and Technical Communications	3
PLS	112	Legal Research and Writing I	3
PLS	114	Litigation	3
PLS	116	Contract Law	3
PSY	121	Introduction to Psychology ***or***	
SOC	121	Introduction to Sociology	3
		Total Hours	15

Third Semester

MTH		Mathematics elective (MTH 114 or higher)	3
PSC	121	American National Politics	3
PLS	118	Real Property Law	3
PLS	210	Tort Law	3
		Electives	6
		Total Hours	18

Fourth Semester

PLS	250	Internship in Paralegal Studies I*	3
		Electives	12
		Total Hours	15

*Students with legal experience may substitute another PLS course.

Total Hours for AAS Degree 63

Electives: As indicated above, a total of 18 credits in elective courses should be selected from the following list of courses.

BUS	221	Business Law I	3
BUS	222	Business Law II	3
CIT	155	Introduction to Computer Forensics	3
CRJ	211	Criminal Procedural Law	3
PLS	212	Corporate and Securities Law	3
PLS	214	Administrative Agency Law	3
PLS	216	Intellectual Property	3
PLS	230	Family Law	3
PLS	232	Probate	3
PLS	218	Bankruptcy Law	3
PLS	299	Topics in Paralegal Studies	1-6

Paralegal Studies

(Certificate) Plan 22PB
The Paralegal Studies certificate prepares students to perform substantive and procedural legal work under the supervision of an attorney. Paralegals work in many different areas of law within the public and private sectors, and assist attorneys in the delivery of efficient and cost-effective legal services. The required certificate courses focus on the specific knowledge and skills needed by paralegals in all areas. The elective courses enable students to gain additional knowledge in the legal specialty areas of greatest interest to them. The certificate program is available only to students who already have an Associate's or Bachelor's degree.

Required Courses

PLS	110	Introduction to Paralegal Studies	3
PLS	112	Legal Research and Writing I	3
PLS	114	Litigation	3
		Electives**	12
		Total Hours	21

Electives

PLS	116	Contract Law	3
PLS	210	Tort Law	3
PLS	250	Internship in Paralegal Studies I	3
PLS	212	Corporate and Securities Law	3
PLS	214	Administrative Agency Law	3
PLS	216	Intellectual Property	3
PLS	230	Family Law	3
PLS	118	Real Property Law	3
PLS	232	Probate	3
PLS	218	Bankruptcy Law	3
PLS	299	Topics in Paralegal Studies	1-6
CRJ	211	Criminal Procedural Law	3
BUS	221	Business Law I	3
CIT	155	Introduction to Computer Forensics	3

** Note that 9 credits must have the PLS designation.

NOTE: To earn this certificate students must have completed, in addition to the specialty courses required for the certificate, one of the following: Bachelor degree, Associate in Arts degree, Associate in Science degree or Associate in Applied Science degree.

If you have an Associate of Applied Science(AAS) degree, you must have completed the equivalent of the following College of Lake County general education courses: ENG 121, ENG 126, CMM 128, PHI 125, CIT 119, PSY 121 or SOC 121, PSC 121, MTH 114 or higher. If you have an AAS degree and do not have these courses, you will need to take those that you do not have *in addition* to the 21 credit hours for the certificate.

A screening form must be submitted to the Office of Admissions and Records.

To download a screening form for the Paralegal certificate program go to http://clcpages.clcillinois.edu/depts/adr/Paralegal_Screening_Form.pdf.

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

Name	Office	Phone Number	E-mail Address
Gayle Miller	T207	(847) 543-2517	gmiller@clcillinois.edu

PHLEBOTOMY TECHNICIAN

(Certificate) Plan 21MP
Biological & Health Sciences Division
Room C140, (847) 543-2042

This certificate program prepares students for entry level competencies as phlebotomists in hospitals, clinics, blood banks, and other health care settings. Students will develop skills in performing phlebotomy procedures during on-campus training followed by a clinical practicum during which students spend eight (8) hours a day, five days a week for three weeks (120 hours) at a clinical site during the daytime shift.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Barn Mawr Avenue, Suite 670, Chicago, IL 60631, (773) 714-8880, http://www.naacls,org .

Graduates of this program are eligible for registry by nationally recognized certifying agencies. A high school diploma (or equivalent) is required to take the certification exam.

Program Entrance Requirements
Academic
- Demonstrate English language & Math proficiency prior to enrolling in MLT 110
- If a student has a CLC GPA, it must be 2.0 or higher.
- Be at least 18 years old

Non-academic: Because of inherent requirements of the profession, the following minimum abilities, i.e. essential functions, are expected of the student:
- psychomotor skills (eye-hand coordination and finger dexterity) sufficient for safe and successful practice of phlebotomy
- visual acuity (normal or corrected vision) sufficient for safe and successful practice of phlebotomy
- adequate English verbal and written communication skills to safely and successfully interact with peers, supervisors and other members of the health care team

To be eligible to enroll in MLT116 - Phlebotomy Clinical students must:
- Earn a grade of "C" or better in MLT 110 and MLT 115
- Have an overall CLC GPA of 2.0 or higher
- Provide proof of health insurance
- Provide proof that all immunizations required to satisfy the phlebotomy health requirements are completed
- Be aware that drug testing and a Criminal Background Check may be required by the clinical sites

MLT	110	Introduction to Medical Laboratory Technology	2
MLT	115	Phlebotomy Techniques	2
MLT	116	Phlebotomy Clinical	2
		Total Hours for Certificate	6

For more information on this course of study students may contact the division office listed or the following faculty member. The coordinator is available during scheduled office hours to advise students about program and career opportunities.

Name	Office	Phone Number	E-mail Address
Reme Tesch	B248	(847) 543-2878	rtesch@clcillinois.edu

REFRIGERATION & AIR CONDITIONING

(Associate in Applied Science) Plan 24RB
Engineering, Math, Physical Sciences Division
Room T102, (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, and to take a national exit exam which will give passing students national recognition on an A.R.I. (Air Conditioning and Refrigeration Institute) National Registry, which goes to Refrigeration, Heating and Air Conditioning employers.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

First Semester

RAC	110	Theory of Refrigeration	4
RAC	174	Applied Electricity	4
MTH	115	Applied Mathematics II	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
RAC	176	Certification Preparation	2
		Total Hours	16

Second Semester

RAC	113	Commercial Refrigeration Systems	4
RAC	119	Electric Motors & Controls	4
RAC	112	Residential AC Systems	4
		Social & Behavioral Sciences Elective	3
		Total Hours	15

Third Semester

RAC	118	Residential Heating Systems	4
RAC	114	Commercial AC Systems	4
PHY	120	Practical Aspects of Physics	4
		Technical Elective[1]	2-4
		Total Hours	14-16

Fourth Semester

RAC	173	Air Movement & Ventilation	4
CMM	111	Communication Skills	3
RAC	117	Installation & Service Problem	4
ECO	110	Economics for Business & Industry	3
		Humanities & Fine Arts Elective	3
		Total Hours	17

Total Hours for AAS Degree 62-64

The following 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. Students are required to provide their own basic tools, and will be given a national exit exam which will give passing students national recognition on an A.R.I. (Air Conditioning and Refrigeration Institute) National Registry, which goes to Refrigeration, Heating and Air Conditioning employers.

Refrigeration & Air Conditioning

(Certificate) Plan 24RH

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	2
		Technical Electives[1]	12
		Total Hours for Certificate	34

Heating & Air Conditioning

(Certificate) Plan 24RI

RAC	110	Theory of Refrigeration	4
RAC	112	Residential AC Systems	4
RAC	115	Installation and Service Practices for Heating & Air Conditioning	4
RAC	118	Residential Heating Systems	4
RAC	119	Electric Motors & Controls	4
RAC	173	Air Movement & Ventilation	4
RAC	174	Applied Electricity	4
RAC	176	Certification Preparation	2
		Technical Electives[1]	4
		Total Hours for Certificate	34

Residential Heating Technician

(Certificate) Plan 24RJ

RAC	110	Theory of Refrigeration	4
RAC	118	Residential Heating	4
RAC	174	Applied Electricity	4
		Total Hours for Certificate	12

Commercial Refrigeration Technician

(Certificate) Plan 24RK

RAC	110	Theory of Refrigeration	4
RAC	113	Commercial Refrigeration	4
RAC	174	Applied Electricity	4
		Total Hours for Certificate	12

Electrical Troubleshooting Technician

(Certificate) Plan 24RL

RAC	110	Theory of Refrigeration	4
RAC	119	Motors and Controls	4
RAC	174	Applied Electricity	4
		Total Hours for Certificate	12

Residential Air Conditioning Specialist

(Certificate) Plan 24RN

RAC	110	Theory of Refrigeration	4
RAC	112	Residential Air Conditioning	4
RAC	174	Applied Electricity	4
RAC	176	Certification Preparation	2
		Total Hours for Certificate	14

Residential Air Conditioning Technician

(Certificate) Plan 24RM

RAC	110	Theory of Refrigeration	4
RAC	112	Residential Air Conditioning	4
RAC	174	Applied Electricity	4
		Total Hours for Certificate	12

[1]Technical 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.

Name	Office	Phone Number	E-mail Address
Scott Allen	T010	(847) 543-2511	scottallen@clcillinois.edu
Al Levandowski	T010	(847) 543-2549	alevandowski@clcillinois.edu

SURGICAL TECHNOLOGY

(Associate of Applied Science) Plan 21SA
Biological & Health Sciences Division
Room C140, (847) 543-2042

Surgical technologists are allied health professionals who are an integral part of the surgical team. They provide intraoperative services under the direct supervision of surgeons or registered nurses. They assist in the decontamination and set up of the operating room suites for each surgical case of the day, organize the sterile supplies and equipment, and maintain the quality, safety, and efficiency of the sterile field throughout the operation.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Technologists might also be involved in transporting patients to the operating room, assisting to position patients on the operating table, observing vital signs, checking charts, and helping the surgical team with sterile gowns and gloves.

During surgery, technologists must anticipate the needs of the surgeon by watching the progress of the surgical case and knowing the steps of the procedure. They are accountable for care of the surgical instrumentation and equipment before, during, and at the end of surgical cases.

The Surgical Technology certificate is a four-semester sequence (including two summer terms) that prepares students to work in medical facilities as surgical technologists. Graduates of the certificate program are qualified to take the national certification examination given by the Liaison Council on Certification for the Surgical Technologist (LCC-ST).

Upon acceptance to the program, all students will be required to undergo drug screening and annual background checks.

Program Accreditation
The Association of Surgical Technologists (AST) requires that surgical technologists who are applying for certification for the first time complete their education in a program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CLC surgical technology program is fully accredited by CAAHEP.

Physical and Emotional Ability Performance Standards
Students must meet the following physical and emotional ability standards to satisfactorily perform in the Surgical Technology program:

1. Have full range of motion of joints, fine motor movements of the hands, ability to perform repetitive tasks and the ability to stoop, bend, twist, reach and occasionally kneel and squat.

2. Have the ability to lift and carry objects weighing up to 50 pounds.
3. Be able to push or pull a wheelchair, cart, or gurney.
4. Have adequate hearing which permits the individual to communicate in a rational and coherent manner with others in the English language.
5. Have the ability to examine closely images or other forms of output created by diagnostic equipment; must have color vision; must have good visual acuity for client assessment, medication checking, performing surgical technology procedures, and for documentation.
6. Adapt effectively to environments with high stress to insure client safety.
7. Respond in an emotionally controlled manner in learning situations.
8. Be able to stand and walk 4 to 8 or more hours per clinical session.

Please contact the SRG Coordinator, Soheila Kayoud at (847) 543-2776 if you have questions regarding your personal situation and these standards.

Physical Demands for the Surgical Technology

Constant (67 – 100%)
• Talking, seeing, and hearing
• Standing for prolonged periods
• Walking at average speed or faster
• Responding quickly to orders
• Manual dexterity

Frequent (34 – 66%)
• Lifting and moving patients
• Kneeling, bending, stooping
• Pushing, pulling, reaching
• Refraining from nourishment

Occasionally (10 – 33%)
• Exert up to 100 lbs. of force

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 among 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 a Joint Education Agreement.

To be considered for admission to the Surgical Technology certificate program, students must:

1. Attend a Surgical Technology Information Meeting. Attendance date must be no more than two years prior to the screening deadline of the year for which you are applying. Meetings are scheduled for 5:30 p.m. on the first Thursday of every month (except January, June, and August) in Room D204.

2. Submit the following records to the Admission and Records Office:
A. Application for admission to the college.
B. Official transcript/test results (sent to the Admission & Records Office directly from the appropriate institution):
1. Your record from the last high school you attended. Your date of graduation must appear on the transcript. If you did not or will not graduate from high school, you must submit your official GED test results.
OR
2. Your college or university (must be regionally accredited) record documenting completion of an Associate Degree or Bachelor's Degree. The transcript must indicate which degree you were awarded and the date.
C. Official transcripts from any previous college(s) (must be regionally accredited) sent directly to CLC from the college(s).
D. Official report of your Health Occupations Basic Entrance Test (HOBET) scores sent directly to CLC.
E. Current SRG request for screening.

3. Minimum Selection Criteria: Official transcripts and records must show satisfaction of all of the following criteria:
A. High School graduate or the equivalent.
B. Language and Math proficiency.
C. Completion of the Health Occupations Basic Entrance Test (HOBET).
D. Attend a surgical technology information session.

Note: Applicants can take the Health Occupations Basic Entrance Test (HOBET) only twice per screening year. It may be taken once between January 1st and June 30th, and once between July 1st and December 31st. Test scores in excess of this limit will not be considered for screening purposes. Please contact the Testing Center at 847 543-2076 for test dates and times.

Test scores more than five years old will not be considered.

Screening Deadline: The deadline is the first Wednesday in February. If space is available in the program after the initial screening deadline, qualified students will be accepted in an order based on academic qualifications. All required materials must be submitted to the Office of Admission & Records by the screening deadlines.

Students must maintain a minimum grade of "C" in each of the courses listed below to continue in and graduate from the program. In addition, students must maintain a CLC GPA of 2.0 or higher.

This degree will give students the knowledge and skills needed to be employed as entry level scrub surgical technologists and to gain higher level employment in area hospitals and surgical supply businesses. Graduates of this program will be qualified to sit for the national certification examinations given by the Liaison Council on Certification for Surgical Technologists (LCC-ST).

Surgical Technology

(Certificate) Plan 21SD

First Semester (Summer)			
BIO	111	Human Form & Function ***or***	
BIO	124*	Anatomy & Physiology	4-5
		Total Hours	12
Second Semester (Fall)			
HIT	111	Medical Terminology	3
SRG	110	Introduction to Surgical Technology	6
SRG	111	Practice Principles, & Introduction to Surgical Procedures	7
		Total Hours	16
Third Semester (Spring)			
SRG	112	Surgical Procedures I.	6
SRG	113	Surgical Procedures II	6
SRG	116	Introduction to Microbiology and Pathophysiology	3
SRG	117	Surgical Pharmacology & Introduction to Anesthesia	2
		Total Hours	17
Fourth Semester (Summer)			
SRG	114	Surgical Procedures III	3
SRG	115	Surgical Technology Internship	3
		Total Hours	6
		Total Hours for Certificate	43-44

*BIO 124 (Anatomy and Physiology) is required for the AAS degree. Students intending to complete the AAS degree should select this course.

Surgical Technology

(Associate in Applied Science) Plan 21SA

Prerequisite: Completion of Surgical Technology Certificate (Plan 21SD)

First Semester (Summer)			
BIO	124	Anatomy & Physiology	5
		Total Hours	5
Second Semester (Fall)			
SRG	110	Introduction to Surgical Technology	6
SRG	111	Practice Principles, & Introduction to Surgical Procedures	7
HIT	111	Medical Terminolog	3
		Total Hours	16
Third Semester (Spring)			
SRG	112	Surgical Procedures I	6
SRG	113	Surgical Procedures II	6
SRG	116	Introduction to Microbiology and Pathophysiology	3
SRG	117	Surgical Pharmacology & Introduction to Anesthesia	2
		Total Hours	17
Fourth Semester (Summer)			
SRG	114	Surgical Procedures III	3
SRG	115	Surgical Technology Internship	3
SRG	118	Advanced Surgical Procedures	3
		Total Hours	9
Required General Education and Support Courses			
BIO	125	Introduction to Microbiology	4
CMM	123	Dynamics of Small Group Discussion ***or***	
CMM	128	Interviewing Practices	3
ENG	120	Technical Composition I ***or***	
ENG	121	English Composition I	3
HUM	127	Critical Thinking	3
PSY	121	Introduction to Psychology	3
		Any Elective	3
		Total Hours	19
		Total Hours for AAS Degree	66

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

Name	Office	Phone Number	E-mail Address
Soheila Kayoud	D214	(847) 543-2776	skayoud@clcillinois.edu

TECHNICAL COMMUNICATION

(Associate in Applied Science) Plan 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.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select the General Education electives from the requirements listed on page 94. All course prerequisites must be met.

Phase I

ART	129	Introduction to Photography I ***or***	
ART	222	Introduction to Computer Art ***or***	
ELT	111	Electronic Drafting ***or***	
EGR	121	Engineering Graphics	3
ENG	120	Technical Composition I	3
PSY	122	Psychology of Business and Industry	3
		Technical Specialty	3-6
		MTH Elective (MTH 117, 122 or 141 recommended)	3-4
		Total Hours	15-21

Phase II

CMM	121	Fundamentals of Speech ***or***	
CMM	128	Interviewing Practices	3
		MTH Elective (MTH 118, 123 ***or*** 223 recommended)	3-4
ENG	121	English Composition I	3
HUM	127	Critical Thinking ***or***	
PHI	122	Logic ***or***	
		Humanities or Fine Arts Elective	3
		Total Hours	15-20

Phase III

ART	111	Printing Production	3
AOS	113	Comprehensive Word Processing ***or***	
ART	271	Introduction to Electronic Graphic Publishing ***or***	
DMD	116	Web Design and Development ***or***	
		CIT Elective	1-4
ENG	126	Advanced Composition: Scientific and Technical Communications	3
		Social and Behavioral Science Elective	3
		Technical Specialty	3
		Total Hours	16-19

Phase IV

ENG	113	Technical Communication Practicum ***or***	
EWE	330	Cooperative Work Experience I ***and***	
ENG	266	Professional Communication	3-4
		Total Hours	6-7

Total Hours AAS Degree 60

Students should take approved mathematics, graphics or technical specialty electives until the required total of 60 hours is reached.

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. Students interested in careers in advertising, sales management, sales promotion, publicity or public relations should select 15-20 hours from these courses:

BUS	121	Introduction to Business
BUS	122	Principles of Marketing
BUS	212	Business to Business Marketing
BUS	213	Principles of Salesmanship
BUS	221	Business Law

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 AAS 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) Plan 23TG

ART	111	Printing Production	3
ART	222	Introduction to Computer Art	3
CMM	128	Interviewing Practices	3
DMD	116	Web Design & Development	3
ENG	113	Technical Communication Practicum	3
ENG	120	Technical Composition I	3
ENG	121	English Composition I	3
ENG	126	Advanced Composition: Scientific and Technical Communication	3
ENG	266	Professional Communication	3
		Technical Specialty Elective	3
		Total Hours for Certificate	30

Professional Technical Communication

(Certificate) Plan 23TI

Available to students who have already completed a degree in another field, and wish to retrain and re-enter the job force.

ENG	120	Technical Composition I	3
ENG	126	Advanced Composition:Scientific and Technical Composition	3
ENG	266	Professional Communication	3
ENG	113	Technical Communication Practicum	3
ART	111	Printing Production	3
DMD	116	Web Design & Development	3

Total Hours for Certificate 18

For more information on this course of study, students may contact the division office listed, or the following faculty member:

Name	Office	Phone Number	E-mail Address
Larry Starzec	P220	(847) 543-2557	lstarzec@clcillinois.edu

WELDING

(Certificate) Plan 24WL
Engineering, Math, Physical Sciences Division
Room T102, (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

Total Hours 17

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

Total Hours 18-21

Total Hours for Certificate 35-38

*Electives may be chosen from the following with advisor approval.

CAD	110	CAD/CAM Concepts	3
EGR	121	Engineering Graphics	3
ELC	172	Applied AC Circuit Theory	2
ELT	170	DC Circuit Fundamentals	2
EWE	220	Cooperative Work Experience I	3
MTT	111	Machine Shop I	3
ROB	111	Introduction to Robotics	3

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)
Plan 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 for Certificate 18-20

Gas Metal Arc Welding (Specialty Certificate)
Plan 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 for Certificate 15-17

Shielded Metal Arc Welding (Specialty Certificate)
Plan 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 for Certificate 18-20

or more information on this course of study, students may contact the division office listed, or the following faculty member:

Name	Office	Phone Number	E-mail Address
Randall Roettger	T010	(847) 543-2512	rroettger@clcillinois.edu

Joint Agreement Programs

The College of Lake County has joint agreements for particular carer programs with the schools listed below.

Students interested in joint agreement programs should contact the CLC Office of the Assistant Vice President, Workforce Development, (847) 543-2412, for program information and authorization to register at the appropriate school.

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

The Illinois institutions treat CLC students as in-district residents by giving students 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.

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

College of Dupage **(630) 942-2800**
Glen Ellyn, Illinois
- Travel and Tourism (Certificate)

Elgin Community College **(847) 697-1000**
Elgin, Illinois
- Dental Assisting (Certificate)
- Personal Trainer (Certificate)
- Thermoplastics Injection Molding (Certificate)
- Truck Driving (Certificate)
- Any GS or Adult Education Course

Gateway Technical College **(262) 564-2200**
Kenosha, Wisconsin
- Aeronautics-Pilot Training (AAS)
- Air Frame & Power Plant Mechanic (DIP)
- Automated Manufacturing Systems Technician (AAS)
- Barber/Cosmetologist (DIP)
- Dental Assistant (DIP)
- Electromechanical Technology (AAS)
- Fluid Power Maintenance (AAS & DIP)
- Fluid Power Technology (AAS & DIP)
- Graphic Technologies – Designer (AAS)
- Health Unit Coordinator (DIP)
- Hotel/Hospitality Management (AAS)
- Interior Design (AAS)
- Interpreter Training (AAS)
- Office Systems Technology – Legal Secretary (AAS)
- Materials Management (AAS)
- Medical Assistant (DIP)
- Physical Therapist Assistant (AAS)
- Plastics Manufacturing (AAS)
- Quality Assurance Technician (AAS)
- Radio Broadcasting Technician (AAS)
- Surgical Technician (DIP)

Kankakee Community College **(815) 802-8100**
Kankakee, Illinois
- Medical Laboratory Technology (AAS)

Lincoln Land Community College **(217) 786-2200**
Springfield, Illinois
- Air Frame and Power Plant Mechanics (AAS)

McHenry County College **(815) 455-3700**
Crystal Lake, Illinois
- Computer Forensics (AAS, 18-hour Certificate & 30-hour Certificate)
- ** Emergency Medical Technician – Paramedic (AAS)
- Early Childhood Education (12 hr. Certificate & 32 hr. Certificate)
- Entrepreneurship (Certificate)
- Firefighter II (Certificate)
- Fitness Instructor Technology (Certificate)
- Manufacturing Management (AAS)
- Manufacturing Supervision (Certificate)
- Real Estate (AAS)
- Real Estate Appraisal (Certificate)
- Any GS or Adult Education Course

Oakton Community College **(847) 635-1600**
Des Plaines, Illinois
- Architecture Courses (not offered at CLC)
- Desktop Design (AAS)
- Financial Services (AAS & Certificate)
- Graphic Design (AAS)
- Medical Laboratory Technology
- Network Administration (Certificate)
- * Physical Therapist Assistant (AAS)
- Real Estate Appraisal (Certificate)
- Real Estate (AAS)

Triton College **(708) 456-0300**
River Grove, Illinois
- Respitory Care (AAS)

William Rainey Harper College **(847) 925-6000**
Palatine, Illinois
- Bread & Pastry Arts (Certificate)
- Building Codes & Enforcement (Certificate)
- * Cardiac Technology (AAS)
- Cert. Professional Secretary (Certificate)
- * Diagnostic Medical Sonography (AAS & Certificate)
- Dietetic Technician (AAS)
- Fashion Design (AAS & Certificate)
- Fashion Merchandising (AAS)
- Financial Institute Management (AAS)
- Financial Management (Certificate)
- Financial Services:
  - Commercial Credit Management Specialist (AAS)
  - Finance Specialty (AAS)
  - Real Estate Brokers License Prep.
  - Real Estate Specialty (AAS)

Interior Design (AAS)
Law Office Administrative Assistant (AAS & Certificate)
Materials/Logistics Management (AAS & Certificate)
Medical Office Assistant (AAS)
Operating Room Nurse (Course LLH067)
Sign Language Interpreting (Certificate)
* Vascular Technology (Certificate)

* Students must show acceptance into the program ***before*** the joint agreement will be issued.
** Program available to students residing in College of Lake County district who need to complete the Emergency Medical Technician Certificate or Paramedic Certificate through fire departments within the Northern Illinois Medical Center Service area.

Residents of other communities

The College of Lake County offers programs that other Illinois community colleges may not offer. The following programs (certificates and associate degree) are available at CLC for in-district tuition rates to the residents of specified Illinois community college districts upon presentation of a Joint Agreement Authorization form obtained at the home district college. Gateway Technical College residents will be assessed a slightly higher tuition rate upon presentation of the Joint Agreement Authorization.

Elgin Community College residents:
Architectural Technology (AAS and Certificate)
Civil Technology (AAS and Certificate)
Computed Tomography (Certificate)
Construction Management Technology (AAS and Certificate)
* Health Information Technology (AAS)
Library Technical Assistant (AAS and Certificate)
Magnetic Resonance Imaging (Certificate)
* Medical Imaging (AAS)

Gateway Technical College residents:
Automotive Collision Repair (Certificate)
Civil Technology-Environmental Option (AAS)
Computed Tomography (Certificate)
Electrician Apprenticeship (AAS)
Human Services ASAAD (AAS)
Machine Tool Trades (AAS)
Magnetic Resonance Imaging (Certificate)
* Medical Billing Specialist (Certificate)
* Medical Imaging (AAS)
Tool & Moldmaker (Certificate)

McHenry County College residents:
Architectural Technology (AAS and Certificate)
Automotive Collision Repair (Certificate)
Civil Technology (AAS and Certificate)
CNC Programming (AAS and Certificate)
Computed Tomography (Certificate)
Construction Management Technology (AAS and Certificate)
* Dental Hygiene (AAS)
EKG Interpretation (Course VALH 7)
Electrical/Electronic Maintenance (Certificate)
Electrician Apprenticeship (AAS)
Emergency Medical Technician-Paramedics (AAS)
Fire Science (AAS)
Food Service Management (AAS)
12 Lead ECG Interpretation (Course VALH 9)
* Health Information Technology (AAS)
Human Services and ASAAD Option (AAS and Certificate)
Industrial Maintenance and Repair (AAS and Certificate)
Library Technical Assistant (AAS and Certificate)
Machine Tool Trades (AAS and Certificate)
* Magnetic Resonance Imaging (Certificate)
* Medical Billing Specialist (Certificate)
* Medical Imaging (AAS)
* Nursing (AAS)
* Phlebotomy Technician (Certificate)
Refrigeration/Air Conditioning (AAS and Certificates)
Surgical Technology (Certificate)
Technical Communication (AAS and Certificate)
Welding (Certificates)

Oakton Community College residents:
Architecture courses (Not offered at Oakton)
Automotive Collision Repair (Certificate)
Computed Tomography (Certificate)
Food Service/Culinary Arts (Certificate)
Horticulture (AAS and Certificates)
Human Services ASAAD Option (AAS)
Library Technical Assistant (AAS and Certificate)
Magnetic Resonance Imaging (Certificate)
Surgical Technology (Certificate)
Welding (Certificates)

William Rainey Harper College residents:
Automotive Collision Repair (Certificate)
Automotive Technology (AAS and Certificates)
Civil Technology (AAS and Certificate)
Computed Tomography (Certificate)
Construction Management Technology (AAS and Certificate)
* Health Information Technology (AAS)
Human Services (AAS and Certificates)
Industrial Maintenance and Repair (AAS and Certificate)
Library Technical Assistant (AAS and Certificate)
Magnetic Resonance Imaging (Certificate)
* Medical Imaging (AAS)
Rehabilitation Nursing (Course VALH 8)
Technical Communication (AAS and Certificate)
Tool & Moldmaker (Certificate)
Welding (Certificates) WLD 170 not included

Triton College residents:
Phlebotomy Technician (Certificate)

* Students must show acceptance into the program ***before*** the joint agreement will be issued.

Schedule of Classes

This catalog lists courses the College of Lake County intends 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, containing a list of classes to be offered and general registration information, is published prior to each registration and may be obtained from the Admission Office.

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 according to its number.

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, and 200-299 are usually sophomore courses. Courses numbered 500-899 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. Policies concerning the transferability of some of these courses to senior colleges and universities vary. Students are urged to consult the Articulation Handbook available in the Counseling Center and/or to contact the senior institution directly.

Courses number 100-299 with a middle digit 2, 4, or 6 are usually 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 again are urged to consult the Articulation Handbook available in 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 two 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 appropriate divison office.

Corequisites are other courses, knowledge, skills, or permissions that must be taken or acquired either concurrently with or previous to the course in question.

Course Discipline/Prefix Reference

Course descriptions are organized alphabetically by prefix in the following section. The list below shows both the discipline and course prefix for cross reference.

Accounting **(ACC)**
Administrative Office Systems **(AOS)**
Adult Basic Education **(ABE)**
Adult Education **(ADE)**
Anthropology **(ANT)**
Arabic **(ARA)**
Architectural Technology **(ARC)**
Art **(ART)**
Astronomy **(AST)**
Automotive Collision Repair **(ABR)**
Automotive Technology **(AUT)**
Biology **(BIO)**
Business Administration **(BUS)**
Chemistry **(CHM)**
Chinese **(CHI)**
Cisco Networking **(CNA)**
Civil and Environmental Technology **(CIV)**
Communication **(CMM)**
Computer Aided Design **(CAD)**
Computer Drafting Application **(CDA**
Computer Information Technology **(CIT)**
Computerized Numerical Control **(CNC)**
Construction Management Technology **(CMT)**
Cooperative Education **(EWE)**
Criminal Justice **(CRJ)**
Dance **(DNC)**
Dental Hygiene **(DHY)**
Digital Media and Design **(DMD)**
Early Childhood Education **(ECE)**
Economics **(ECO)**
Education **(EDU)**
Educational Work Experience **(EWE)**
Electrical Technology **(ELC)**
Electrician Apprenticeship **(EAP)**
Electronic Information Technology **(EIT)**
Electronic Systems Technology **(EST)**
Electronics Engineering Technology **(ELT)**
Electronics Manufacturing **(EMF)**
Emergency and Disaster Management **(EDM)**
Emergency Medical Services **(EMT)**
Engineering **(EGR)**
English **(ENG)**
English Language Instruction **(ELI)**
English as a Second Language **(ESL)**
Fire Science Technology **(FST)**
Food Service **(FSM)**
French **(FRN)**
General Education Development **(GED)**
Geography **(GEG)**
Geology **(GEO)**
German **(GER)**
Health Information Technology **(HIT)**
History **(HST)**
Horticulture **(HRT)**
Human Services Program **(HUS and HUX)**
Humanities **(HUM)**
Industrial Electrician **(ISE)**
International Studies in Social Science **(SSI)**
Italian **(ITL)**
Japanese **(JPN)**
Liberal Arts & Science **(LAS)**
Library Science **(LSC)**
Library Technical Assistant **(LTA)**
Machine Tool Trades **(MTT)**
Manufacturing Technology **(MFG)**
Math Computer Science **(MCS)**
Mathematics **(MTH)**
Mechanical Engineering Technology **(MCD)**
Medical Imaging **(MIM)**
Medical Assisting **(MOA)**
Music **(MUS)**
Nursing **(NUR)**
Paralegal Studies **(PLS)**
Personal Development **(PDS)**
Philosophy **(PHI)**
Phlebotomy **(MLT)**
Photography **(see ART)**
Physical Education **(PED)**
Physics **(PHY)**
Political Science **(PSC)**
Psychiatric Rehabilitation **(PRS)**
Psychology (PSY)
Refrigeration and Air Conditioning **(RAC)**
Robotics **(ROB)**
Russian **(RUS)**
Social Studies Topics **(SST)**
Social Work **(SWK)**
Sociology **(SOC)**
Spanish **(SPA)**
Surgical Technology **(SRG)**
Theatre **(THE)**
Vocational Skills Training **(VST)**
Water-Wastewater **(WWW)**
Welding **(WLD)**
Continuing Education Courses

College of Lake County's General Education Courses

The chart below shows College of Lake County's transfer courses (listed by IAI category) that meet IAI (Illinois Articulation Initiative) General Education Core Curriculum guidelines. IAI General Education Course Codes follow the College of Lake County title. Course descriptions in this section also include IAI codes as appropriate. Transfer degree guidelines list specific courses conforming to IAI core curriculum: see the appropriate section in this catalog for more information. See page 48 for an explanation of the Illinois Articulation Initiative

Anthropology		**IAI Code**
ANT 121	Introduction to Anthropology	S1900N
ANT 221	Cultural Anthropology	S1901N
ANT 222	Introduction to Physical Anthropology	S1902
ANT 224	Introduction to Archaeology	S1903
ANT 228	Cross-Cultural Relationships	S1904D

Arabic		**IAI Code**
ARA 222	Intermediate Modern Standard Arabic II	H1900

Art		**IAI Code**
ART 121	Introduction to Art	F2900
ART 240	History of Art I	F2901
ART 241	History of Art II	F2902
ART 242	History of Art III	F2902
ART 260	History of Photography	F2904

Astronomy		**IAI Code**
AST 121	Introduction to Astronomy	P1906L

Biology		**IAI Code**
BIO 120	Environmental Biology	L1905L
BIO 123	Principles of Biology	L1900L
BIO 127	Introduction to Evolution	L1907
BIO 140	Environmental Issues	L1905
BIO 161	General Biology I	L1900L

Chinese		**IAI Code**
CHI 222	Intermediate Chinese II	H1900

Chemistry		**IAI Code**
CHM 120	Chemical Concepts	P1902L
CHM 121	General Chemistry I	P1902L

Communication		**IAI Code**
CMM 121	Fundamentals of Speech	C2900

Economics		**IAI Code**
ECO 221	Principles of Macroeconomics	S3901
ECO 222	Principles of Microeconomics	S3902

English		**IAI Code**
ENG 121	English Composition I	C1900
ENG 122	English Composition II	C1901R
ENG 126	Advanced Composition: Scientific & Technical Communication	C1901R
ENG 129	Women in Literature	H3911D
ENG 223	Survey of Major American Writers	H3914
ENG 225	Major Trends & Authors of English Literature	H3912
ENG 226	Modern English Literature	H3913
ENG 227	Introduction to Shakespeare	H3905
ENG 228	World Literature	H3906
ENG 229	20th Century American Literature	H3915
ENG 241	Introduction to Poetry	H3903
ENG 243	Introduction to Fiction	H3901
ENG 244	Mythology and Fairy Tales	H9901
ENG 246	Latin American Writers	H3908N
ENG 247	International Women Writers	H3911D

French		**IAI Code**
FRN 222	Intermediate French II	H1900
FRN 223	French Civilization I	H1900
FRN 224	French Civilization II	H1900

Geography		**IAI Code**
GEG 121	Physical Geography	P1909
GEG 122	Cultural Geography	S4900N
GEG 123	World Regional Geography	S4900N

Geology		**IAI Code**
GEO 120	Earth Science	P1905L
GEO 124	Oceanography	P1905
GEO 224	Environmental Geology	P1908
GEO121	Physical Geology	P1907L
GEO 102	Physical Geography with lab	P1909L

German		**IAI Code**
GER 222	Intermediate German II	H1900
GER 223	German Civilization I	H1900
GER 224	German Civilization II	H1900

History		IAI Code
HST 121	Western Civilization to 1500	S2902
HST 122	Western Civilization after 1500	S2903
HST 126	History of Contemp Nonwestern Civilization	S2905N
HST 127	History of Chinese Culture & Society	S2914N
HST 221	U.S. History to 1876	S2900
HST 222	United States History 1876 to Present	S2901

Humanities		IAI Code
HUM 121	Introduction to Humanities I	HF902
HUM 122	Introduction to Humanities II	HF903
HUM 123	Introduction to Film	F2908
HUM 125	Introduction to Fine Arts I	F2900
HUM 126	Introduction to the Performing Arts	F9900
HUM 127	Critical Thinking	H4906
HUM 128	Introduction to Middle-Eastern Civilizations	H2903N
HUM 129	Introduction to East Asian Humanities	HF904N
HUM 221	American Decades	HF906D
HUM 222	Film and Society	F2909
HUM 223	Introduction to International Film	F2909
HUM 225	Art of Dance	F1906
HUM 226	Women and the Arts	HF907D

Italian		IAI Code
ITL 222	Intermediate Italian II	H1900
ITL 223	Italian Civilization I	H1900
ITL 224	Italian Civilization II	H1900

Japanese		IAI Code
JPN 222	Intermediate Japanese II	H1900

Math		IAI Code
MTH 127	Finite Mathematics I	M1906
MTH 141	Quantitative Literacy	M1901
MTH 145	Calculus & Analytic Geometry I	M1900-1
MTH 146	Calculus & Analytic Geometry II	M1900-2
MTH 221	Math for Elementary Teaching II	M1903
MTH 222	Elementary Statistics	M1902
MTH 224	Calculus for Social and Behavioral Sciences	M1900-B
MTH 244	Discrete Mathematics	M1905
MTH 246	Calculus & Analytic Geometry III	M1900-3

Music		IAI Code
MUS 124	Introduction to Music	F1900
MUS 224	Music Literature	F1902

Philosophy		IAI Code
PHI 121	Introduction to Philosophy	H4900
PHI 122	Logic	H4906
PHI 123	Philosophy of Religion	H4905
PHI 125	Introduction to Ethics	H4904
PHI 126	World Religions	H5904N
PHI 221	Asian Philosophy	H4903N

Physics		IAI Code
PHY 120	Practical Aspects of Physics	P1901L
PHY 121	General Physics I	P1900L
PHY 123	Physics for Science & Engineering I	P2900L

Political Science		IAI Code
PSC 121	American National Politics	S5900
PSC 122	State & Local Politics	S5902
PSC 221	Comparative Political Systems	S5905
PSC 222	International Relations	S5904N

Psychology		IAI Code
PSY 121	Introduction to Psychology	S6900
PSY 222	Child Growth & Development	S6903
PSY 225	Social Psychology	S8900
PSY 226	Adolescent Psychology	S6904

Russian		IAI Code
RUS 222	Intermediate Russian II	H1900

Sociology		IAI Code
SOC 121	Introduction to Sociology	S7900
SOC 222	Social Problems	S7901
SOC 224	Sociology of Family	S7902
SOC 225	Class, Race and Gender	S7904D

Spanish		IAI Code
SPA 222	Intermediate Spanish II	H1900
SPA 223	Spanish Civilization I	H1900
SPA 224	Spanish Civilization II	H1900

Theater		IAI Code
THE 121	Introduction to Theatre I	F1907

College of Lake County's Major Courses

The chart below shows CLC's transfer courses that meet IAI (Illinois Articulation Initiative) core curriculum for specific transfer majors developed to date. IAI major course codes follow the CLC title. Course descriptions in this section also included IAI codes as appropriate.

Accounting		IAI Code
ACC 121	Financial Accounting	BUS 903
ACC 122	Managerial Accounting	BUS 904

Agriculture		IAI Code
CIS 120	Introduction to Computers	AG 913

Art		IAI Code
ART 122	Basic Color and Design	ART 907
ART 124	Basic Drawing	ART 904
ART 125	Art for Elementary Teachers I	ART 921
ART 127	Intermediate Drawing	ART 905
ART 221	Advanced Design	ART 908
ART 222	Introduction to Computer Art	ART 919
ART 223	Introduction to Sculpture	ART 913
ART 224	Beginning Painting	ART 911
ART 225	Figure Drawing	ART 906
ART 226	Introduction to Ceramics	ART 912
ART 240	History of Art I	ART 901
ART 241	History of Art II	ART 902
ART 242	History of Art III	ART 903
ART 243	Introduction to Printmaking I	ART 914
ART 245	Introduction to Jewelry	ART 915

Biology		IAI Code
BIO 161	General Biology I	BIO 910
CHM 121	General Chemistry I	BIO 906
CHM 123	General Chemistry II	BIO 907
CHM 222	Organic Chemistry I	BIO 908
CHM 223	Organic Chemistry II	BIO 909
PHY 123	Physics for Science & Engineering I	BIO 903
PHY 124	Physics for Science & Engineering II	BIO 904

Business		IAI Code
BUS 121	Introduction to Business	BUS 911
BUS 221	Business Law I	BUS 912
CIT 120	Introduction to Computers	BUS 902

Clinical Lab Science		IAI Code
BIO 161	General Biology I	CLS 902
BIO 162	General Biology II	CLS 901
BIO 124	Anatomy and Physiology	CLS 922
BIO 125	Introduction to Microbiology	CLS 905
CHM 121	General Chemistry I	CLS 906
CHM 123	General Chemistry II	CLS 907
CHM 222	Organic Chemistry I	CLS 908
CHM 223	Organic Chemistry II	CLS 909

Computer Aided Drawing		IAI Code
CAD 118	CAD/CAM Numerical Control	MTM 933

Chemistry		IAI Code
CHM 121	General Chemistry I	BIO 906
CHM 123	General Chemistry II	CHM 912
CHM 125	Elementary Organic Chemistry	CLS 921
CHM 222	Organic Chemistry I	CHM 913
CHM 223	Organic Chemistry II	CHM 914

Computer Information Technology		IAI Code
CIT 120	Introduction to Computers	CS 910
CIT 141	Programming in C++	CS 911
CIT 241	Advanced C++	CS 912

Communication Arts		IAI Code
CMM 111	Communication Skills	SPC 921
CMM 123	Dynamics of Small Group Communication	SPC 920
CMM 124	Oral Interpretation	SPC 915
CMM 125	Communication and Gender	SPC 917

Computerized Numerical Control		IAI Code
CNC 115	CNC Programming I	MTM 915

Criminal Justice		IAI Code
CRJ 121	Introduction to Criminal Justice	CRJ 901
CRJ 123	Introduction to Criminology	CRJ 912
CRJ 124	Penology and Corrections	CRJ 911
CRJ 221	Criminal Law	CRJ 913
CRJ 229	Juvenile Delinquency	CRJ 914

Drafting		IAI Code
DFT 112	Drafting II	MTM 931

Early Childhood Education		IAI Code
ECE 221	Principles of Early Childhood Education	ECE 911
ECE 222	The Exceptional Child	ECE 913
EDU 120	Observation/Guidance of Children	ECE 914
PSY 222	Child Growth & Development	ECE 912

Elementary Education		IAI Code
EDU 221	Introduction to Teaching	EED 901
PSY 222	Child Growth & Development	EED 902

Engineering		IAI Code
EGR 121	Engineering Graphics	EGR 941
EGR 221	Statics and Dynamics	EGR 944
EGR 222	Engineering Mechanics of Materials	EGR 945
EGR 260	Introduction to Circuit Analysis	EGR 931L
CHM 121	General Chemistry I	EGR 906
CHM 123	General Chemistry II	EGR 962
CHM 222	Organic Chemistry I	EGR 963
CHM 223	Organic Chemistry II	EGR 964
MCS 140	Computer Programming I	EGR 922
MCS 142	Computer Programming II	EGR 922
MTH 145	Calculus & Analytic Geometry I	EGR 901
MTH 146	Calculus & Analytic Geometry II	EGR 902
MTH 246	Calculus & Analytic Geometry III	EGR 903
PHY 123	Physics for Science & Engineering I	EGR 911
PHY 124	Physics for Science & Engineering II	EGR 912
PHY 221	Physics for Science & Engineering III	EGR 914

English		IAI Code
ENG 123	Mass Communications	MC 911
ENG 124	Newswriting I	MC 919
ENG 220	Introduction to Scriptwriting – Video, TV & Film	EGL 923
ENG 225	Major Trends & Authors of English Literature	EGL 913
ENG 226	Modern English Literature	EGL 914
ENG 243	Introduction to Fiction	EGL 917

Horticulture		IAI Code
HRT 111	Basic Horticulture	AG 905
HRT 174	Basic Floral Design	AG 912

History		IAI Code
HST 121	Western Civilization I to 1500	HST 913
HST 122	Western Civilization from 1500	HST 914
HST 222	United States History to 1876	HST 911
HST 223	United States History 1876 to the Present	HST 912

Human Services Program		IAI Code
HUS 121	Health and Nutrition	ECE 902

Mechanical Engineering Technology		IAI Code
MCD 111	Manufacturing Processes	MTM 913
MCD 219	Plant Layout and Materials Handling	MTM 934

Math Computer Science		IAI Code
MCS 140	Computer Programming I	CS 911
MCS 141	Computer Science I	CS 911
MCS 142	Computer Programming II	CS 912

Phlebotomy		IAI Code
MLT 110	Introduction to Medical Technology	CLS 912
MLT 111	Immunology	CLS 912
MLT 112	Hematology and Coagulation	CLS 912
MLT 210	Clinical Chemistry	CLS 912
MLT 213	Clinical Microbiology	CLS 912

Math		IAI Code
MTH 145	Calculus & Analytic Geometry I	MTH 901
MTH 146	Calculus & Analytic Geometry II	MTH 902
MTH 222	Elementary Statistics	BUS 901
MTH 225	Introduction to Linear Algebra	MTH 911
MTH 227	Ordinary Differential Equations	EGR 904
MTH 227	Ordinary Differential Equations	MTH 912
MTH 244	Discrete Mathematics	CS 915
MTH 246	Calculus & Analytic Geometry III	MTH 903
MCS 140	Computer Programming I	MTH 922
PHY 123	Physics for Science & Engineering I	MTH 921

Machine Tool Trades		IAI Code
MTT 111	Machine Shop I	MTM 921
MTT 112	Machine Shop II	MTM 922
MTT 212	Precision Machining	MTM 923

Manufacturing Technology/Machining		IAI Code
EGR 121	Engineering Graphics	MTM 911
MCD 111	Manufacturing Processes	MTM 913
MCD 219	Plant Layout and Materials Handling	MTM 934
MTH 123	Trigonometry	MTM 901
PHY 122	General Physics II	MTM 902L

Music		IAI Code
MUS 120	Vocal Ensembles	MUS 908
MUS 123	Wind Ensemble	MUS 908
MUS 128	Theory of Music I	MUS 901
MUS 129	Theory of Music II	MUS 902
MUS 141	Applied Music - Voice I	MUS 909
MUS 143	Applied Music - Piano I	MUS 909
MUS 144	Applied Music - Jazz Piano	MUS 909
MUS 145	Piano Class I	MUS 901
MUS 146	Piano Class II	MUS 902
MUS 163	Applied Instruction	MUS 909
MUS 164	Applied Instruction	MUS 909
MUS 165	Applied Instruction	MUS 909
MUS 166	Applied Instruction	MUS 909
MUS 180	Applied Instruction	MUS 909
MUS 181	Applied Instruction	MUS 909
MUS 186	Applied Instruction	MUS 909
MUS 187	Applied Instruction	MUS 909
MUS 188	Applied Instruction	MUS 909

MUS 223	Jazz Ensemble	MUS 908
MUS 224	Music Literature	MUS 905
MUS 228	Theory of Music III	MUS 903
MUS 229	Theory of Music IV	MUS 904
MUS 241	Applied Music Voice II	MUS 909
MUS 243	Applied Music Piano II	MUS 909
MUS 244	Applied Music Jazz Piano II	MUS 909
MUS 245	Piano Class III	MUS 903
MUS 246	Piano Class IV	MUS 904
MUS 263	Applied Instruction	MUS 909
MUS 264	Applied Instruction	MUS 909
MUS 266	Applied Instruction	MUS 909
MUS 280	Applied Instruction	MUS 909
MUS 281	Applied Instruction	MUS 909
MUS 286	Applied Instruction	MUS 909
MUS 287	Applied Instruction	MUS 909
MUS 288	Applied Instruction	MUS 909

Nursing		**IAI Code**
BIO 124	Anatomy and Physiology	NUR 903
BIO 125	Introduction to Microbiology	NUR 905
CHM 123	General Chemistry II	NUR 907
CHM 222	Organic Chemistry I	NUR 908

Physics		**IAI Code**
PHY 122	General Physics II	See MTM
PHY 123	Physics for Science & Engineering I	See BIO, EGR and MTH
PHY 124	Physics for Science & Engineering II	See BIO, EGR
PHY 221	Physics for Science & Engineering III	See EGR

Political Science		**IAI Code**
PSC 121	American National Politics	PLS 911
PSC 221	Comparative Political Systems	PLS 914
PSC 222	International Relations	PLS 912

Psychology		**IAI Code**
PSY 121	Introduction to Psychology	SPE 912
PSY 122	Psychology in Business & Industry	PSY 906
PSY 222	Child Growth & Development	PSY 901
PSY 223	Abnormal Psychology	PSY 905
PSY 224	Theories of Personality	PSY 907
PSY 225	Social Psychology	PSY 908

Sociology		**IAI Code**
SOC 222	Social Problems	SOC 911
SOC 224	Sociology of the Family	SOC 912

Special Education		**IAI Code**
EDU 221	Introduction to Teaching	SED 901
EDU 222	The Exceptional Child	SED 904
PSY 222	Child Growth & Development	SPE 913

Theatre		**IAI Code**
THE 125	Principles of Acting	TA 914
THE 126	Stagecraft	TA 911
THE 129	Theatre Practicum	TA 918
THE 225	Acting II	TA 915
THE 229	Stage Makeup	TA 912
CMM 124	Oral Interpretation	TA 916

Welding		**IAI Code**
WLD 170	General Welding	MTM 936

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

IAI S1 900N - Illinois Articulation Initiative General Education Number IAI Number

ADULT BASIC EDUCATION (ABE)

Adult and Community Education Division, Building 4, (847) 543-2021

The Adult Education program is funded in part by grants from the federal government totalling $332,662. This represents 15% of the total cost of the program.

ABE courses do not apply to any associate degree or career certificate.

ABE 1 Adult Basic Education I (3-0) 3 Hours
This course is an individualized program in reading, language development, mathematics and life-coping skills. Students progress at their own rates through basic reading, writing and arithmetic skills.
Course fee
May be taken four times for credit

ABE 2 Adult Basic Education II (3-0) 3 Hours
This is 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.
Course fee
May be taken four times for credit

ABE 3 Pre General Educational Development (3-0) 3 Hours
This is an 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 GED program.
Course fee
May be taken four times for credit

ABE 10 Literacy I (3-0) 3 Hours
This is an individualized program of instruction that focuses on developing literacy skills in reading, writing and arithmetic. The course is designed to meet each student's personal goals.
Course fee
May be taken four times for credit

ABE 11 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.
Course fee
May be taken four times for credit

ABE 20 Beginning ABE I (3-0) 3 Hours
This is 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.
Course fee
May be taken four times for credit

ABE 21 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.
Course fee
May be taken four times for credit

ABE 30 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.
Course fee
May be taken four times for credit

ABE 31 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.
Course fee
May be taken four times for credit

ABE 40 Advanced ABE I (3-0) 3 Hours
This course focuses on instruction in reading, language development and 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.
Course fee
May be taken four times for credit

ABE 41 Advanced ABE II (3-0) 3 Hours
This course 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.
Course fee
May be taken four times for credit

ABE 50 Pre-GED I (3-0) 3 Hours
This course is an 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.
Course fee
May be taken four times for credit

ABE 51 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.
Course fee
May be taken four times for credit

AUTOMOTIVE COLLISION REPAIR (ABR)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

ABR 110 Non-Structural Repair I (3-4) 5 Hours
The course will focus on the design and construction of the modern automobile. The identification of hand and power tools as well as safety. It will also introduce the student to the theory and the basic fundamentals of sheet metal repair. Classroom and hands-on experience is utilized.
Course fee

ABR 111 Non-Structural Repair II (3-4) 5 Hours
This course will focus on panel replacement and alignment methods. Removing interior and exterior trim and hardware. Removing and adjusting moveable glass. Trouble shooting power locks, windows, seats and lighting systems. Classroom and hands-on work will be emphasized.
Note: Work Experience may be considered to meet the prerequisite.
Prerequisite: ABR 110
Course fee

ABR 115 Automotive Welding (2-2) 3 Hours
Welding is an important part of collision repair on a modern automobile. This course will cover the common types of welding, including aluminum welding that are used on automobiles. Classroom discussions and hands-on welding will prepare you to take the I-CAR Welding Certification test.
Course fee

ABR 118 Automotive Plastic Repair (1-2) 2 Hours
A study of automotive plastics. The course focuses on identification and repair methods of all common types of plastics use in today's automobiles. Hands-on experience is utilized.
Course fee

ABR 130 Automotive Refinishing I (2-2) 3 Hours
This course will focus on paint safety and environmental practices. All current types of automotive finishing will be discussed. Students will learn proper surface preparation techniques and the operation of refinishing and mixing equipment. Classroom and hands on will be utilized. This course will use PPG automotive finish materials.
Course fee

ABR 131 Automotive Refinishing II (3-4) 5 Hours
This course will focus on applying automotive finishes. The use of practice panels and live vehicles will be utilized for training. The course will also cover refinishing of plastics. Classroom and hands on will be utilized. This course will use Sikkens paint materials.
Prerequisite: ABR 130
Course fee

ABR 133 Automotive Refinishing III (3-4) 5 Hours
This course will focus on applying color theory and tinting of automotive finishes. Blending techniques will also be covered. The course will conclude with "live work" on student and customer vehicles. This course will use Dupont paint materials.
Prerequisite: ABR 131
Course fee

ABR 137 Mechanical and Electrical Systems I (3-4) 5 Hours
This course will cover basic understanding of steering and suspension systems, drive trains and braking systems as it applies to a collision repair technician. Classroom and hands on will be utilized.
Course fee

ABR 138 Mechanical and Electrical Systems II (3-4) 5 Hours
This course will give students the basic knowledge about air conditioning systems, cooling systems, fuel and exhaust systems, and automotive electronic systems, as they apply to a collision repair technician. Classroom and hands on are utilized.
Course fee

ABR 215 Automotive Detailing (2-2) 3 Hours
This course will focus on developing skills required to perform interior and exterior cleaning. The causes and cures of application problems, and finish defects will be discussed. The use of live vehicles and classroom will be used.
Course fee

ABR 230 Structural Repair I (2-2) 3 Hours
This course will focus on analysis structural damage, and determining a repair plan. Different types of measuring equipment will be discussed. This course will also cover corrosion protection, and restraint systems. Hands on and classroom will be utilized.
Note: Completion of ABR 110 is highly recommended.

ABR 231 Structural Repair II (3-4) 5 Hours
This course will focus on the straightening of structural panels and replacement or sectioning of structural panels. Replacement methods of stationary glass will be discussed. Classroom theory and hands on will be utilized.
Note: Completion of ABR 115 is highly recommended.
Prerequisite: ABR 230

ABR 235 Automotive Damage Estimating and Shop Procedures (2-2) 3 Hours
This course is for students who are interested in pursuing a career within the insurance industry as a damage estimator, or a career as a collision shop manager/estimator. The course will focus on identifying types of damage, preparing a written estimate, and computerized estimating systems. The course will also include training in body shop management and operation. Customer relation issues and skills will also be discussed. Classroom and hands on will be used.
Note: Completion of ABR 110 is strongly recommended
Course fee

ACCOUNTING (ACC)

Business Division, Room T102, (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: Language and Math Proficiency
Course fee

ACC 113 Accounting Procedures II (3-0) 3 Hours
This course focuses on the analysis of financial statements by studying the individual components of those statements and how they are accounted for. Specifically the course will cover the accounting for cash, receivables, inventory, plant assets, debt and equity for both corporations and partnerships, as well as financial statement analysis and the statement of cash flows. 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 (C or better) or higher level financial accounting course

ACC 114 Payroll Accounting (2-0) 2 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 (C or better) or higher level financial accounting course
Course fee

ACC 115 Spreadsheet Applications for Accounting (1-0) 1 Hour
A practical study of spreadsheet applications used in Accounting. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. Upon completion, students should be able to demonstrate an understanding of basic spreadsheet applications and their use in solving accounting problems, processing of accounting data and communication of financial data.
Prerequisites: ACC 112 (C or better) and CIT 119 or consent of department
Course fee

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 corporate structure to produce the general-purpose financial statements: Income Statement, Statement of Retained Earnings, 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: Language Proficiency and AOS 122 or MTH 102 (C or better in either) or higher math course or appropriate score on the math placement test.
Course fee
IAI: BUS 903

ACC 122 Managerial Accounting (4-0) 4 Hours
This course emphasizes Managerial Accounting, focusing on the internal rather than the external aspects of business transactions. This course is for students seeking an AAS accounting degree or following a transfer program. Students pursuing an AAS non-accounting degree could be taking ACC 113. It is recommended that the students have completed an introductory microcomputer course such as CIT 119 or CIT 120.
Note: Minimum time for classwork and homework is 12-15 hours per week.
Prerequisite: ACC 121 (C or better)
Course fee
IAI: BUS 904

ACC 171 Accounting Information and Computer Systems (2-0) 2 Hours
The course covers the financial accounting cycle using an information systems approach. Students will learn to use an integrated accounting software package.
Prerequisite: ACC 113 (C or better) or ACC 121 (C or better) - AND - CIT 119 or CIT 120
Course fee

ACC 172 Capstone Experience - Accounting Clerk Certificate (1-0) 1 Hour
Students in this course will complete a capstone project consisting of a comprehensive accounting practice set and end of project evaluation. Completing and reporting on this practice set will give students the opportunity to synthesize and put into practice the knowledge and skills acquired in all other courses in the Accounting Clerk Certificate program.
Corequisite: ACC 112 and ACC 113 and ACC 114 and ACC 171 and AOS 111 and AOS 122 and CIT 119
Course fee

ACC 212 Federal Tax Accounting I (3-0) 3 Hours
Federal Tax Accounting I involves the 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.
Prerequisite: ACC 113 or ACC 121

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 (C or better)

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, 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 (C or better)

ACC 221 Intermediate Accounting I (4-0) 4 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, time value of money, cash, receivables, inventory, plant assets, depreciation, intangible assets and current liabilities. Grade of "B" or better in Financial and Managerial Accounting (ACC121 and ACC122) is recommended, grade of "C" or better is required.
Prerequisite: ACC 122 (C or better)

ACC 222 Intermediate Accounting II (4-0) 4 Hours
An intensive continuation of the study of financial accounting theory and procedures involving the topical areas of accounting for long term liabilities, shareholder equity, investments, revenue recognition, financial analysis, preparation of the Statement of Cash Flows, accounting for income taxes, pensions, leases, changes and errors, and disclosure.
Prerequisite: ACC 221 (C or better)

ACC 270 Advanced Accounting (4-0) 4 Hours
Advanced accounting includes the study of accounting theory and practice as it relates to business combinations and consolidated financial statements, accounting and reporting for governmental and not for profit organizations, and the accounting for equity transactions for partnerships. 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 (C or better)

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 (C or better)

ACC 299 Special Topics in Accounting (Variable) 1-6 Hours
This course is designed to allow students to study a topic or topics that are not a part of the existing curriculum. Topics identified will be current or emerging topics within the accounting profession or topics that provide additional depth within an accounting specialty area. This course may be repeated for up to a total of six credit hours.
May be taken four times, but any topic only once

ADULT EDUCATION (ADE)

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 8 Constitution Workshop (.5-0) 0.5 Hour
Preparation for students who need to pass the U.S. and State of Illinois Constitution Exam either for the GED , College of Lake County Graduation or Illinois Teaching Certificate requirement. The workshop will stress vocabulary, government structure
Course fee
May be taken four times for credit

ADE 16 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.
Course fee
May be taken four times for credit

ADE 17 Reading Improvement I (Variable) 0.5-4 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.
Course fee
May be taken four times for credit

ADE 18 Reading Improvement II (Variable) 0.5-3 Hours
Instruction that includes narrative and expository reading skills designed to help students improve their comprehension, vocabulary, study skills, and reading rate using textbooks common at the high school level.
Course fee

ADE 19 Basic Math Review (1-0) 1 Hour
This course is geared toward the ABE, GED or returning students who needs specialized help in math. The review will start with whole numbers. Additional areas to be covered include addition, subtraction, multiplication, division, fractions, and decimals.
Course fee
May be taken four times for credit

ADE 25 Special Problems in English as a Second Language (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 of formation of words and sentences in writing.
Course fee
May be taken four times for credit

ADE 30 Pre-Employment English as a Second Language: Beginning (Variable) 1-4 Hours
This course is for students who have little or no knowledge of English. Students will learn to speak, read and write English with a pre-employment focus. They will practice speaking and writing personal information about themselves, reading and using transportation schedules and identifying and purchasing clothing items.
Course fee
May be taken four times for credit

ADE 31 Pre-Employment English as a Second Language: Intermediate I (Variable) 1-4 Hours
This class is for students who can already speak and write about present events in English and can answer basic information questions about themselves. Students will improve speaking, reading and writing skills with a pre-employment focus. They will learn to use possessives, adverbs of manner, modals and past tense verbs. They will gain survival skills in areas of housing, utilities, cars and food and will learn rights and responsibilities of employers and employees.
Course fee
May be taken four times for credit

ADE 32 Pre-Employment English as a Second Language: Intermediate II (Variable) 2-4 Hours
This class is for students who are able to communicate about past and present events and have a good basic vocabulary. Students will sharpen their speaking, reading and writing skills with a pre-employment focus. They will learn to use future tense, negative, two-word verbs and comparative adjectives. They will learn about kinds of jobs, how to fill out job applications and how to have a successful job interview.
Course fee
May be taken four times for credit

ADE 33 Pre-Employment English as a Second Language: Advanced (Variable) 2-4 Hours
This class is for students who are already able to use various verb tenses and grammatical structures and many vocabulary items. Students in this class will refine their speaking, reading and writing skills with a focus on pre-employment. They will learn to use present perfect verbs, superlative adjectives, impersonal expressions, modals in various tenses and comparisons of adverbs. They will gain survival skills in the areas of budgeting, taxes, insurance, banking and understanding the paycheck.
Course fee
May be taken four times for credit

ADE 40 English as a Second Language in Pre-GED: Beginning I (Variable) 1-2 Hours
For students who have little or no proficiency in English. This course will emphasize speaking but will also include instruction in listening, reading, and writing skills. It will teach basic English grammar as it relates to personal information.
Course fee
May be taken four times for credit

ADE 41 English as a Second Language in Pre-GED: Beginning II (Variable) 1-2 Hours
Students taking this course have little or no proficiency in English. This course emphasizes speaking but will include listening, reading, and writing skills. Students will learn basic English grammar as it relates to reading a newspaper, train and bus schedules, and identifying articles of clothing, appliances, and household items.
Course fee
May be taken four times for credit

ADE 42 English as a Second Language in Pre-GED: Beginning III (Variable) 1-2 Hours
Students taking this course have little or no proficiency in English. The course emphasizes speaking but includes listening, reading, and writing skills. Students will learn basic English grammar as it relates to survival in an American community.
Course fee
May be taken four times for credit

ADE 43 English as a Second Language in Pre-GED: Intermediate I (Variable) 1-2 Hours
For students who have a minimal knowledge of basic English grammar and can communicate orally and graphically in present and past tense. Besides grammar, students will learn about the human body, weather and the solar system.
Course fee
May be taken four times for credit

ADE 44 English as a Second Language in Pre-GED: Intermediate II (Variable) 1-2 Hours
For students who have a minimal knowledge of basic English grammar and can communicate orally and graphically in present and past tense. They will learn future and past continuous; recognize a sentence, clause, and phrase; locate main ideas, supporting details, and simple inferences on reading passages.
Course fee
May be taken four times for credit

ADE 45 English as a Second Language in Pre-GED: Intermediate III (Variable) 1-2 Hours
Students in this course have a minimal knowledge of basic English grammar and can communicate orally and graphically in present and past tense. They will learn future tense with "will", present perfect, modals, infinitives, and phrasal verbs. They will learn basic content relating to Social Studies and Science GED tests, including the study of plants and behavioral science.
Course fee
May be taken four times for credit

ADE 48 English as a Second Language in Pre-GED: Advanced III (Variable) 1-2 Hours
This class is for students who have achieved communicative competence but wish to refine listening, speaking, reading, and writing skills. Students will review all conditional tenses and study the passive voice and learn content in advanced areas relating to the Social Science GED test and the Constitution test.
Course fee
May be taken four times for credit

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.
Course fee
May be taken four times for credit

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.
Course fee
May be taken four times for credit

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
Course fee
May be taken four times for credit

ADE 703 Independent Job Search (1-0) 1 Hour
This intensive course will advise students on preparing for, obtaining and maintaining employment. The course will provide interviewing skills development, application completion, proper attire and resume information as needed.
Course fee
May be taken four times for credit

ADE 910 Practical Math I (2-0) 0.5-4 Hours
This course covers the basic arithmetic functions necessary for home, business and industry.
Course fee

ADE 911 Practical Math II (2-0) 0.5-4 Hours
This course covers the advanced arithmetic functions to manage a home, or work in business and industry.
Course fee

ADE 912 Algebra I Part I (2-0) 2 Hours
This course will cover integers, variables, and linear equations. Emphasis will be placed on word problems.
Course fee

ADE 913 Algebra I Part II (2-0) 2 Hours
This course will cover the use of binomials, factoring, solving quadratic equations, and quadratic formula.
Course fee

ADE 914 Geometry I (3-0) 3 Hours
This course is an introduction to the concepts underlying the study of plane and solid geometry.
Course fee

ADE 915 Geometry II (3-0) 3 Hours
This course is a continuation of Geometry I. It includes the study of plane and solid geometry with an emphasis on the Pythagorean Theorem and formulas.
Course fee

ADE 916 Algebra II Part I (3-0) 3 Hours
This course will introduce students to advanced algebraic techniques including the real number system, polynomials, functions, graphing equations, and slope intercept concepts.
Course fee

ADE 917 Algebra II Part II (3-0) 3 Hours
This course is a continuation of Algebra II Part I. This course introduces the student to logarithms, complex numbers, linear equations, roots of polynomials, sines, cosines, and tangent.
Course fee

ADE 918 Calculus I (3-0) 3 Hours
This course is an introduction to mathematical concepts and methods integral to the study of calculus.
Course fee

ADE 919 Calculus II (3-0) 3 Hours
This course is a continuation of mathematical concepts in Calculus I including using integration, definite and indefinite integrals, and surface areas of revolution.
Course fee

ADE 920 English Fundamentals I (2-0) 2 Hours
This course is designed to help individuals improve their written and oral English skills, usage, logic and organization.
May be taken three times for credit toward degree
Course fee

ADE 921 English Fundamentals II (3-0) 3 Hours
This course is a continuation of English Fundamentals I. This course is designed t build skills in order to prepare the student for the successful study of English a the high school level.
Course fee

ADE 923 American Literature I (2-0) 3 Hours
Students will develop reading, writing, and speaking skills by examining prominent American authors and literary works.
Course fee

ADE 924 American Literature II (2-0) 0.05-3 Hours
Students will develop reading, writing, and speaking skills by examining prominent American authors and literary works
Course fee

ADE 925 Advanced Literature (2-0) 2 Hours
This course will introduce students to three novels, each novel being one unit of study. Each unit will include vocabulary which will aid students in the understanding of the literature being read.
Course fee

ADE 926 Science Fiction Literature (2-0) 3 Hours
This course will review stories of science fiction and fantasy emphasizing imagination and social and political satire.
Course fee

ADE 927 Ancient Literature (2-0) 3 Hours
Students will explore the origins of literature including drama, Lyric peotry, and epics through readings from the Sumerian, Hebrew, Greek, Roman Persian, Arabic, and Asian literature.
Course fee

ADE 928 Modern World Literature (2-0) 3 Hours
This course will introduce students to the literature of the Renaissance through the 21st Century though drama, poetry, fiction, and non-fiction. Emphasis will be on comparing literature to contemporary issues.
Course fee

ADE 929 Literature and Film (2-0) 3 Hours
Students will circially examine and compare authors and filmmakers emphasizing the structures of literary and film ananlysis.
Course fee

ADE 930 U.S. History through the Civil War (2-0) 0.5-3 Hours
This course will examine the growth and development of the United States to the Civil War and Reconstruction. Exploration, colonization and economic growth through the Civil War and Reconstruction will be covered.
Course fee

ADE 931 U.S. History Civil War to the Present (2-0) 0.5-3 Hours
This course will cover the growth and development of the United States from the Civil War to the present. It will also focus on the development of urban America, growth of industry, effects on world trade, World Wars I and II, post-war growth and development and space exploration and the computer age.
Course fee

ADE 932 Current Affairs (2-0) 3 Hours
This course will introduce students to world, national, state, and local affairs and how they influence today's United States of America and world society.
Course fee

ADE 933 Law in America (2-0) 3 Hours
This course will introduce the student to the basic legal concepts that govern our society. This includes criminal, consumer, family and individual rights.
Course fee

ADE 934 Economics (2-0) 3 Hours
This course will introduce students to the fundamental concepts of economics including scarcity, opportunity, cost supply and demand and the role of government, the market, and personal money management.
Course fee

ADE 935 Social Problems (2-0) 3 Hours
This course will introduce students to contemporary issues that affect today's society including family legal systems and culture.
Course fee

ADE 936 Government (2-0) 3 Hours
This course will study the principles and practices of the United States Government with a major focus on the congess, presidency, judicial system, political parties, and election process.
Course fee

ADE 937 Modern World History I (3-0) 3 Hours
Modern World History I is a comprehensive study of Eastern and Western cultural developments, political trends, and the economic, social and technological issues and events that have shaped the modern world. Modern World History I begins with a review of ancient Asian societies and ends with the years just prior to World War II.
Course fee

ADE 938 Modern World History II (3-0) 3 Hours
Modern World History II is a continuation of Modern World History I. This course covers the study of Eastern and Western cultural developments, political trends, and the economic, social, and technological issues and events that have shaped the modern world. Modern World History II begins with World War II and concludes with a review of Southeast Asia from the mid-1900's to the start of the 21st century.
Course fee

ADE 939 Sociology (3-0) 3 Hours
This course is an introduction to the study of human society and human social action/interaction, including those aspects of society that bind and divide people both as individuals and as members of various social groupings.
Course fee

ADE 940 General Science I (2-0) 0.5-3 Hours
This course will provide an overview of general science concepts in biology, chemistry, earth science, and physics.
Course fee

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 and animal kingdoms, and human biology.
Course fee

ADE 942 Basic Biology I (2-0) 3 Hours
This course will introduce students to the scientific method metrics and tools used by biologists to recognize the ecological importance of plants, animals, and protists.
Course fee

ADE 943 Basic Biology II (2-0) 3 Hours
This course is a continuation of Basic Biology I continuing to focus on the ecological importance of plants, animals, and protists.
Course fee

ADE 944 Environmental Science I (3-0) 3 Hours
This course is an interdisciplinary study of ecological principles, human interaction, and cultural factors that shape environmental decisions.
Course fee

ADE 945 Environmental Science II (3-0) 3 Hours
This course is a continuation of Environmental Science I. This interdisciplinary study of ecological principles, human interaction, and cultural factors that shape environmental decisions will focus on the biosphere, solar radiation, and ecosystem.
Course fee

ADE 946 Physics I (3-0) 3 Hours
This course develops students' knowledge and understanding of basic physical phenomena and the use of mathematics to explain and predict these phenomena.
Course fee

ADE 947 Physics II (3-0) 3 Hours
This course is a continuation of Physics I with a focus on the laws of motion and momentum and the conservation of energy.
Course fee

ADE 948 Geography I (3-0) 3 Hours
This couse is an introductory survey course covering the human and physical geography of the world's major regions.
Course fee

ADE 949 Geography II (3-0) 3 Hours
This course is a continuation of Geography I covering the human and physical geography of the world's major regions.
Course fee

ADE 950 Consumer Education (2-0) 2 Hours
This course is designed to cover the complex issues of budgeting, insurance, credit, taxation, home buying and care, investments and banking. It will also focus on problem solving and critical thinking skills.
Course fee

ADE 951 Family Life I (2-0) 2 Hours
This independent study course is designed to give students insight into single, married, and family life.
Course fee

ADE 952 Health I (2-0) 0.5-4 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.
Course fee

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.
Course fee

ADE 954 Health II (2-0) 0.5-4 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.
Course fee

ADE 956 Personal Management (2-0) 0.5-4 Hours
This course develops the skills necessary for independent living focusing on making positive choices in life in areas including personal growth, self management, career paths, personal relationships, and health.
Course fee

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.
Course fee

ADE 958 Psychology I (2-0) 2 Hours
Psychology I is a course designed to introduce students to the basic principles and applications of psychology.
Course fee

ADE 960 Accounting Procedures I (2-0) 2 Hours
This course is an introduction to the fundamentals of accounting as they apply to: the establishing of an accounting system for sole-proprietorships and partnerships, the recording of business transactions in a variety of journals and ledgers, and the preparation of financial statements for a fiscal period. Also included will be a refresher in business mathematics and those principles which apply to accounting.
Course fee

ADE 965 Keyboarding (2-0) 0.5-1.5 Hours
This course is a continuation of keyboarding. It will review the proper posture and positioning for using a computer keyboard and mouse for accuracy and speed; create simple documents, save and retrieve files.
Course fee

ADE 984 Introductory Statistics (3-0) 3 Hours
This course is designed to introduce students to statistics as a mathematical discipline and to intruduce tools used for collecting, organizing, analyzing, and drawing conclusions from data.
Course fee

ADE 986 Child Development (3-0) 3 Hours
This course is designed to review the social, congnitive, and emotional growth of a child from conception to adolescence.
Course fee

ADE 992 Ceramics (3-0) 3 Hours
This course will introduce students to making hand built and thrown objects from clay.
Course fee

ANTHROPOLOGY (ANT)

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

ANT 121 Introduction to Anthropology (3-0) 3 Hours
This course is an 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.
Prerequisite: Language Proficiency
IAI: S1 900N

ANT 221 Cultural Anthropology (3-0) 3 Hours
This course is a study of the nature and development of culture. The economic, political, religious and social organizations of selected human groups are examined, compared and evaluated. It explores the cultural determinations of individual human behavior and means of adaptation.
Prerequisite: Language Proficiency
IAI: S1 901N

ANT 222 Introduction to Physical Anthropology (3-0) 3 Hours
This course is an introductory survey of basic concepts, theories, and information addressing physical anthropology. Specifically, this course explores human origins, primate and human fossil records, population genetics, human adaptation and variation, and humankind's place in the world ecology.
Prerequisite: Language Proficiency
IAI: S1 902

ANT 224 Introduction to Archaeology (3-0) 3 Hours
This course is a survey of the concepts and methods essential to the study of prehistoric cultures with emphasis on the prehistoric cultures of the Americans. Topics include site location, techniques of excavation, methods of dating artifacts and sites, analysis of artifacts, reconstruction of culture history and cultural resource management.
Prerequisite: Language Proficiency
IAI: S1 903

ANT 226 Field Methods (3-0) 3 Hours
This course is an introduction to the techniques of field archaeology and 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 Preserve in Belize, Central America. The course will be comprised of actual field work, along with lectures and discussion.
Prerequisite: Language Proficiency

ANT 228 Cross-Cultural Relationships (3-0) 3 Hours
Combining the anthropological traditions of a strong cross-cultural approach and a focus on small-scale cultures, this course offers a unique perspective on the analysis and understanding of the globalization process. Application of anthropological concepts, techniques, and information will be applied to understanding the global mix of cultures increasingly forged by economic development, with particular attention given to the relationships, obligations, and of responsibilities of small and large-scale cultures.
Prerequisite: Language Proficiency
IAI: S1 904D

ADMINISTRATIVE OFFICE SYSTEMS (AOS)

Business Division, Room T102, (847) 543-2041

AOS 111 Business Communications (3-0) 3 Hours
A course designed to improve communication skills and prepare a student for success in a team environment. Students will learn how to write clearly and concisely. Topics include a review of punctuation, document formatting, and techniques in composing effective business letters, memoranda, electronic messages, employment letters, and resumes.
Prerequisite: Language Proficiency
Course fee

AOS 112 Automated Office Technologies (3-0) 3 Hours
This course provides a comprehensive study of the use of computers and technologies. 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 computer-purchasing strategies, as well as acquire knowledge on data security and storage. Hands-on software experience will be provided utilizing Word, Excel, Access, the Internet, and e-mail.
Prerequisite: Language Proficiency
Course fee

AOS 113 Comprehensive Word Processing (3-0) 3 Hours
This is a comprehensive course in the use and operation of word processing software on a computer. Topics covered include entering, editing, formatting, saving, retrieving, using writing tools, and printing various 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.
Course fee

AOS 117 Machine Transcription (3-0) 3 Hours
This course 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.
Prerequisites: AOS 113 and AOS 128 and AOS 172
Course fee

AOS 118 Advanced Word Processing/ Desktop Publishing (3-0) 3 Hours
Students gain understanding of the operations and applications of word processing software with the incorporation of Desktop Publishing. Topics covered include Desktop Publishing terminology, graphics, typestyles, typographic refinements, styles, design principles, forms creation, and converting to HTML format for Web publishing. Students will produce documents such as business cards, flyers, and newsletters that combine text with graphics.
Prerequisite: AOS 113 or passing score on the Word Processing Placement Test
Course fee

AOS 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: Language Proficiency

AOS 122 Business Mathematics (3-0) 3 Hours
Students will learn how to solve math problems that are typically encountered in the business environment. Areas of study include review of fractions and decimals, equations, percentages, discounts and pricing, simple and compound interest (present and future value), installment buying, depreciation, and inventory.
Prerequisite: Language and Math Proficiency

AOS 128 Intermediate Keyboarding (3-2) 4 Hours
Intermediate Keyboarding 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: Language proficiency and AOS 171 or AOS 175 or permission of instructor
Course fee

AOS 170 Computer Keyboarding I (1.5-1) 2 Hours
Computer Keyboarding I meets the needs of individuals seeking basic keyboarding skills for computers, and it provides the initial instruction leading to an employable skill level. By learning to use proper "touch" keystroking techniques, students will master the alphabetic keyboard. Once the keyboard is learned, emphasis will be placed on building speed and accuracy.
Course fee

AOS 171 Computer Keyboarding 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" keyboarding techniques. The numeric/symbolic keyboard and proper formatting of basic business documents used in today's offices will be introduced.
Prerequisite: AOS 170, or Corequisite AOS 170, or permission of instructor
Course fee

AOS 172 Business English (3-0) 3 Hours
This course is designed to teach the application of standard rules of business English necessary to ensure 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: Language Proficiency

AOS 175 Keyboarding Speed and Accuracy Building (1.5-1) 2 Hours
This course is for students with intermediate skill levels who wish to improve their speed and accuracy on the computer. AOS 175 focuses on one goal: increasing keyboarding speed and accuracy on straight-copy timings. *Note:* This course includes weekly out-of-class assignments.
Course fee
May be taken twice for credit toward degree

AOS 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: Language Proficiency

AOS 215 Presentation Software (3-0) 3 Hours
This course is an introduction to the fundamentals of Microsoft's PowerPoint. Topics include creating colorful and effective presentations consisting of words, charts, animation, sound and graphics. Output of note pages, handouts and posting to the Web will be covered. This course is designed for individuals in business, education or sales who need to prepare professional presentations. Linking and embedding in Word and Excel will also be covered.
Prerequisite: Language Proficiency
Course fee

AOS 216 Integrated Office Projects (3-0) 3 Hours
Students will complete integrated projects that represent what is required in an actual business environment. Students will use the components of Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, and the Internet). This is a capstone course that requires the integration of previously learned skills.
Prerequisites: (AOS 113 - AND - AOS 112) or CIT 119
Course fee

AOS 223 Advanced Keyboarding (2-2) 3 Hours
Advanced Keyboarding focuses on two goals: increasing speed/accuracy on straight-copy timings and increasing the production rate of complex and specialized office documents. The formatting of complex and specialized office documents is covered thoroughly.
Prerequisite: AOS 128
Course fee

AOS 225 Practicum in Secretarial Science (0-15) 3 Hours
Practicum is designed for secretarial students who have at least two years of full-time secretarial experience and are presently employed in that field. 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

AOS 299 Selected Topics in Office Automation (Variable) 1-3 Hours
A course 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.
Course fee
May be taken four times, but any topic only once

ARABIC (ARA)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

ARA 121 Elementary Modern Standard Arabic I (4-0) 4 Hours
An introduction to the phonology and writing systems of modern standard Arabic and its basic vocabulary and fundamental structures. This course offers combined training in listening, speaking, reading, and writing through dialogues, texts, and narratives with historical, literary, and religious content.

ARA 122 Elementary Modern Standard Arabic II (4-0) 4 Hours
A continuation of the mastery of Arabic phonology, basic vocabulary, and fundamental syntax. This course puts emphasis on oral reading and writing practice based on selected texts from Islamic literature, including the Qur'an and Hadith.
Prerequisite: ARA 121

ARA 221 Intermediate Modern Standard Arabic I (4-0) 4 Hours
Expansion of the student's understanding of the Arabic language with active vocabulary and structure and the development of reading and oral skills. Selected readings include texts and narratives from various genres of Arabic prose literature.
Prerequisite: ARA 122

ARA 222 Intermediate Modern Standard Arabic II (4-0) 4 Hours
A continuation of ARA 221, aiming at developing a command of Arabic structure, fluency in reading, speaking, comprehension, and writing skills.
Prerequisite: ARA 221
IAI: H1 900

ARCHITECTURAL TECHNOLOGY (ARC)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

ARC 121 Architectural Graphics (2-3) 3 Hours
A course which presents the fundamental principles of graphical communication for the Architectural student in architectural terms. Students will learn to understand the built environment through drawing. Students will learn to communicate concepts verbally and graphically through both hand and computer drawing.
Course fee

ARC 151 Advanced Concepts of Project/ AutoCAD Management (2-2) 3 Hours
Course is designed to teach an understanding of the concepts of sharing data through xref management as it relates to the division of AutoCAD files regarding the use of xref base drawing, model space drawing and paper space drawing. Establishing files that relate to the indexing of Construction Drawings will also be addressed.
Prerequisite: ARC 121 and CAD 117

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 aesthetic aspects of architectural design. The course further provides the student with practical "hands on" experience in solving architectural design problems.
Note: Completion of Architectural Graphics (ARC 121) or an equivalent drawing course is recommended. Some knowledge of architectural materials and construction techniques will be helpful.
Prerequisite: Language and Math Proficiency
Course fee
Offered fall and spring only.

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 and sections.
Prerequisite: ARC 121
Course fee
Offered fall only.

ARC 211 Structural Steel Design (2-3) 3 Hours
Relating of structural steel components to a total structural system.
Note: Student must furnish basic required equipment.
Prerequisite: EGR 216

ARC 214 Reinforced Concrete and Timber Design (2-3) 3 Hours
Relating concrete and timber structure components to total structural system.
Note: Student must furnish basic required equipment.
Prerequisite: EGR 216

ARC 215 Architectural Project Planning (2-2) 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.
Note: Fourth semester standing in the Architectural Program and departmental advisement are recommended.
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."
Prerequisite: ARC 121
Course fee
Offered spring only. Offered even years only.

ARC 228 History of Architecture (3-0) 3 Hours
Students will develop an understanding of building typologies and the background of notable architecture. Emphasis will be on the survey of styles of architecture from classical to modern architecture.
Prerequisite: Language Proficiency

ARC 271 Commercial Working Drawings (2-2) 3 Hours
Course designed to prepare students to complete plans and details of construction drawings of commercial buildings including; site plans, foundation, floor, wall, and roofing systems.
Prerequisite: ARC 121
Course fee
Offered spring only.

ART (ART)

Communication Arts, Humanities & Fine Arts Division, Room B237, (847) 543-2040

ART 111 Printing Production (3-0) 3 Hours
Survey of the graphic arts process from the written copy to the printed piece, using technical aspects of digital print production. Overview of electronic print technology. Students will learn terminology to communicate with others in the field. Specific units on using draw software (object-oriented graphics) and paint software (bitmapped images), graphic design, typography, and color. First half of course covers computer prepress including all software needed for art preparation. Second half covers printing methods.
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.
Prerequisite: Language Proficiency
IAI: F2 900

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.
IAI: ART 907

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.
IAI: ART 904

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.
Note: This course is primarily designed as a methods course for those people who would wish to become elementary art teachers.
Course fee
IAI: ART 921

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 media and techniques.
Prerequisite: ART 124
Offered fall and spring only.
IAI: ART 905

ART 128 Watercolor (0-4) 2 Hours
Understanding of methods and techniques of water-soluble painting media and developing problems of composition.

ART 129 Photography I (2-2) 3 Hours
An introductory course in black and white 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 proper use of cameras, darkroom equipment, film processing, printing and elements of photographic composition. Designed for students with little or no background in photography.
Note: Students are required to provide their own 35mm camera which can be manually operated.
Course fee

ART 149 Digital Photography I (3-2) 3 Hours
Digital Photography I is a course covering the capture, processing, and output of digital images. Digital camera and scanner input technology, as well as inkjet and electronic media output are explored. Technical instruction in Adobe's Photoshop image processing software comprises the bulk of the coursework. Emphasis is placed on the use of digital photography as a fine art medium. The aesthetic, conceptual, and emotional aspects of image making are at the core of assignments generated in this course. Along with this emphasis, the commercial applications of digital photography are presented. This course is designed for students with limited or no background in digital photography.
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.

ART 221 Advanced Design (0-6) 3 Hours
Studio experience and study of three dimensional materials, forms, and concepts.
Prerequisite: ART 122
IAI: ART 908

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.
Course fee
IAI: ART 919

ART 223 Introduction to Sculpture (0-6) 3 Hours
An introduction to the basic materials and techniques of the sculptor in the creation of three-dimensional forms.
Course fee
Offered fall and spring only.
IAI: ART 913

ART 224 Beginning Painting (0-6) 3 Hours
Understanding of methods and techniques for the various painting media and developing problems of composition.
IAI: ART 911

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
Offered fall only.
IAI: ART 906

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.
Course fee
Offered fall and spring only.
IAI: ART 912

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 Photography II (2-2) 3 Hours
This is an intermediate course in black and white photography. It covers the Zone System, advanced film and printing darkroom procedures, previsualization techniques, photographic design, print toning, archival preparation and presentation, and the systemization procedures for achieving gallery quality prints. Emphasis is placed on the use of photography as a fine art medium. Students must provide a fully adjustable camera, system equipment, film, photographic paper, and storage and presentation materials for use in completing course assignments.
Prerequisite: ART 129
Course fee
Offered spring only.

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.
Prerequisite: Language Proficiency
Offered fall only.
IAI: F2 901, ART 901

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, MesoAmerica/AmerIndian and the Middle East by means of exposure to specific works of art and architecture.
Prerequisite: Language Proficiency
Offered spring only.
IAI: F2 902, ART 902

ART 242 History of Art III (3-0) 3 Hours
A survey of the schools, movements, and developments in the modern art 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.
Prerequisite: Language Proficiency
IAI: F2 902, ART 903

ART 244 Color Photography (2-2) 3 Hours
This is a course in color photography, which covers color theory, color darkroom procedures, color filtration, and the historical and technical developments of color photography. Students will provide a camera and color darkroom materials for use in completing course assignments.
Prerequisite: ART 129
Course fee

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 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.
Course fee
IAI: ART 915

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, hand building techniques, kiln firing, glaze calculation and application.
Prerequisite: ART246
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.
Note: Must have successfully completed all possible courses in a discipline, e.g., painting, printmaking, sculpture, design, drawing, photography or art history.
Prerequisite: Language Proficiency
Course fee

ART 249 Digital Photography II (2-2) 3 Hours
Digital Photography II is a continuation of Digital Photography I and expands upon the skills and techniques learned in the beginning course. Course work includes instruction in color management, raster image processor (RIP) output routines, hybrid digital and traditional processes, multi-channel imaging, and other advanced techniques. Adobe's Photoshop image processing software comprises the bulk of the course work. This course is for students with moderate to advanced experience in digital photography.
Prerequisite: ART 149

ART 260 History of Photography (3-0) 3 Hours
This course traces the historical development of photography as an art form from 1839 to the present. Discussions will begin with the pre-history of the camera obscura through the discoveries of the inventors of photography as an art form. Discussions will include critical analysis of types of photographs and aesthetic movements in photography. Multicultural/intercultural aspects, as well as contributions of women to the photographic arts, will be discussed. Contributions of photography to the other arts also will be included.
IAI: F2 904

ART 262 Commercial Photography (2-2) 3 Hours
This is a course designed to instruct the photography student in specialized techniques used in the creation of saleable photographs, and use of photographic equipment for revealing the form and demonstration of products. Students will also learn techniques of documentary and journalistic photography. Students will explore the use of photographic lighting as a creative tool for product enhancement. Students will explore use of tungsten light and electronic flash in a studio setting.
Prerequisite: ART 129

ART 263 2D Computer Animation (0-6) 3 Hours
This is a hands-on intermediate level course in the creation and development of 2D animations. Through various assigned projects the student will be exposed to the history of animation, theory, image manipulation, drawing, video, audio and other various animation techniques. This intermediate level course will provide the student with knowledge of computer animation on a simple and complex level. The course will explore the incorporation of different mediums within computer animation, and the student will gain an understanding of professional technical skills within their lessons and independent projects.

ART 264 3D Computer Animation (3-0) 3 Hours
This is a hands-on intermediate level course in the creation and development of 3D animations. Through various assigned projects the student will be exposed to the history of animation, theory, image manipulation, lighting, wire frames, vector points, drawing, video, audio and other various animation techniques. This course will provide the student with the knowledge of computer animation on a simple and complex level. The course will explore the incorporation of different mediums within computer animation, and the student will gain an understanding of professional technical skills from their lessons and independent projects.
Course fee

ART 271 Introduction to Electronic Graphic Publishing (0-6) 3 Hours
This is an introductory art course in the creation and development of computer graphic designed images. Through assignments and projects, the student will learn the history of graphic design, theory, image manipulation, logo creation, art, typography, and page layout. The student will also develop professional technical skills, as well as experience in their application. This course will provide the student with a foundation for future computer graphics courses.
Course fee

ART 272 Introduction to Video Production (0-6) 3 Hours
Students are introduced to the concepts and processes of visual storytelling with an emphasis on motion pictures. Students will learn file theory and techniques in all phases of production, which will give them a foundation for future production classes. Narrative skills will be strengthened through using still photography for storyboards, computers and video equipment to produce various individual and group projects.
Prerequisite: ART 149 or ART 249

ART 274 Video Production II (0-6) 3 Hours
Video Production II is an intermediate level class that will take the basic skills from the Introduction to Video Production course and move the student into a more technological and advanced area of video production. This course will focus on the concepts and process of documentary production, with a strong emphasis on film style video production. Students will become introduced to digital video and non-linear editing. The exploration of documentary theory and script writing will be studied. Students will become exposed to a wide variety of foreign and domestic films to develop a critical eye for the production process, technique, and critiques.
Prerequisite: ART 272 and ART 280

ART 280 Audio Production (0-6) 3 Hours
The Exploration of Audio Production is a unique application of field and studio production techniques, lecturing in sound theory, recording live audio, utilizing and learning how microphones are used for certain situations, operating studio and field mixers, learning the proper way to handle equipment and utilizing the ProTools software package. ProTools is one of the leading industry standard programs used to digitize audio signals. Altering soundwaves, audio sync with video, and

other various techniques will be explored within the software program. In addition to classroom lectures and lab assignments, students will be organized into production units. As skills are developed each production group will be responsible for producing studio and field audio recordings. The class projects will be brought back to the sound studio for critiquing purposes.

ART 299 Special Topics in Art (3-2) 1-3 Hours
Special topics in the field of art, which are outside of the existing curriculum, will be developed. Courses will provide an opportunity for in-depth study of topics pertinent to both traditional and contemporary mediums and themes. This course may be repeated up to four times without repeating a given topic.
Prerequisite: ART 124

ASTRONOMY (AST)

Engineering, Math, & Physical Sciences Division, Room T102, (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 will include (but 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.
Note: Completion of MTH 108 is strongly recommended.
Prerequisite: Language and Math Proficiency
Course fee
IAI: P1 906L

AUTOMOTIVE TECHNOLOGY (AUT)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

AUT 170 General Automotive (4-0) 4 Hours
This course is designed for the student who is interested in gaining a greater knowledge of the major systems of the automobile. It 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.
Note: This course is a survey course not intended for students who are seeking an automotive certificate or degree.

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.
Note: Students will be required to provide their own basic tools.
Course fee

AUT 172 Auto Electrical I (4-2) 5 Hours
This course offers the beginning automotive technician an opportunity to gain understanding of the theory, operation, and testing of basic electricity, the automotive battery, starting systems, charging systems, and lighting systems.
Note: Students will be required to provide their own basic tools.
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.
Note: Students will be required to provide their own basic tools.
Prerequisite: AUT 172 (C or better)
Course fee

AUT 174 Introduction to Automotive Technology (4-0) 4 Hours
This course gives the beginning automotive technician the opportunity to increase their knowledge of basic component operation, safety, preventive maintenance, hand and power tool usage, and precision measuring tools. The student will also be introduced to how a shop operates and will learn the neccesary mechanical skills required of today's technicians.
Course fee

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.
Note: Students will be required to provide their own basic tools.
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.
Note: Students will be required to provide their own basic tools.
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.

AUT 217 Automotive Service Consulting (3-0) 3 Hours
In this course the student will study the principles and procedures involved in operation of an automotive service facility as a service consultant. Communication both in terms of customer relations and internal relations with service facility personnel is discussed. In addition, computerized databases, written communication with respect to estimates, repair orders, and invoices is covered as well as communication with customers by telephone. Service/Maintenance intervals, warranty, service contracts, service bulletins, and campaign recalls relative the vehicle identified is explained. Sales skills relative to service needs and shop operations relative to efficient workflow and industry procedures are presented.

AUT 271 Engine Performance I (4-2) 5 Hours
This course provides the student with an understanding of the principles of carburetion, exhaust systems, fuel delivery systems, ignition systems, and emission control systems. It also introduces electronic engine control systems. The focus of this course is on the generic functions of the systems and components.
Prerequisite/Corequisite: AUT 172
Note: Students will be required to provide their own basic tools.
Course fee

AUT 272 Engine Performance II (4-2) 5 Hours
This course emphasizes the comprehensive diagnosis, testing, and service of fuel injection systems and ignition systems, including electronic engine control sensors and actuators and emission controls. Includes the basic operation of OBD-II (On Board Diagnostics). The focus of this course is on vehicle manufacturer specific systems and components. *Note:* Students will be required to provide their own basic tools.
Prerequisite: AUT 271 (C or better)
Course fee

AUT 273 Manual Drive Train and Axles (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 transmissions, transaxle and drive line components are covered.
Note: Students will be required to provide their own basic tools.
Course fee

AUT 274 Automatic Transmission and Transaxle (4-2) 5 Hours
This course focuses on the repair and overhaul of automatic transmissions. Theory of operation, diagnosis, maintenance, and repair procedures pertaining to automatic transmissions, automatic transaxles, and torque converters are covered.
Note: Students will be required to provide their own basic tools.
Prerequisite: AUT 172 (C or better)
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 the related service procedures. Students may also gain certification in recycling and recovery of refrigerants.
Note: Students will be required to provide their own basic tools.
Prerequisite: AUT 172 (C or better)
Course fee

AUT 276 Engine Systems Diagnosis (4-2) 5 Hours
This course gives the automotive technician 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.
Note: Students will be required to provide their own basic tools.
Prerequisite: AUT 173 (C or better)
Corequisite: 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.
Note: The students will be required to provide their own basic tools. Student must have completed 20 credits in AUT coursework and obtain instructor approval.
Course fee

BIOLOGY (BIO)

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

BIO 111 Human Form and Function (3-2) 4 Hours
This course is intended to provide students with a preliminary, non-transfer level introduction to human anatomy and physiology. It is designed to prepare students requiring only a technical level of familiarity with human anatomy, providing the background required for fields such as surgical technology and Emergency Medical Technology - Paramedic.
Prerequisite: Language Proficiency
Course fee

BIO 120 Environmental Biology (3-2) 4 Hours
This course focuses on the relationships 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.
Note: Required, local field trips are scheduled during several of the lab periods. Students are responsible for their own transportation to and from the field sites. This course is recommended for non-science majors who need a one-semester lab science course.
Prerequisite: Language and Math Proficiency
Course fee
IAI: L1 905L

BIO 123 Principles of Biology (3-2) 4 Hours
This course introduces basic biological principles of life processes held in common by all organisms. Topics covered include the chemical and physical basis of life, cell structure and function, concepts of heredity, population genetics, and evolution.
Note: This course is intended for students seeking careers in nursing, dental hygiene, etc.
Prerequisites: MTH 102 (C or better) or an appropriate score on the Math Placement Test - AND - Language Proficiency
Course fee
IAI: L1 900L

BIO 124 Anatomy and Physiology (3-4) 5 Hours
This course introduces the structure and function of the human body. All of the major body systems (skeletal, muscular, nervous, endocrine, etc.) are covered. Human skeletons, human models, preserved sheep organs, and pre-dissected cats are used in labs as representatives of human anatomy. Physiology exercises such as EKG (ECG) and urinalysis will be performed.
Prerequisite: BIO 123 or BIO 161 (C or better)
Course fee
IAI: CLS 922, NUR 903

BIO 125 Introduction to Microbiology (2-4) 4 Hours
This course examines 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 123 or BIO 161 (C or better)
Course fee
IAI: CLS 902, NUR 905

BIO 126 Local Flora (1-2) 2 Hours
Introduces lab and field identification of plants of northeastern Illinois. Students use taxonomic keys and make useful collections of plants from various habitats. Repeatable. May be taken three times for credit toward a degree or certificate, but any topic only once.
Note: Field trips during scheduled class time are an essential part of this course and are, therefore, required. The cost of travel to the site of the field work will be borne by the student.
Prerequisite: Language and Math Proficiency
Course fee

BIO 127 Introduction to Evolution (3-0) 3 Hours
This course examines the concept of evolution and mechanisms by which evolution proceeds. An analysis of the evidence for evolution, a section on basic genetics, and a brief treatment of challenges to evolution are included.
Prerequisite: Language and Math Proficiency
Course fee
IAI: L1 907

BIO 128 Natural History of Selected Areas (2-2) 3 Hours
This course examines a specific biogeographical area that has been selected for its unique biological communities. Organisms and ecological relationships are considered, and the effects of human activity are emphasized. Some of the areas that have been studied include the American Tropics, the Everglades, and the Appalachian Mountains.
Note: This course is taught as a field course and should be considered a general education elective; it will NOT meet the CLC laboratory science requirement. Camping, backpacking, and/or canoeing may be included. Travel expenses are paid by the student.
May be taken twice, but any topic only once

BIO 140 Environmental Issues (3-0) 3 Hours
This course studies environmental issues that arise from the interaction of humans and the environment. Topics include ecology, population biology, modification of our environment, resource use, land use planning, and energy. The goal is to better understand both the problems brought about by human use and misuse of the environment and potential solutions for those problems.
Prerequisite: Language and Math Proficiency
IAI: L1 905

BIO 141 Concepts in Biology (3-2) 4 Hours
This course emphasizes scientific inquiry through selected concepts of biology, such as organization, function, heredity, evolution and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. A laboratory component will reinforce concepts introduced in the lecture portion of class.
Note: This course is recommended for non-science majors needing a one-semester lab science course and is not intended for students wishing to enter an allied health or pre-professional field.
Prerequisite: Language and Math Proficiency
Course fee

BIO 161 General Biology I (3-3) 4 Hours
(Formerly BIO 121) This course introduces general biological principles of life processes common to all organisms. Topics covered include the nature of life, unifying themes underlying biology, chemical basis of life, cell structure and function, energetics, cell reproduction, concepts of genetics and inheritance patterns, molecular genetics, and biotechnology. This course is the first semester of a two semester sequence intended for biology majors and students seeking careers in medicine, pharmacy, dentistry, occupational therapy, physical therapy, or veterinary medicine.
Note: Knowledge of chemistry is helpful. This course replaces BIO 121.
Prerequisites: MTH 108 (C or better) or an appropriate score on the Math Placement Test - AND - Language Proficiency.
Course fee
IAI: L1 900L, BIO 910, CLS 902

BIO 162 General Biology II (3-3) 4 Hours
(Formerly BIO 122) This course examines the following areas of biology: ecology, evolution, systematics, biological diversity, and development. Laboratory work includes field and laboratory experiments and computer simulations. This course is the second semester of a two semester sequence intended for biology majors and students seeking careers in medicine, pharmacy, dentistry, occupational therapy, physical therapy, or veterinary medicine.
Note: This course replaces BIO 122.
Prerequisite: BIO 161 (C or better)
Course fee
IAI: CLS 901

BIO 211 Laboratory Techniques for the Bio-Technician (2-6) 5 Hours
This course examines laboratory procedures concerned with preparation and separation of materials, analysis of experiments, identification of biological materials, and lab instrumentation. Some of the more sophisticated lab procedures used by local industry are presented. The application of computers to biological phenomena is included.
Course fee

BIO 221 General Zoology (2-4) 4 Hours
This course examines the structure, function, natural history, and phylogeny of animals. Basic principles of evolution, origins and content of major phyla, and vertebrate phylogeny are included. The evolution of the vertebrates is emphasized.
Prerequisite: BIO 161 (C or better)
Course fee

BIO 222 General Botany (2-4) 4 Hours
This course is a comparative study of plant life, from algae through the flowering plants, and fungi. Morphology, ecology, and evolution will be stressed with some identification and collection of local flora.
Prerequisite: BIO 120, BIO 161 or HRT 111 (C or better in any one)
Course fee

BIO 224 Human Heredity and Evolution (3-2) 4 Hours
This course examines cell structure and function, the nature of the gene, Mendelian genetics, hereditary disorders, genetic counseling, evolution, eugenics, and genetic manipulation.
Prerequisite: Language and Math Proficiency
Course fee

BIO 225 Environmental Problems (2-4) 4 Hours
This course is a continuation of the study of ecology and current environmental problems that were introduced in BIO 120. 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 and ecological processes.
Prerequisite: BIO 120 (C or better)
Course fee

BIO 226 Field Biology (2-2) 3 Hours
This course provides students with the opportunity to study plant and animal communities in various biomes. Topics include life histories and interdependence of organisms within the communities, and collection, identification, and preservation of specimens.
Note: This course is taught as a field course and should be considered a general education elective; it will NOT meet the CLC laboratory science requirement. Camping, backpacking, and/or canoeing may be included. Travel expenses are paid by the student.
May be taken twice, but any topic only once

BUSINESS ADMINISTRATION (BUS)

Business Division, Room T102, (847) 543-2041

BUS 111 Fundamentals of Finance (3-0) 3 Hours
Study of basic methods and quantitative tools of Business Finance. Short and long term investment decision making for businesses and individuals.
Prerequisite: ACC 112 or higher ACC course

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.
Prerequisite: Language Proficiency

BUS 114 Training Principles and Practices (3-0) 3 Hours
This course 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 field of training.
Prerequisite: BUS 113 or BUS 121

BUS 115 Elements of Supervision (3-0) 3 Hours
Introduction of responsibility of supervisor in industry, including organizational duties, grievances, human relations, training, rating, promotion, quality-quantity control, and management-employee relations.

BUS 119 Personal Finance (3-0) 3 Hours
This course covers the basics of financial planning, including budgeting, managing expenses, investments, insurance, estate planning, retirement planning and tax planning. Investment theory and the historical returns/risks associated with the major investment alternatives—stocks, bonds, mutual funds and real estate—are discussed in detail. Students learn to research investments online, using publicly available as well as specialized resources.
Prerequisite: Language Proficiency

BUS 121 Introduction to Business (3-0) 3 Hours
This course provides a broad overview of the principles and functions of business. Topics included are: management, marketing, global business practices, finance, human resource management, accounting and business law.
Prerequisite: Language Proficiency
IAI: BUS 911

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.
Note: Prior or concurrent enrollment in BUS 121 is strongly recommended.
Prerequisite: Language and Math Proficiency

BUS 211 Independent Study in Bus. Management (0-15) 3 Hours
This course is for students pursuing a 2-year degree in Business 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: Sophomore Standing

BUS 212 Business to Business Marketing (3-0) 3 Hours
Business to Business (B2B) Marketing provides students with an understanding of how to market products and services to organizations rather than consumers. Market development, market mix concepts and target market planning are studied.
Prerequisite: BUS 121 or BUS 122

BUS 213 Principles of Professional Selling (3-0) 3 Hours
An efficient, skilled sales force can positively impact every organization. "Principles of Professional Selling" provides students with the skills to efficiently and effectively communicate value and develop long-term relationships with customers and prospects. Students will see how a win-win customer relationship develops. They will learn to recognize a problem, develop solutions, and provide the important post-sale service and support.
Prerequisite: BUS 121

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, copyrighting, layout, 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 121

BUS 215 Production and Inventory Control (3-0) 3 Hours
This course will explore the design of the production control, quality control and inventory control systems. These systems will be related to the functioning of the enterprise as a whole.

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. The course is 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

BUS 221 Business Law I (3-0) 3 Hours
This course introduces principles of American law governing business and personal transactions. Areas covered include contracts and agency. The course also introduces the American legal environment: the court system, administrative agency procedures, and government regulation in the areas of antitrust, employment and consumer transactions.
Prerequisite: BUS 121 or PLS 110
IAI: BUS 912

BUS 222 Business Law II (3-0) 3 Hours
Continues study of Business Law. Areas covered include sales, leases, secured transactions, partnerships, 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 270 Introduction to Global 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.
Prerequisite: BUS 121

BUS 290 Business Plan Development (3-0) 3 Hours
This capstone course not only utilizes the information learned in the courses required for the Small Business Management Certificate, it also provides the opportunity for the student to prepare a business plan. Additional material on taxes, interpersonal skills, customer service, Small Business Administration services, and related small business issues will be presented to ready the student to enter the world of small business.
Prerequisites: BUS 121 and either (BUS 219 or permission of instructor)

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.
Note: Topics will be identified for each section of the course; prerequisite depends upon the selected topic.
May be taken four times for credit toward degree

COMPUTER AIDED DESIGN (CAD)

Engineering, Math, & Physical Sciences Division, Room T102, (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 and operation and DOS/Windows will be covered as well as an introduction to AutoCAD.
Note: This course should be taken prior to any other CAD courses if the student lacks an understanding of the computer and/or Windows.
Prerequisite: Language Proficiency
Course fee

CAD 117 Introduction to AutoCAD (2-2) 3 Hours
The course is designed to introduce students to the use of AutoCAD for computer-aided design and drafting. 2D drawing, modifying and dimensioning is emphasized.
Note: completion of CAD 110 is recommended.
Course fee

CAD 171 Introduction to Inventor (2-2) 3 Hours
The course is designed as an introduction to the Inventor Computer Aided Design software. Topics will include part creation, use of features, assembly modeling and drawing management.
Note: Completion of CAD 117 or a strong working knowledge of another CAD software is recommended prior to taking this course.
Course fee

CAD 173 Introduction to SolidWorks (2-2) 3 Hours
Designed as an introduction to the SolidWorks Computer Aided Design software. Topics will include part creation, use of features, assembly modeling, and drawing creation.
Note: Completion of CAD 117 or a strong working knowledge of another CAD software is recommended prior to taking this course.
Course fee

CAD 174 SolidWorks II (2-2) 3 Hours
The course is designed as a continuation of CAD 173 – Introduction to SolidWorks.. It expands the topics started in CAD 173. It also covers sheet metal part creation, basic mold design and importing files from other CAD programs.
Prerequisite: CAD 173
Course fee
Offered fall only.

CAD 176 Introduction to Pro-Engineer (2-2) 3 Hours
Designed as an introduction to the PRO-Engineer Computer Aided Design software. Topics will range from 3-dimensional solid modeling to detail drawing creation and assembly. *Note:* Completion of CAD 117, equivalent industrial experience, or strong working knowledge of another CAD software is recommended prior to taking this course.
Course fee

CAD 177 Site Planning and 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.
Prerequisites: CAD 117or EGR 121 or ARC 121
Course fee
Offered spring only. Offered odd years only.

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.
Course fee

CAD 211 Mechanical Detailing with GD&T (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 system. Emphasis is on the principles and applications of geometric dimensioning and tolerancing techniques, using the ASME Y14.5M-1994 Standard.
Prerequisite: CAD 171 or CAD 173 or CAD 176
Course fee
Offered spring only.

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 and Architectural Desktop software.
Note: Contact program coordinator for possible substitution of industrial experience for the prerequisite.
Prerequisites: ARC 121 or ARC 170 or ARC 171 - AND - CAD 117
Course fee
Offered spring only.

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.
Prerequisite: CAD 117 or EGR 121 or ARC 121
Course fee
Offered spring only.

CAD 271 Inventor II (2-2) 3 Hours
This course is designed as a continuation of CAD 171, Introduction to Inventor. It expands the topics started in CAD 171. It also covers sheet metal parts, border and title block creation, toolbar and command customization. Integration with 3D Studio Max and the importing/exporting of files from/to other CAD programs.
Prerequisite: CAD 171
Course fee
Offered fall only.

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.
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.
Prerequisite: CAD 176
Course fee
Offered spring only.

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, scene output.
Prerequisite: CAD 179
Course fee
Offered fall only.

COMPUTER DRAFTING APPLICATION (CDA)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

CDA 111 CAD Drafting Application I (3-2) 4 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.
Course fee
Offered fall only.

CDA 112 CAD Drafting Applications II (2-2) 3 Hours
A continuation of CAD Drafting Applications I. Computer aided design skills are advanced through exploration of auxiliary views, developments, working drawings and descriptive geometry.
Note: Completion or concurrent enrollment in CAD117 or previous experience in AutoCAD is strongly recommended.
Prerequisite: CDA 111 or DFT 111 or EGR 121
Course fee

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.

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.
Prerequisite: CHI 121

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.

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.
Prerequisite: CHI 221
IAI: H1 900

CHEMISTRY (CHM)

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

CHM 120 Chemical Concepts (3-2) 4 Hours
A survey course that includes 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.
Note: Recommended for non-science majors.
Prerequisites: MTH 102 (C or better) or an appropriate score on the Math Placement Test - AND - Language Proficiency
Course fee
IAI: P1 902L

CHM 121 General Chemistry I (3-4) 5 Hours
Designed to develop an analytical approach to physical problems. Provides the student with a basic understanding of the underlying principles of structure, energy, and reactivity and introduces the student to the topics of stoichiometry, gas laws, thermochemistry, atomic structure, periodicity, molecular geometry, and states of matter.
Prerequisites: MTH 108 (C or better) or an appropriate score on the Math Placement Test - AND - Language Proficiency.
Course fee
IAI: P1 902L, BIO 906, CLS 906, EGR 906

CHM 123 General Chemistry II (3-4) 5 Hours
Presents some of the topics presented in CHM 121 in more detail. Introduces the topics of solutions, equilibria, kinetics, acids and bases, solubility, thermodynamics, and electrochemistry. Includes introductory work in qualitative analysis.
Prerequisite: CHM 121 (C or better)
Course fee
IAI: BIO 907, CLS 907, CHM 912, EGR 962, NUR 907

CHM 125 Elementary Organic Chemistry (3-4) 5 Hours
Survey of organic chemistry. Provides a basic understanding of nomenclature, structure, stereochemistry, and reactivity. Introduces spectroscopy and biochemistry.
Prerequisite: CHM 121 (C or better)
Course fee
IAI: CLS 921

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.
Prerequisite: CHM 123 (C or better)
Course fee

CHM 222 Organic Chemistry I (3-4) 5 Hours
Provides 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, stereochemistry, and major substitution, addition, and elimination reaction mechanisms. Covers basic laboratory techniques involving separation, identification, and synthesis of organic compounds.
Prerequisite: CHM 123 (C or better)
Course fee
IAI: BIO 908, CLS 908, CHM 913, EGR 963, NUR 908

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, and polymers. Introduces concepts of carbohydrates, lipids, and proteins.
Prerequisite: CHM 222 (C or better)
Course fee
IAI: BIO 909, CLS 909, CHM 914, EGR 964

COMPUTER INFORMATION TECHNOLOGY (CIT)

Business Division, Room T102, (847) 543-2041

CIT 111 Comprehensive Spreadsheet (3-0) 3 Hours
(Formerly CIS 111) 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.
Prerequisite: Language and Math Proficiency
Course fee

CIT 112 Comprehensive Database (3-0) 3 Hours
(Formerly CIS 230) This course introduces the concepts and features of a PC-based relational database using Microsoft™ Access. Students will learn to create and modify tables, customized queries, forms and reports. Other topics include: embedding objects, creating macros, using Visual Basic for Applications (VBA), and database administrative tasks. Students will need to have basic knowledge of Windows and familiarity of basic application software functions to be successful in this course.
Prerequisite: Language Proficiency
Course fee

CIT 113 Introduction to SQL (3-0) 3 Hours
(Formerly CIS 277) This course will cover the essential concepts of relational databases using SQL (Structured Query Language). Students will develop skills necessary to effectively interact with an SQL database. Emphasis is on the SQL commands required for designing, accessing and manipulating databases. Students will gain practical hands-on experience using lab exercises and lab experiences.
Prerequisite: CIT 112 and a CIT programming course or a passing score on the Programming Placement Test
Course fee

CIT 119 Introduction to Office Software (2-2) 3 Hours
(Formerly CIS 119) This course is a hands-on course for students wanting to learn the basics of productivity software including: word processing, spreadsheets, databases, and presentation software. Basic operating system tasks will also be presented. Software used for this class includes a current version of Windows, Word, Excel, Access, and PowerPoint.
Note: This course is not intended for CIT majors and does not apply towards any CIT degree or certificate.
Prerequisite: Language and Math Proficiency
Course fee

CIT 120 Introduction to Computers (3-0) 3 Hours
(Formerly CIS 120) In this course students will learn about the significant role of computers in business and society. Students will be introduced to concepts addressing computer hardware and software, networking, multimedia, telecommunications, careers in the Information Technology field, and current computer-related issues. This course has a computer lab component where students get hands-on experience using a current integrated software package (Microsoft™ Office®) to better understand how computers are used in a business environment
Prerequisite: Language and Math Proficiency
Course fee
IAI: BUS 902, CS 910

CIT 130 Operating Systems for A+ Certification (3-0) 3 Hours
(Formerly CIS 114) This course covers the essential elements of Operating Systems. Specific features along with general concepts of the selected operating system will be addressed. System optimization, memory management, identity management, installation, and software/hardware management will be an integral part of this course. This course covers the objectives for the latest A+ Operating System technologies test.
Prerequisite: Language and Math Proficiency
Course fee

CIT 131 Windows Operating System (3-0) 3 Hours
(Formerly CIS 116) This course covers the essential elements of the latest Client Windows Operating System. Specific features along with general concepts of the Windows operating system will be addressed. System optimization, memory management, installation, and software/hardware management will be an integral part of this course. The course prepares a student for Microsoft Certified Professional (MCP) test.
Prerequisite: Language and Math Proficiency
Course fee

CIT 132 Linux Operating System (3-0) 3 Hours
(Formerly CIS 117) This course introduces students to the Linux operating system and the skills they need to effectively use and administer the Linux operating system. The course includes Linux installation and configuration, shell commands and scripts, Linux file system and processes management, and basic system administration tasks. By the end of the course, students will be familiar with the Linux command-line environment, utilities, applications, as well as the graphical X Window environment.
Prerequisite: Language and Math Proficiency
Course fee

CIT 134 Programming Concepts Using Visual Basic (3-0) 3 Hours
(Formerly CIS 110) This course introduces structured programming using the Visual Basic programming language to demonstrate and reinforce programming concepts and techniques. Problem solving and structure types (sequence, decision and repetition) will be presented. Other programming concepts presented in this course include: numeric and string variables, data input and output techniques, functions and procedures, arrays, and processing of sequential files. This course is a CIT core prerequisite and is required before taking a second level programming course.
Corequisite: CIT 120 or passing score on the Introduction to Computers Placement Test
Note: Both CIT 134 and CIT 136 cover programming logic concepts needed for higher-level programming classes. Students should not take both courses, as most topics are duplicated. Students who choose to take both of these courses will only have one course applied towards a degree or certificate. This course cannot be used as a CIT elective.
Course fee

CIT 135 Introduction to Visual Basic Programming (3-0) 3 Hours
(Formerly CIS 210) This course introduces the student to the Visual Basic programming language. Students will create Graphical User Interface (GUI) applications by building Window-based and Web-based forms, adding controls and setting properties for these controls. Design ideas for menus and the use of graphics, color and layout will be explored. Classes and objects are introduced along with encapsulation, implementation and interface inheritance, and polymorphism as implemented in Visual Basic. The classes and objects of the .NET framework will be integrated into the building of the students' Visual Basic applications. A number of simple application examples will be used to gain debugging experience in addition to developing original applications.
Prerequisite: CIT 134 or CIT 136 or a CIT programming course or a passing score on the Programming Placement Test
Course fee

CIT 136 Programming Concepts Using Java (3-0) 3 Hours
(Formerly CIS 113) This course introduces structured programming using the Java programming language to demonstrate and reinforce programming concepts and techniques. Problem solving and structure types (sequence, decision and repetition) will be presented. Other programming concepts presented in this course include: numeric and string variables, data input and output techniques, methods, arrays, and processing of sequential files. This course is a CIT core prerequisite and is required before taking a second level programming course.
Corequisite: CIT 120 or passing score on the Introduction to Computers Placement Test
Course fee
Note: Both CIT 136 and CIT 134 cover programming logic concepts needed for higher-level programming classes. Students should not take both courses, as most topics are duplicated. Students who choose to take both of these courses will only have one course applied towards a degree or certificate. This course cannot be used as a CIT elective.

CIT 137 Object Oriented Programming using Java (3-0) 3 Hours
(Formerly CIS 215) 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) and Java Foundation classes (Swing) will be covered.
Prerequisite: CIT 134 or CIT 136 or a CIT programming course or a passing score on the Programming Placement Test
Course fee

CIT 141 Programming in C++ (3-0) 4 Hours
(Formerly CIS 226) Extends the knowledge of programming by demonstrating how C++ implements the basic constructs of Object Oriented Programming (OOP). Encapsulation, inheritance and polymorphism, the three fundamental criteria for OOP, will be examined closely. 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. In addition, exception handling and object persistence will be deployed in these classes.
Prerequisite: CIT 134 or CIT 136 or a CIT programming course or a passing score on the Programming Placement Test
Course fee
IAI: CS 911

CIT 150 Introduction to Local Area Networking (3-0) 3 Hours
(Formerly CIS 112) An introductory course designed to provide a practical and comprehensive working knowledge of Data Communications and Local Area Networks (LANs). Included will be typical LAN business applications, topologies, standards, and communication protocols, as well as network operating systems, servers, cables, and network management. This course also includes IP addressing, routing, IP, ICMP, ARP, TCP, UDP, DHCP, DNS, HTTP, FTP, SMTP and IPV6. Protocol analyzers will be used to monitor and examine network traffic.
Prerequisite: CIT 120 or passing score on the Introduction to Computers Placement Test
Course fee

CIT 151 LAN Administration (3-0) 3 Hours
(Formerly CIS 236) This course addresses the basics of System Administration. The course covers: establishing and maintaining network users, directories and security; monitoring and administering a network through the use of file server utilities; setting up and managing network printing; and maintaining a backup of all files, security, and rights.
Prerequisites: CIT 131 and CIT 150
Course fee
May be taken twice, but any topic only once

CIT 152 Network Security Fundamentals (3-0) 3 Hours
(Formerly CIS 272) This course is designed for administrators who are responsible for the day-to-day administration and security of Microsoft Windows. Students should have general knowledge of networking concepts and Windows OS to be successful in this course. This course will prepare the student for Security+ certification.
Prerequisites: CIT 131 and CIT 150
Course fee

CIT 155 Introduction to Computer Forensics (3-0) 3 Hours
(Formerly CIS 192) This course is designed to introduce students to crime scene investigation and processing, forensic science and computer forensics topics. Areas addressed in this course include: crime scene procedures and documentation, collecting and preserving evidence, computer forensic science, locating digital evidence, and basic legal principles related to computer forensics. Emphasis will be placed on the role of computer forensics with the other forensic sciences.
Prerequisite: Language Proficiency

CIT 156 Digital Evidence Recovery (2-2) 3 Hours
(Formerly CIS 193) This course is designed to provide students with the knowledge and skills to master first-level Computer Forensics topics. Areas addressed in this course include hardware, software, ethics, examination standards, preparing and verifying forensically sterile examination media, note taking, and report writing. Special emphasis will be given to the Windows and Linux operating systems as they pertain to Computer Forensics investigations. Practical exercises on preparing and verifying forensically sterile examination media will be included as part of the class curriculum.
Prerequisites: CIT 131 or CIT 132
Course fee

CIT 170 Internet Programming for Business (3-0) 3 Hours
(Formerly CIS 170) This course is designed as an introduction to learning the web's language. The main objective of the course is to develop the code necessary to create and maintain Internet pages for business. Students will learn the fundamentals of programming using the Internet/Web Markup languages and Scripting languages. Students will gain an understanding of fundamental programming concepts.
Prerequisite: Language Proficiency
Course fee

CIT 171 Scripting Languages (3-0) 3 Hours
(Formerly CIS 171) This course addresses advanced topics of scripting languages that will allow the student to write the code necessary to create, manipulate and use various variables, objects, properties, methods, events, and functions. Students will create several projects that will involve client-side and server-side programming techniques and styles. Debugging techniques will be covered extensively.
Prerequisite: CIT 170
Course fee

CIT 172 E-Commerce Implementation and Impact (3-0) 3 Hours
(Formerly CIS 231) This course is aimed at helping today's computer students with the knowledge of the networked economy necessary to become successful employees and managers. The networked economy will be built on producing services by leveraging human knowledge with computers and connectivity, and will be characterized by rapidly changing market conditions and methods of commerce. This course will introduce electronic commerce strategy and technology, providing students with an understanding of the "what" and "how" of electronic commerce.
Prerequisite: CIT 120 or AOS 112 or passing score on the Introduction to Computers Placement Test

CIT 175 Game Development & Design Strategies (3-0) 3 Hours
This course will examine the cultural and social aspects of games from early man to current computer games, and study games from the perspective of the narrative, mathematical, statistical and developmental points of view. Students will examine the key principles of the game creation process and apply them to the creation of an original game design document. In this course, students will design key components for an original game including character designs, back story, obstacles, strategies, rules, scoring systems, and level designs. In class reviews, discussions, and demonstrations will assist in refining and focusing the game design document. A finalized game design document will be compiled from the various weekly written assignments. Students will present the design in a pitch style setting and defend their design choices.
Prerequisite: Language Proficiency

CIT 176 2D Game Development (3-0) 3 Hours
This course provides students with skills to create their own computer games utilizing game development tools. Through hands-on work students learn how to use a typical game engine and its scripts to design, implement, and test interactive computer games. This course does not require prior computer programming skills.
Prerequisite: Language and Math Proficiency

CIT 177 3D Game Development (3-0) 3 Hours
This course provides students with skills to develop computer games utilizing 3D game development tools. Through hands-on work students apply 3D game design concepts and principles to complete deliverables for a 3D game conversion. Students will also learn and practice the process of game development while working on their projects. This course does not require prior computer programming skills.
Prerequisite: CIT 176 2D Game Development

CIT 210 Programming for Office Applications (3-0) 3 Hours
(Formerly CIS 275) This course is designed to provide students with the skills to automate and extend Office applications by learning macros, Visual Basic for Applications (VBA) programming, and XML data interfacing. This course will cover manipulating the underlying objects of the different office applications. It will explain how event handling within VBA can be used to automate the handling of office documents. It will show how to use XML to transfer information between applications on both the local and remote computers flexibly.
Note: Familiarity with MS Word and MS Access is recommended.
Prerequisite: CIT 111
Course fee

CIT 211 Project Management Software (3-0) 3 Hours
(Formerly CIS 259) This course provides an overview of the discipline of project management and incorporates the use of a current version of project management software to demonstrate to students how projects can be managed more effectively. Students will use the software to master the project cycle steps of starting, developing, and implementing a plan. Topics presented in the course include: defining resources; scheduling; resolving conflicts; tracking and analyzing progress; adjusting to changes and unforeseen events; reporting in print and on the Web; and managing project portfolios. Note: The material presented in this course is applicable to project management in any industry. Content of this course will apply to industries where projects need to be documented and managed.
Prerequisite: Language and Math Proficiency
Course fee

CIT 212 Oracle Database Administration I (3-0) 3 Hours
(Formerly CIS 297) This course is designed to give the student a solid foundation in the administrative tasks performed by a database administrator. Using Oracle administration tools, the student will learn how to design, create, maintain, effectively manage, startup and shutdown, and troubleshoot an Oracle database. The student will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. In addition, the student learns how to organize a database and how to move data into and between databases under different environments. This class prepares the student for the Oracle Database Administrator Certified Associate (OCA) certification exam.
Prerequisite: CIT 113

CIT 213 Oracle Database Administration II (3-0) 3 Hours
(Formerly CIS 298) This course continues developing the knowledge needed to perform the tasks of a database administrator. Topics include methods to backup, restore, and recover the database given various different scenarios; transporting data between databases using Oracle database utilities; networking concepts and configuration parameters; solving common network problems; and configuring network parameters to allow the database clients to communicate with the database server. This class prepares the student for the Oracle Database Administrator Certified Professional (OCP) certification exam.
Prerequisite: CIT 212 (previously numbered CIS 297) or consent of instructor or coordinator

CIT 230 Linux System Administration (3-0) 3 Hours
(Formerly CIS 252) This course introduces students to the Linux administration, networking, and security. The course covers administration techniques, networking and network service configurations, and security measures on the user, file, and network. By the end of the course, students will be able to perform common administration tasks, configure and maintain secure networking and common network services. This course builds upon CIT 132 Linux Operating System (previously CIS 117), which is a prerequisite.
Prerequisites: CIT 117 or CIT 132
Course fee

CIT 233 Programming in Visual C++ (3-0) 3 Hours
(Formerly CIS 238) This course extends the advanced features of C++ language into the realm of managed C++ in .NET development. The benefits of managed C++ will be explained and its modifications over the unmanaged C++ will be discussed in detail, including arrays and collections, operator overloading, inheritance, and exception handling. Students will also use the .NET framework class library to develop window applications and web services, produce graphic output and access databases.
Prerequisites: CIS 217 or CIT 141
Course fee

CIT 234 Objects and Components Using Visual Basic (3-0) 3 Hours
(Formerly CIS 212) This course provides students with knowledge of Visual Basic's use of objects and components. It expands the concepts of classes and objects and their use in building components and services. Students will create their own controls and components. These controls and components will then be used in implementing a multi-tiered application. The course will show how the user interface can be implemented either as a window form or as an equivalent web form and not change the business services or data services objects. The student will learn how to integrate these .NET managed code objects with objects created using Microsoft's Component Object model. Object Oriented Design will be discussed and then used to implement business applications that use interface, business and utility objects.
Prerequisite: CIT 135
Course fee

CIT 235 Enterprise Database Access Using Visual Basic (3-0) 3 Hours
(Formerly CIS 213) This course provides students with knowledge of using Visual Basic to interact with enterprise databases. It examines the various ways of accessing data in databases and external files such as ADO.NET and XML. It explores the principles of databases and the use of the Structured Query Language (SQL) to provide access to the data. Data grids, data controls and data bound controls will be used with the various access technologies provided by Visual Basis. The student will also learn how to set up an Internet database application. Besides using MS Access databases, the student will build and access SQL server databases and access Oracle databases.
Prerequisite: CIT 112 and CIT 234
Course fee

CIT 236 Programming Using JavaBeans (3-0) 3 Hours
(Formerly CIS 234) This course will focus on JavaBeans. Rapid Application Development (RAD) techniques in some current Java IDE will be developed. Most of the time will be spent designing and programming using JavaBeans emphasizing code reuse. The reflections and introspection features will form an important basis of this study. Students will customize several "Beans" of their own. Most of the Java Foundation Class will be investigated.
Prerequisite: CIT 137
Course fee

CIT 237 Enterprise Java Development (3-0) 3 Hours
(Formerly CIS 235) This course takes JavaBeans to the higher level of an enterprise system for distributed systems across multiple platforms. Remote Method Invocation (RMI), Enterprise Java Beans (EJB), Java Naming and Directory Interface (JNDI), servlets, Java Server Pages (JSP) and security will be major topics. The Internationalization API will be investigated. Students will write n-tier applications and be able to program in the IDL language. Some time will be spent on CORBA and JDBC standards. XML for data transfer will also be studied.
Prerequisite: CIT 137
Course fee

CIT 238 C# Programming (3-0) 3 Hours
(Formerly CIS 273) This course will examine the C# programming language and its relationship to the .NET environment. It will cover creating C# application programs using console, window forms, and web forms. The student will work with ADO.NET databases, program ASP.NET modules, and manipulate XML. The user will examine how components from multiple programming languages within the .NET managed code arena can be combined seamlessly. Older components using COM will also be integrated with managed code written in C#.
Prerequisite: CIT 135, CIT 137, CIS 216, CIT 141 or higher level object oriented programming language.

CIT 239 Systems Analysis (3-0) 3 Hours
(Formerly CIS 258) Concepts of the systems development life 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: CIT 170 or 135 or 137 or CIT 141, or higher level object oriented programming language
Course fee

CIT 241 Advanced C++ (3-0) 3 Hours
(Formerly CIS 227) This course extends the students' knowledge of C++ through the study of the application of data structures and an introduction to frameworks. The student will learn the basic concepts and the application of the normal data structures of vectors, linked lists, stacks, queues, and trees. These concepts will be examined through discussion on the implementation of these data structures in The Standard Template Library components. These studies will be based on C++ templates and C++ exception handling. The course will examine searching and sorting algorithms especially in relation to the data structures studied above. The course will also study the concepts and use of frameworks

emphasizing the C++ Stream I/O classes and their relationships. With this knowledge, students will be able to apply appropriate data structures to solve programming problems. The student will understand the use of frameworks as a basis to solving a class of problems.
Prerequisite: CIT 141
Course fee

CIT 250 Managing Windows Network Environment (3-0) 3 Hours
(Formerly CIS 237) This course is for Support Professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses Microsoft Windows Server products. It also provides students with the prerequisite skills required for Implementing and Administering Microsoft Directory Services.
Prerequisites: CIT 151
Course fee

CIT 251 Implementing and Administering Security in Windows (3-0) 3 Hours
(Formerly CIS 274) This course covers the essential elements for implementing and administering security in medium to very large computing environments. This course will use Windows 2000 and Active Directory®. Operating systems, and other current Windows operating systems. Client computers might include Windows NT® Workstation 4.0, Windows 2000 Professional, Windows XP Professional, and other current Windows operating systems. Other IT professionals may also take this course on the path to become a security specialist. This course will prepare the student for the last exam for MCSA Security certification 70-214.
Prerequisite: CIT 151 and CIT 250
Course fee

CIT 252 Hardening the Infrastructure (3-0) 3 Hours
(Formerly CIS 295) This course provides students with hands-on experience in hardening a variety of networking systems. Topics include Linux and Windows operating systems, routers, wireless networks, auditing and contingency planning. This is one of the courses in a two-course series to prepare students for the industry-recognized Security Certified Network Professional Certification (SCNP).
Prerequisites: CIT 151 (C or better) and CIT 152 (C or better) or consent of instructor.
Course fee

CIT 253 Network Defense and Countermeasures (3-0) 3 Hours
(Formerly CIS 296) This course provides students with hands-on experience with installing firewalls and intrusion detection systems. The course covers essentials of a security policy and implementation by using Network Address Translation (NAT) and packet filtering. The student will learn how to install proxy servers, firewalls, and Virtual Private Networks (VPNs). This is one of the courses in a two-course series to prepare students for the industry-recognized Security Certified Network Professional Certification (SCNP).
Prerequisites: CIT 151 (C or better) and CIT 152 (C or better) or consent of instructor.
Course fee

CIT 256 Advanced Digital Evidence Recovery (2-2) 3 Hours
(Formerly CIS 293) This course is designed to provide students with the knowledge and skills to master second-level Computer Forensics topics. Areas addressed in this course include the NTFS file system, Linux file system, recovering sub-directory structures, recovering data from file slack and unallocated space, recovering data from special system files, finding hidden data, unlocking passwords, accessing metadata in Office documents, handling and documenting evidence, and performing a practical forensics examination.. Special emphasis will be given to the Windows and Linux operating systems as they pertain to Computer Forensics investigations. Practical exercises on preparing and verifying forensically sterile examination media and recovering data will be included as part of the class curriculum.
Prerequisites: CIT 156
Course fee

CIT 257 Analysis of Digital Media (2-2) 3 Hours
(Formerly CIS 294) This course is designed to provide students with the knowledge and skills to master advanced computer forensics topics. Areas addressed in this course include evaluating computer evidence, correlating disparate data in forming conclusions, network considerations, report writing, and defending findings and conclusions. Special emphasis will be given to the forensic analysis of Microsoft Windows and Linux operating systems as they pertain to computer and network forensic investigations. Practical exercises on analysis and report writing computer forensic results will be included as part of the class curriculum.
Prerequisites: CIT 256
Course fee

CIT 270 Server-Side Programming (3-0) 3 Hours
(Formerly CIS 278) This course is designed to emphasize server-side programming for the Internet. Topics include the fundamentals of server-side programming using server-side objects to create dynamic web pages and build an e-commerce site with shopping cart and server-side database connections. Students will gain an overall understanding of building a dynamic business based website for today's corporations and small businesses. A major project will be required for students to program their own dynamic website including a fully functional shopping cart.
Prerequisites: CIT 171 and CIT 113
Course fee

CIT 275 Mathematics for Game Development (3-0) 3 Hours
This course provides students with fundamental math and physics concepts, principles, and formulas that are crucial to developing successful games. Topics such as trigonometry snippets, vector and matrix operations, transformations, momentum and collision, and 1D/2D/3D motion show students step by step how to use math and physics to improve their levels of game development.
Prerequisite: MTH122 College Algebra or equivalent

CIT 276 Game Development Projects (3-0) 3 Hours
(This course provides students with special programming skills on a major 3D game engine. Students build their profiles in this game development capstone course with major projects utilizing not only game engine functionalities but also associated engine scripts and coding. The primary outcome of this capstone course is for the student to create a video game demo to show potential employers.
Prerequisite: CIT 177 and CIT 241

CIT 271 Markup Language Programming (3-0) 3 Hours
(Formerly CIS 279) This course is designed to present the fundamentals of Extended Markup Language (XML). The key capabilities, limitations, and differences between SGML, HTML, XHTML, and XML will be covered. Incorporation of XML technologies and how to use them for data exchange applications on the web, e-commerce, and non-web applications will be emphasized
Prerequisites: CIT 170 and CIT 112
Course fee

CIT 299 Selected Topics in Computer Information Systems (Variable) 1-4 Hours
(Formerly CIS 299) A course designed to meet the needs of students for specialized instruction in current computer information systems topics. NOTE: Topics will be identified for each section of the course.
Note: Topics will be identified for each section of the course.
May be taken four times, but any topic only once

CIVIL AND ENVIRONMENTAL TECHNOLOGY (CIV)

Engineering, Math, & Physical Sciences Division, Room T102, (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 will be covered.
Note: MTH 117 and CAD 117 or equivalent courses or experience are highly recommended.
Prerequisite: Math and Language Proficiency
Course fee
Offered fall only.

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.

CIV 131 GIS/GPS Applications for Civil and Surveying Technology (2-2) 3 Hours
This course provides an introduction to Geographic Information Systems with a focus on civil engineering and surveying applications. Students will be introduced to Global Positioning System technology as a means of collecting surveying data. The laboratory session will introduce students to ArcView software and GPS data collection techniques. The two technologies will be merged in a project-based environment to create a simple GIS database using field data collected with GPS technology.
Prerequisite: Language and Math Proficiency
Offered spring only.

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.
Note: MTH 117 or equivalent is highly recommended.
Prerequisite: CIV 111
Course fee
Offered spring only.

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.
Note: MTH 117, EGR 121, and CAD 177 are highly recommended.
Course fee
Offered spring only. Offered even years only.

CIV 214 Civil Materials and Testing (2-2) 3 Hours
Investigation of properties and testing of materials used in civil and heavy construction with the major focus on concrete, fine-grained soil, and aggregates. Emphasis is on basic material properties and testing methodology, both lab and field.
Note: Completion of MTH 117 and CMT 113 is highly recommended.
Course fee
Offered spring only.

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.
Note: Student must furnish basic required equipment.
Prerequisite: Language and Math Proficiency

COMMUNICATION (CMM)

Communication Arts, Humanities & Fine Arts Division, Room B237, (847) 543-2040

CMM 111 Communications Skills (3-0) 3 Hours
For students in career programs or individuals interested in improving communication skills. Acquaints students with a variety of interpersonal communication concepts and theories designed to improve communication competence. The focus is on interpersonal communication but intrapersonal communication is also addressed. Topics include the communication process and factors influencing it, cultural influences, verbal and non-verbal messages, relational maintenance, and productive conflict strategies.
IAI: SPC 921

CMM 121 Fundamentals of Speech (3-0) 3 Hours
For students interested in improving their oral communication competency. This course combines a theoretical basis with practical verbal and nonverbal skills to enhance public speaking effectiveness. Students learn how to develop, research, organize, adapt, deliver and critique messages.
Prerequisite: Language Proficiency
IAI: C2 900

CMM 122 Business and Professional Speaking (3-0) 3 Hours
For students desiring additional and 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 comfortably and effectively before an audience.
Prerequisite: Language Proficiency

CMM 123 Dynamics of Small Group Discussion (3-0) 3 Hours
The study of small groups with an emphasis on decision making and problem solving. A behavioral approach to group communication that includes leadership, interpersonal relationships, communication barriers, conflict resolution, etc. Although of general interest, course should be of special interest to students in business, teaching or psychology programs.
Prerequisite: Language Proficiency
IAI: SPC 920

CMM 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: Language Proficiency
IAI: SPC 915

CMM 125 Communication and Gender (3-0) 3 Hours
This course explores how gender influences the communications process. Components of male and female, male and male, female and female, interactions and how each affects our ability to communicate across and within the sexes are reviewed. Major theories of gender communication, and practical approaches to communicating more effectively with persons from the other and same genders will also be examined.
Prerequisite: Language Proficiency
IAI: SPC 917

CMM 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: Language Proficiency

CMM 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: Language Proficiency

CMM 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 preschool, 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.
Note: Recommended EDU 221.
Prerequisite: SPE 121
Offered summer only.

CONSTRUCTION MANAGEMENT TECHNOLOGY (CMT)

(Formerly Building Construction Technology)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

CMT 110 Introduction to Built Environment (1-0) 1 Hour
An introduction to the fields of architecture, construction contracting, and civil technology, including surveying. Case studies and guest speakers are used to expose students to various professions in the field. The course also provides students with resources for academic success. This is an introductory course and should be taken in the student's first semester of study.

CMT 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.
Note: MTH 117 or equivalent is highly recommended.
Prerequisite: Language and Math Proficiency
Course fee
Offered summer only.

CMT 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.
Note: Students enrolled in CMT program should take this course first semester.
Prerequisite: Math Proficiency
Course fee

CMT 113 Construction Materials (3-0) 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.
Prerequisite: Language and Math Proficiency
Course fee
Offered fall only.

CMT 114 Materials Testing (1-3) 2 Hours
Testing of materials used in various fields of construction. Principle means of performing destructive and nondestructive tests are shown, then performed; results are analyzed.
Prerequisite: MTH 117
Course fee

CMT 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.
Note: CMT 113 or equivalent construction experience is recommended.
Prerequisite: Language and Math Proficiency
Course fee
Offered spring only.

CMT 118 Mechanical and Electrical Equipment (3-0) 3 Hours
The equipment and materials used in the electrical, mechanical and environmental systems of buildings.
Note: CMT 112 or equivalent construction experience is recommended.
Prerequisite: MTH 117 with a grade of 'C' or above, or an appropriate score on the Math Placement Test or Math ACT of 25 or higher.
Offered spring only.

CMT 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.
Note: CMT 112 or equivalent construction experience is recommended.
Prerequisite: Language and Math Proficiency
Offered spring only.

CMT 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.
Note: CMT 112 or equivalent construction experience and prior experience with Windows applications, specifically spreadsheet applications such as MS Excel, is also strongly recommended
Prerequisite: Language and Math Proficiency
Course fee
Offered spring only.

CMT 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.
Prerequisite: Language and Math Proficiency
Offered fall only.

CMT 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.
Note: CMT 112 or equivalent construction experience is recommended.
Prerequisite: Language and Math Proficiency
Offered fall only.

CMT 214 Construction Estimating (3-0) 3 Hours
The theory, principles and techniques of construction material, quantity analysis (take-off). The analysis of labor, overhead and profit is also introduced.
Note: CMT 112 or equivalent construction experience is recommended.
Prerequisite: Language and Math Proficiency
Course fee
Offered fall only.

CMT 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. This is a capstone course for the Building Construction Technology program.
Note: CMT 211 or equivalent construction experience and completion of more than three credits is recommended.
Prerequisite: Language and Math Proficiency
Offered spring only.

CISCO NETWORKING (CNA)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

CNA 111 Cisco Networking I (2-2) 3 Hours
This is a first course in the Cisco Networking Academy sequence of four courses. This course will introduce networking and general network concepts and build the fundamental laboratory skills in wiring and testing. The course will introduce the seven layers of OSI model and the concepts involved with routing and routing protocols. Delivery is via Internet from the Cisco servers and supplementary lecture. Assessment for the on-line material is via the Internet on the Cisco servers. Laboratories and some assessment are done in class as well as the delivery of supplemental material. The student is expected to spend 8-10 hours a week outside of class with the online material outside of scheduled class time.
Course fee

CNA 112 Cisco Networking II (2-2) 3 Hours
This is the second Cisco Networking Academy course and will extend the OSI layer concepts. The course will concentrate on routing and will deal with routers, routing and router configuration using IOS to program routers. Routers will be physically configured between networks and programmed during laboratories. IOS, TCP/IP and IP addressing will be studied. The course is partially online and the student will be expected to spend 8-10 hours a week with the online material outside of scheduled class time.
Prerequisite: CNA 111
Course fee

CNA 113 Cisco Networking III (2-2) 3 Hours
This is the third course in the Cisco Networking Academy program. The course will concentrate on networking switching and more advanced routing concepts. The course will use the Cisco online materials outside of the scheduled class time but all assessments will be done during scheduled classes. Lectures over selected subjects and laboratories will be done during class time and the threaded case study will be completed for a LAN. Engineering journals will be kept along with other reference materials. The class is partially online and the student will be expected to spend 8-10 hours a week outside of scheduled class time with the online material.
Prerequisite: CNA 112
Course fee

CNA 114 Cisco Networking IV (2-2) 3 Hours
This is the fourth and final semester of the Cisco Networking Academy program. This semester will deal with Wide Area Networks (WANs) and the protocols and services used in constructing WANs. Point to Point protocols will be studied as well as ISDN. Frame Relay will be investigated as applied to network routing and laboratories will be done where applicable. The threaded case study for a WAN will be completed and presented. The student will be expected to spend 8-10 hours a week outside of scheduled class times for online material and the case study.
Prerequisite: CNA 113
Course fee

CNA 116 Cisco Router Security (2-2) 3 Hours
This course is part of the Cisco Networking Academy. This course is designed to focus on the overall security processes based on a security policy with an emphasis on hands-on-skills in the areas of secure perimeter, secure connectivity, security management, identity services, and intrusion detection. Curriculum delivery is via the Internet from the Cisco servers and supplementary lectures. The majority of class time will be devoted to laboratory practical experience with Cisco routers.
Prerequisite: CNA 114 or CCNA certification

CNA 117 Cisco PIX Security (2-2) 3 Hours
This course is part of the Cisco Networking Academy. This course is designed to focus on the overall security processes based on a security policy with an emphasis on hands-on-skills in the areas of secure perimeter, secure connectivity, security management, identity services, and intrusion detection. Curriculum delivery is via the Internet from the Disco servers and supplementary lectures. The majority of class time will be devoted to laboratory practical experience with Cisco PIX security appliances. This course is part of the Cisco Networking Academy. This course is designed to focus on the overall security processes based on a security policy with an emphasis on hands-on-skills in the areas of secure perimeter, secure connectivity, security management, identity services, and intrusion detection. Curriculum delivery is via the Internet from the Cisco servers and supplementary lectures. The majority of class time will be devoted to laboratory practical experience with Cisco routers.
Prerequisite: CNA 116

CNA 211 Advanced Routing (2-2) 3 Hours
This is the first course in the Cisco CCNP (Cisco Certified Network Professional) Academy sequence of four courses. This course is designed to teach students topics in advanced routing. The focus of the course will be implementing and optimizing network traffic using routing protocols such as EIGRP, OSPF and BGP. Delivery is via the Internet from the Cisco servers and supplementary lectures. Assessment for the on-line material will be delivered via the Internet from the Cisco assessment servers. Laboratories and some assessment are done in class as well as the delivery of supplemental material.
Prerequisite: CNA 114 or CCNA certification
Course fee

CNA 212 Remote Network Access (2-2) 3 Hours
This is the second course in the Cisco CCNP (Cisco Certified Network Professional) Academy sequence of four courses. This course is designed to teach students topics in remote access technologies.. The focus of the course will be implementing asynchronous dial-up connections, ISDN, X.25, Frame-Relay, Dial Backup solutions and Network Address Translation (NAT). Delivery is via the Internet from the Cisco servers and supplementary lectures. Assessment for the on-line material will be delivered via the Internet from the Cisco assessment servers. Laboratories and some assessment are done in class as well as the delivery of supplemental material.
Prerequisite: CNA 211
Course fee

CNA 213 Multilayer Switching (2-2) 3 Hours
This is the third course in the Cisco CCNP (Cisco Certified Network Professional) Academy sequence of four courses. This course is designed to present topics in Multilayer Switching. The focus of the course will be the implementation of switches in a campus internetwork. Switching topics will include VLANs, Spanning Tree Protocol and redundant links, Inter-VLAN routing, multilayer switching, Hot Standby Router Protocol (HSRP) and multicasting. Delivery is via the Internet from the Cisco servers and supplementary lectures. The majority of class time will be devoted to laboratory practical experience with Cisco routers and switches.
Prerequisite: CNA 212

CNA 214 Internetwork Troubleshooting (2-2) 3 Hours
This is the fourth course in the Cisco CCNP (Cisco Certified Network Professional) Academy sequence of four courses. This course is designed to present topics in how to baseline and troubleshoot an environment using Cisco routers and switches for multiprotocol client hosts and servers connected with Ethernet and Fast Ethernet LANs and Serial, Frame Relay, and ISDN BRI WANs. Delivery is via the Internet from the Cisco servers and supplementary lectures. The majority of class time will be devoted to laboratory practical experience with Cisco routers and switches.
Prerequisite: CNA 213

COMPUTERIZED NUMERICAL CONTROL (CNC)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

CNC 110 CNC Operations I (2-2) 3 Hours
Set-up and operation of CNC FANUC and HAAS controlled industrial vertical milling machines and turning centers.
Note: Machine shop experience or MTT 111 or MTT 112 is recommended.
Course fee
Offered fall and spring only.

CNC 115 CNC Programming I (2-2) 3 Hours
Provides students with the basic principles and practices of numerical control machining. Manual parts programming will be performed for CNC lathes and milling machines.
Note: It is recommended that either CNC 110, MTT 112 or machine tool industrial experience should precede this course. Shop math skills or MTH 115 are also recommended.
Course fee
Offered fall and spring only.
IAI: MTM 915

CNC 210 CNC Operations II (2-2) 3 Hours
Advanced set-ups, operations, and features of FANUC controlled CNC machine tools are covered including the use of a vertical machining center, and turning center and Wire EDM.
Prerequisite: CNC 110
Course fee
Offered summer only.

CNC 215 Advanced Mill Programming (2-2) 3 Hours
A continuation of CNC 115 including advanced manual part programming on a FANUC and HAAS controlled CNC mill and 4 weeks of CNC Wire EDM. Sub programs, macros, threadmilling rotation and other transformations are also included.
Note: Industrial shop math or MTH 115 is strongly recommended.
Prerequisite: CNC 115
Course fee
Offered spring only.

CNC 216 Advanced Lathe Programming (2-2) 3 Hours
Designed as a continuation of Computerized Numerical Control Lathe manual programming. The nature of the material will range from lathe G&M codes to advanced level conversational programming, sub programs, macro and other advanced techniques.
Note: Industrial shop math or MTH 115 is strongly recommended.
Prerequisite: CNC 115
Course fee
Offered fall only.

CNC 217 Introduction to Wire EDM Machining (2-2) 3 Hours
Designed as an introduction to the concepts of Operation and Programming of a FANUC CNC Wire Electrical Discharge Machine. The nature of the material will range from basic operation to G&M codes for programming.
Note: Students with Machine Shop or CNC Programming experience may contact the program coordinator if interested in alternative methods of meeting the prerequisite.
Prerequisites: CNC 110 and CNC 115
Course fee
Offered spring only.

CNC 218 Introduction to Master CAM (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 manufacture these parts will then be generated in the CAM environment.
Prerequisites: CNC 115 or MTT 112 -AND - CAD 117
Course fee
Offered fall only.

CNC 219 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.
Note: Manual Part Programming experience is strongly recommended.
Prerequisites: CNC 215 or CNC 216 and MTH 117
Course fee
Offered fall and spring only.

CNC 230 Master CAM II (2-3) 3 Hours
Computer Aided Design and manufacturing processes are discussed and implemented utilizing Master Cam 3D software for the Mill, Lathe and Wire EDM machines. Parts will initially be drawn or imported from a CAD environment. The NC instructions necessary to drive a CNC machine tool to manufacture these parts will then be generated in the CAM environment. This is not a course to be taken without previous Mastercam , CNC and CAD experience.
Prerequisite: CNC 218 or Instructor Consent
Offered spring only.

CNC 250 Advanced Manufacturing (2-2) 3 Hours
Computer Aided Design and manufacturing processes are discussed and implemented utilizing Mastercam software, the student's choice in CAD software and a CNC milling machine. Parts will initially be drawn or imported from a CAD environment into Mastercam so tool paths can be created. Once that is accomplished, the students will generate a "G" code program. They will then transfer the program into the CNC machine tool and machine the part to print tolerances. The students will work as a team with at least three people. After each project, they will rotate their team responsibility.
Prerequisite: one of the following CAD courses: CAD 117, CAD 176, CAD 171 or CAD 173; ANE one of the following MTT courses: MTT 111 or MTT 112

CRIMINAL JUSTICE (CRJ)

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

CRJ 111 Introduction to Policing (3-0) 3 Hours
This course 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: Language Proficiency

CRJ 117 Community-Based Corrections (3-0) 3 Hours
This course examines the use of the community in the treatment and control of individuals in the correctional process. Students are 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: Language Proficiency

CRJ 118 Evidence Technology (2-2) 3 Hours
This course is an introduction to the 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 are 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
This course is designed to provide the student with the knowledge and skills necessary for the supervision of inmates in the direct supervision environment. An 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: Language Proficiency

CRJ 121 Introduction to Criminal Justice (3-0) 3 Hours
This course 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: Language Proficiency
IAI: CRJ 901

CRJ 123 Introduction to Criminology (3-0) 3 Hours
This course is designed to familiarize the student with the social and legal aspects of crime in American society. An 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: Language Proficiency
IAI: CRJ 902

CRJ 124 Penology and Corrections (3-0) 3 Hours
This course examines the history, philosophy, and administration of corrections in America. An 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: Language Proficiency
IAI: CRJ 911

CRJ 211 Criminal Procedural Law (3-0) 3 Hours
This course 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. An emphasis is placed on the constitutional interpretations of criminal procedure by the United States Supreme Court.
Prerequisite: Language Proficiency

CRJ 212 Traffic Law Enforcement (3-0) 3 Hours
This course is a survey of traffic law enforcement problems and responses. An emphasis will be on the history and growth of traffic problems, organization for traffic control, accident investigation, and the analysis and interpretation of accidents. Will also cover the traffic laws in the Illinois Vehicle Code.
Prerequisite: Language Proficiency

CRJ 213 Community Policing (3-0) 3 Hours
This course is a survey of community policing in the law enforcement field. An emphasis is placed on police-community relations, interpersonal skills, dealing with diversity, interacting with special populations in the citizenry, victims of crime, criminal offenders, and coordinated crime prevention efforts in the community.
Prerequisite: Language Proficiency

CRJ 214 Substance Abuse and Criminal Justice (3-0) 3 Hours
This course reviews the historical and sociological development of vice control and drug addiction. It will also cover the legal and operational problems of drug and vice control.
Prerequisite: Language Proficiency

CRJ 215 Issues in Criminal Justice (3-0) 3 Hours
This course explores critical issues related to the criminal justice system. An in-depth study of a specific current issue in criminal justice will be offered.
Prerequisite: Language Proficiency
May be taken twice, but any topic only once

CRJ 216 Police Management and Supervision (3-0) 3 Hours
This course analyzes the administration and management of police operations. An 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: Language Proficiency

CRJ 218 Criminal Justice Internship (0-16) 3 Hours
This course is designed to broaden educational experience of students through appropriate observation of selected criminal justice agencies to correlate theory with actual practice. Students assigned to local criminal justice agencies and/or related agencies for a maximum of 16 hours per week.

CRJ 219 Principles of Criminal Investigation (3-0) 3 Hours
This course is an introduction of criminal investigation procedures; theory and practice of investigations. An emphasis is placed on methods of investigation for different types of criminal activity.
Prerequisite: Language Proficiency

CRJ 220 Independent Research (Variable) 1-3 Hours
This course involves independent research and study under the direct supervision of a faculty member. Subject must be approved by the assigned faculty member.
Prerequisites: Criminal Justice major and consent of the Criminal Justice coordinator

CRJ 221 Criminal Law (3-0) 3 Hours
This course explores the history and development of the criminal law as a system of social control. An emphasis is placed on legal principles and substantive law. Elements of a crime, specific statutes, and various affirmative defenses are analyzed.
Prerequisite: Language Proficiency
IAI: CRJ 913

CRJ 229 Juvenile Delinquency (3-0) 3 Hours
This course is a study of the social, legal, and behavioral aspects of juvenile delinquency: organization, jurisdiction, and functioning of the juvenile court, police, and related agencies.
Prerequisite: Language Proficiency
IAI: CRJ 914

CRJ 270 Criminal Justice Assessment Seminar (3-0) 3 Hours
This course is required of all the students completing the associate in applied science degree (A.A.S) in Criminal Justice. Students will be assessed as to the knowledge and foundational skills they have attained in the criminal justice program. Basic skills, thinking skills, and personal qualities will be evaluated as they relate to criminal justice occupations. Career development exercises will be conducted. A comprehensive examination is required.
Prerequisite: Sophomore Standing

DENTAL HYGIENE (DHY)

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

DHY 111 Principles in Dental Hygiene I (2-0) 2 Hours
This course provides students with an introduction to the knowledge and skills to control and prevent dental disease. Principles of disease transmission, infection control, patient assessment and fundamental instrumentation will be presented.
Prerequisites: BIO 124 (C or better) and Admission to the Dental Hygiene Program

DHY 112 Principles in Dental Hygiene II (2-0) 2 Hours
This course is a continuation of DHY 111. The fundamental theories necessary to perform oral prophylaxis treatment will be the focus. The principles and procedures will be systematically presented through lectures, reading assignments and case-based activities. Emphasis will be placed on instrumentation, selective polishing, fluoride mechanisms and applications, medical emergencies, and basic specialized dental hygiene procedures including root planing and ultrasonic scalers.
Prerequisites: DHY 111, DHY 113, DHY 115, DHY 117, DHY 119, DHY 171, and BIO 125 (C or better in each)

DHY 113 Pre-Clinical Dental Hygiene (0-6) 2 Hours
This course provides clinical practice in fundamental dental hygiene and instrumentation skills on manikin (typodont) models and student partners.
Corequisite: DHY 111

DHY 114 Clinical Dental Hygiene I (0-8) 2 Hours
This course is a continuation of DHY 113 and provides clinical practice in fundamental dental hygiene instrumentation of skills on manikin (typodont) models and student partners. Beginning patient treatment is also included.
Corequisite: DHY 112

DHY 115 Head and Neck Anatomy (3-0) 3 Hours
This course provides the students with an introduction to the microscopic characteristics of the tissues of the oral cavity. Human histology and orofacial embryology will also be introduced. The course includes detailed study of the anatomy of the head and neck with special emphasis on the human skeletal, muscular, glandular, circulatory, nervous and epithelial structures.
Corequisite: DHY 111

DHY 116 Dental Radiology I (2-3) 3 Hours
This course provides the basic fundamentals of radiology. Theory in radiation physics, safety and biological effects of ionizing radiation will be introduced. The laboratory portion of the course introduces intraoral exposure techniques, processing, mounting and fundamental interpretation of dental radiographs.
Corequisite: DHY 112
Course fee

DHY 117 Dental Anatomy (2-0) 2 Hours
This course introduces the students to terminology relating to anatomic structures of the oral cavity. Special emphasis is placed on the teeth and root morphology of both primary and permanent teeth and occlusal classification.
Corequisite: DHY 111

DHY 118 General and Oral Pathology (2-0) 2 Hours
This course focuses on the fundamentals of the general and oral pathological processes. Emphasis is placed on the diseases and disease processes of the periodontal tissues and oral structures. Clinical manifestations of disease will be correlated with dental hygiene practice.
Corequisite: DHY 112

DHY 119 Nutrition and Biochemistry (2-0) 2 Hours
The course provides the students with a foundation of the fundamental principles of oral biochemistry, and biochemistry. Emphasis will be placed on nutrition and the effects of nutrition on the oral cavity and supporting structures of the teeth, and assessment of patient's nutritional needs.
Corequisite: DHY 111

DHY 171 Preventative Dental Hygiene (1-0) 1 Hour
This course provides students with a foundation of knowledge in the activities in the activities of preventive dental hygiene. Topics include fluoride, dentifrice application, tooth brushing and flossing techniques, dental hygiene aids, and periodontal antimicrobial products and techniques.
Corequisite: DHY 111

DHY 172 Medical Emergencies (1-0) 1 Hour
This course provides the student with an understanding of medical emergency situations in the dental office setting. Emphasis will be placed on prevention, preparation and management of life-threatening situations. Legal issues faced in the dental office when a medical emergency occurs will be introduced
Corequisite: DHY 112

DHY 174 Introduction to Periodontics (2-0) 2 Hours
This course introduces the student to the fundamental theories of periodontics. The course focuses on macro and micro anatomy, biochemistry and physiology of the periodontium. Epidemiology, microbiology and the etiology of periodontal disease will also be included.
Corequisites: DHY 112

DHY 176 Dental Material and Expanded Function (2-2) 3 Hours
This course provides fundamental information about the use and manipulation of materials used in dentistry and expanded functions performed by dental auxiliaries. Emphasis is placed on materials and functions utilized by the dental hygienist.
Corequisite: DHY 112
Course fee

DHY 178 Review of Dental Literature (1-0) 1 Hour
This course introduces the fundamental skills to review and interpret dental scientific literature. The course includes an introduction to research methodologies and statistical analysis
Prerequisite: DHY 112, DHY 114, DHY 116, DHY 118, DHY 172, DHY 174, and DHY 176 (C or better in each)

DHY 179 Clinical Dental Hygiene II (0-6) 2 Hours
This course provides the clinical practice and management in oral prophylaxis on the child, young adult and adult patient. Preventive techniques and exposing of radiographs is also included.
Corequisite: DHY 178
Course fee

DHY 211 Theory and Practice of Dental Hygiene I (2-0) 2 Hours
This course is a continuation of DHY 179. Emphasis is placed on instrumentation techniques, pain control and medically compromised and special needs patients.
Prerequisite: DHY 178 and DHY 179 (C or better in both)

DHY 212 Theory and Practice of Dental Hygiene II (1-0) 1 Hour
This course is a continuation of DHY 211. Emphasis is placed on management and treatment of special needs and medically compromised patients.
Prerequisites: DHY 211, DHY 213, DHY 217, DHY 219, DHY 271, and DHY 273 (C or better in each)

DHY 213 Clinical Dental Hygiene III (0-12 hours) 4 Hours
The course provides clinical practice and management in oral prophylaxis on the adult and periodontally involved patient. Periodontal and preventive techniques and exposing of radiographs is also included
Corequisite: DHY 211

DHY 214 Clinical Dental Hygiene IV (0-12 hours) 4 Hours
This course provides clinical practice and management in oral prophylaxis and periodontal therapy on the adult patient. Preventive techniques and exposing of radiographs is also included
Corequisite: DHY 212

DHY 215 Dental Radiology II (0-3 hours) 1 Hour
This course continues practice in the techniques of exposing, processing, mounting and evaluating dental radiographs.
Corequisite: DHY 211
Course fee

DHY 216 Ethics, Jurisprudence, and Practice Management (2-0) 2 Hours
This course provides the students with the skills needed for successful clinic practice management. Emphasis is placed on professional relationships and the various roles dental hygienists encounter in the various dental specialties. The course includes ethical and legal obligations by the dental professionals to the community and public it serves
Corequisite: DHY 212

DHY 217 Dental Pharmacology and Anesthetic (2-0) 2 Hours
This course provides the student with up-to-date, accurate information on topics including antineoplastic drugs, respiratory and gastrointestinal drugs, hormones, and drugs to treat common oral diseases. The course also focuses on the fundamental pharmaceutical concepts of local anesthetic.
Corequisite: DHY 211

DHY 218 Dental Radiology III (0-3 hours) 1 Hour
This course continues to focus on exposing, mounting, processing, and interpreting dental radiographs. Emphasis is placed on increasing student competency level in interpretation and technique of both intra and extraoral radiographic exposures.
Corequisite: DHY 212
Course fee

DHY 219 Advanced Periodontics (2-0) 2 Hours
Course content includes additional knowledge required to diagnose and treat periodontal diseases, clinical management of the periodontium and adjunctive therapies relevant to the maintenance of periodontal health. Emphasis is placed on the differential diagnosis and treatment of periodontal disease. Surgical and post- surgical topics will also be covered in this course.
Corequisite: DHY 211

DHY 271 Community Dentistry I (2-0) 2 Hours
This course introduces the current concepts of community health. The course focuses on how community dental health issues relate to the delivery of dental care to society. Emphasis is placed on the value of the role of the dental hygienist in public health.
Corequisite: DHY 211

DHY 272 Community Dentistry II (0-4) 1 Hour
This course focuses on implementation and evaluation of community outreach programs and the delivery of dental care to society.
Corequisite: DHY 212

DHY 273 Applied Dental Radiology (2-0) 2 Hours
Emphasis is placed on oral and maxillofacial radiologic interpretation. Students will learn to identify pathological processes through the use and observation of the changes produced on radiographs by disease.
Corequisite: DHY 211

DHY 274 Advanced Dental Hygiene (2-0) 2 Hours
This course provides the student with advanced and complex dental hygiene theory and background. Emphasis is placed on advanced instrumentation and skills necessary for treating patients with nontraditional, extraordinary conditions.
Corequisite: DHY 212

DIGITAL MEDIA & DESIGN (DMD)

Communication Arts, Humanities & Fine Arts Division, Room B237, (847) 543-2040

DMD 111 Introduction to Digital Media (3-0) 3 Hours
This course will 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. Students will develop the design, storyboards, and prototype for a project.
Course fee

DMD 113 History of Graphic Design (3-0) 3 Hours
This course is a general survey of the history of graphic design from its origins to contemporary practice. The goals of this course are to provide the following: the visual vocabulary of the development of signs and symbols, insight into the continuity of design thinking, understanding the social/political context of the practice, foundation for pursuit of research in the field of design.
Prerequisite: Language Proficiency

DMD 115 Internet Fundamentals (3-0) 3 Hours
Addresses in detail everything you need to know to access, explore, and use the world's richest information resource: the Internet. The course examines software, online provider options, costs, the telecommunication process, 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.
Course fee

DMD 116 Web Design and Development (2-2) 3 Hours
This course is an introduction to Web page design and creation using Web design software programs. Students will also gain a fundamental knowledge of HTML and XHTML. Students will study: using graphics, sound, video, animation, and other media elements, and scripts to enhance their Web pages, and using Cascading Style Sheets for the look and feel. Students will become familiar with the basic concepts of Web design and color with an emphasis on designing for visual appeal and user-friendly navigation. Students will also leave the course with the skills to publish and maintain their Web sites.
Prerequisite: DMD 115 or consent of instructor
Course fee

DMD 117 Concepts in New Media (3-0) 3 Hours
This course is an introductory evaluation of the critical concepts of new media, and their impact on our society and culture. Through readings, lectures, group discussions and hands-on experience, students will study the technical, economic, political, legal, aesthetic, and cultural implications of new media.
Prerequisite: Language Proficiency

DMD 157 Introduction to Animation (2-2) 3 Hours
This course will introduce students to 2D animation using state-of-the-art industry relevant software and hardware. Students will explore various animation concepts and techniques including history, drawing, rotoscoping, basic movement, timing, soundtrack/dialogue synchronization, and editing. Through lectures, discussions, demonstrations and screenings students will view and discuss animation that is currently used in television, film, interactive media and the Internet.
Prerequisite: Language Proficiency

DMD 173 Introduction to Digital Sound (3-0) 3 Hours
The introduction and exploration of digital sound for multimedia. Learning how to manipulate wave files, understanding various sound file formats, compressions, history of digital sound, and learning the difference between analog and digital sound editing. Writing and developing sound scripts and sound projects for multimedia. Students will explore the different job functions of audio production and learn to work together in a team environment.Introduction to Digital Sound will introduce students to the basics of producing audio for the web and CD ROM. Students will optimize audio by using popular audio software.
Course fee

DMD 174 Typography (3-0) 3 Hours
This course will introduce students to the use of typography within the design process. Major topics will cover anatomy of letterforms, type history, classification systems, methods of typographic communication, critical comparisons of type styles, contemporary trends and typography as image. Students will learn both technical and creative ways type can be used through lectures, discussion, critiques, and hands-on projects. The course will lead to 2D communication and design solutions.
Prerequisite: DMD113 and ART122

DMD 216 Interactive Scripting (2-2) 3 Hours
This course is geared toward digital media designers who need to integrate advanced control management and interactivity into their media applications. Students will gain a fundamental knowledge of a popular scripting language for making media applications that the users can interact with. The focus of the course is on using pre-designed models and functions in the software program that embeds the scripting language to create interactivity involving graphics, audio, video, animation and other media elements. Students will learn to think creatively and logically. They will complete three major projects concerning animation, game, and Web site. The concept, principles, and steps of interaction design will also be introduced and applied to the projects.
Prerequisite: DMD 115, DMD 116 and DMD 157 or consent of instructor
Course fee

DMD 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.

DMD 218 Advanced Web Design and Development (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.
Prerequisite: DMD 116 or CIT 170
Course fee

DMD 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: DMD 111, DMD 115, DMD 116 or consent of instructor

DMD 233 Digital Video Editing (2-2) 3 Hours
This course will introduce students to the basics of postproduction non-linear digital video editing for multimedia, video and web capabilities. Students will produce, edit, and optimize video using industry relevant editing software. Upon completion of the course students will be able to create and produce digital videos and incorporated compressed and rendered projects into CD ROMs, DVD and web technologies. In addition to learning the technical capabilities of the software, students will discuss digital video theory, concepts of video art and design, and the role digital video plays in the world of film, animation, animation and web interactivity.

DMD 251 Advanced 3D Modeling (2-2) 3 Hours
This course is designed as an advanced modeling course for students who are experienced with basic 3D modeling concepts and technical practice. The course introduces more sophisticated concepts and techniques such as polygon modeling, texture mapping, lighting and rendering. Through hands-on practice students will focus on modeling concepts and development relating to character, environmental, materials and lighting design.
Prerequisite: ART 264

DMD 253 Advanced 3D Animation (2-2) 3 Hours
This course is designed as an advanced animation course for students who are experienced with basic 3D animation concepts and technical practice. The course introduces more sophisticated concepts and techniques with an emphasis on animation development through hands-on practice. The course will focus on animation concepts and creative animation design expanding students' knowledge of topics, tools and techniques.
Prerequisite: ART 264

DMD 256 Dynamic Web Design and Development (2-2) 3 Hours
This project-based, advanced course is geared towards Multimedia designers who will be creating Web sites with dynamic content and secure data transfer. Students will learn to use industry-standard software programs to set up a database-driven Web site with professional-quality customizable pages. Students will learn the basic syntax of a popular server-side language for dynamic page generation. But emphasis will be on how to use the built-in features of the programs to complete desired tasks, such as form processing, retrieving data from a database and updating the database from a Web interface, and giving the user password-secured access to Web sites. Students will also be introduced to the database query language, SQL.
Prerequisites: DMD 116 and DMD 218 with a grade of C and above
Course fee

DMD 257 Interactive Animation (2-2) 3 Hours
This course is an overview of developing and designing interactive presentations, animations and web sites using an industry relevant, vector-based interactive animation program. Topics covered include storyboarding, 2D animation, scripting, navigational mapping and motion graphics. Upon completion of the course students should be able to design and create interactive presentations utilizing animations, audio, video, and navigational components incorporated into CD ROM, DVD and web technologies. In addition to learning the technical capabilities of the software, students will discuss Multimedia theory, concepts of interactive art and design, and the role interactive animation plays in the world of web interactivity.
Prerequisite: DMD 111, DMD 116 and DMD 216 or consent of instructor
Course fee

DMD 259 Special Effects (2-2) 3 Hours
This course is designed as an advanced level computer course using state-of-the-art industry relevant special effects 3D software. In conjunction with 3D modeling and animation, students will learn to create and produce special effects including: atmospheric effects, natural effects, smoke, explosions, motion blurs and advanced texture and material generation. Concepts, theories and terms relating to special effects use in films, games, interactive media and the Internet will be discussed.
Prerequisite: ART 264, DMD 253 and DMD 251

DMD 273 Advanced Electronic Graphic Publishing (2-2) 3 Hours
This course is designed as an advanced study of two dimensional design principles for creating page layout. The course will provide students the opportunity to develop a complete print identity design system in support of a marketing strategy including strategies of consumer decision-making. Students will develop all aspects including a fully functioning prototype for a variety of different client needs. The course will look into the mass production issues as well as specialty types of print packages.
Prerequisite: Math proficiency, DMD 113, ART 122, ART 149, ART 222, and ART 271

DMD 277 Digital Media Delivery (2-2) 3 Hours
This advanced-level course will examine various software programs and techniques for generating, delivering and managing streaming/live media content. They will learn digital media data types, compression technologies and streaming technologies. Tools and techniques for graphics and audio/video capture will be reviewed. They will also explore applications for building content sharing in networked environment. Students will build a prototype Website with streamed/live media as a final project.
Prerequisite: DMD 111, DMD 116, DMD 173 and DMD 233
Course fee

DMD 279 Packaging Design (2-2) 3 Hours
This course is designed as an overview of two dimensional design principles for creating three-dimensional packaging. The history of design packaging and strategies of consumer decision-making will be explored. The course will provide students the opportunity to develop a complete package identity design system in support of a marketing strategy. Students will develop all aspects including a fully functioning prototype for a variety of different client needs. The course will look into the mass production issues as well as specialty types of packaging.
Prerequisite: Math proficiency, DMD 174 and DMD 273

DMD 299 Selected Topics in Multimedia (Variable) 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 one to three hours depending upon the topic.
Prerequisites: Will vary depending upon the topic being studied.
Course fee
May be taken four times, but any topic only once

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 are beginning ballet dancers, teachers of theater movement, 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.

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 are beginning dancers, teachers of theater movement, 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.

DNC 123 Jazz Technique I (3-0) 3 Hours
This course is designed for students interested in the fundamentals of jazz dance, whether they are beginning dancers, teachers of theater movement, athletes, out of shape returning dancers 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.

DNC 124 Beginning Yoga (3-0) 3 Hours
In this course students will study the physical and philosophical foundations of Yoga, the ancient art of unifying the body and mind. Students will learn and practice physical postures (asanas), as well as techniques for proper breathing, relaxation and concentration. An introduction to the philosophy and history of Yoga are included in this study, which students will explore through readings and written assignments. Special attention will be paid to anatomy and kinesiology as it applies to the dancer. By the end of the course, students will demonstrate a kinesthetic awareness of the body, and the ability to use yoga as a tool for enhancing dance training, performance and daily living. This course is repeatable up to four times but will only count for graduation once.

DNC 125 Elements of Dance Composition I (3-0) 3 Hours
This course will explore the basic concepts of dance composition (i. e., space, time, gravity, energy), and aesthetic theories of choreography of dance, through variable choreographic assignments and exercises This course will also include selected studies of acclaimed choreographers and their works in the history of dance.

DNC 126 Dance Forms I (3-0) 3 Hours
This course explores specific movements, styles, and social and cultural backgrounds of various dance forms. It will increase students' technical abilities as well as broaden their understanding of the history of selected dance traditions and practices throughout the world. Each semester, one to three various dance forms will be introduced. The students will be immersed in the physical characteristics of the movement aesthetics as well as the cultural context in which each dance form exists. Examples of dance forms include African, Indian, Native American, Tap, Irish, Flamenco, Kabuki, etc.
May be taken twice for credit

DNC 221 Intermediate Ballet Technique (3-0) 3 Hours
This course is designed for students continuing beyond the fundamentals of ballet, and wishing to develop his/her ballet technique. Intermediate Ballet will particularly stress strength, flexibility, musical ability and endurance; as such barre exercises will progress to releve, and turns and batterie work will be doubled. Center work will also be extended, and if possible, some introductory pointe work will occur at mid -semester, (to be done only 15 minutes at the end of a class period).
Prerequisite: DNC 121

DNC 222 Intermediate Modern Dance Technique (3-0) 3 Hours
This course is designed for students continuing beyond the fundamentals of modern dance and wishing to develop his or her modern dance technique. Intermediate Modern Dance Technique is for begining dancers, teachers of theater movement, athletes, or persons interested in dance as a fine art. Great choreographers will also be explored and imitated through various class sessions.
Prerequisite: DNC 122

DNC 223 Intermediate Jazz Technique (3-0) 3 Hours
Intermediate Jazz Technique is designed for students continuing beyond the fundamentals of jazz technique to further develop their dance skills. The course is for intermediate dancers, teachers of theatre movement, returning dancers, athletes, or persons interested in dance as a fine art. Students will develop their kinesthetic literacy at the places and experiences of their technical backgrounds. Various great choreographers will be explored and imitated.

DNC 224 Intermediate Yoga (3-0) 3 Hours
In this course students will deepen their study and practice of yoga. Students will master the basic knowledge learned in Beginning Yoga, while studying advanced poses and breathing techniques. We will look more deeply into Indian philosophy, responding in writing to portions of India's classic text, The Bhagavad Gita. Special attention will be paid to anatomy and kinesiology as it applies to the dancer. By the end of the course, students will demonstrate an advanced kinesthetic awareness of the body, the ability to perform advanced poses, and a deeper understanding of the philosophy and science of yoga. This course is repeatable up to four times but will only count for graduation once.

ELECTRICIAN APPRENTICESHIP (EAP)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

EAP 111 Electrician Apprenticeship Work Experience I (0-4) 2 Hours
This course provides a planned educational experience in the Electricians Apprenticeship program by placing the student in a supervised educational work experience. Specific learning objectives agreed upon by the student and the students work supervisor shall be accomplished through "on the job" experience and training. This course is the first of a series of five work-based learning (apprenticeship) courses to be completed. The student will complete an EAP course in each of the five years of the apprenticeship.
Note: Requirements: Admission into the Local IBEW 150 Apprenticeship Program. Job placement with a registered journeyman electrician

EAP 112 Electrician Apprenticeship Work Experience II (0-4) 2 Hours
This course provides a planned educational experience in the Electricians Apprenticeship program by placing the student in a supervised educational work experience. Specific learning objectives agreed upon by the student and the students work supervisor shall be accomplished through "on the job" experience and training. This course is the second in a series of five work-based learning (apprenticeship) courses to be completed. The student will complete an EAP course in each of the five years of the apprenticeship.
Note: Requirements: Admission into the Local IBEW 150 Apprenticeship Program. Job placement with a registered journeyman electrician

EAP 113 Electrician Apprenticeship Work Experience III (0-4) 2 Hours
This course provides a planned educational experience in the Electricians Apprenticeship program by placing the student in a supervised educational work experience. Specific learning objectives agreed upon by the student and the students work supervisor shall be accomplished through "on the job" experience and training. This course is the third in a series of five work-based learning (apprenticeship) courses to be completed. The student will complete an EAP course in each of the five years of the apprenticeship.
Note: Requirements: Admission into the Local IBEW 150 Apprenticeship Program. Job placement with a registered journeyman electrician

EAP 114 Electrician Apprenticeship Work Experience IV (0-4) 2 Hours
This course provides a planned educational experience in the Electricians Apprenticeship program by placing the student in a supervised educational work experience. Specific learning objectives agreed upon by the student and the students work supervisor shall be accomplished through "on the job" experience and training.
This course is the fourth in a series of five work-based learning (apprenticeship) courses to be completed. The student will complete an EAP course in each of the five years of the apprenticeship.
Note: Requirements: Admission into the Local IBEW 150 Apprenticeship Program. Job placement with a registered journeyman electrician

EAP 115 Electrician Apprenticeship Work Experience V (0-4) 2 Hours
This course provides a planned educational experience in the Electricians Apprenticeship program by placing the student in a supervised educational work experience. Specific learning objectives agreed upon by the student and the students work supervisor shall be accomplished through "on the job" experience and training. This course is the fifth in a series of five work-based learning (apprenticeship) courses to be completed. The student will complete an EAP course in each of the five years of the apprenticeship.
Note: Requirements: Admission into the Local IBEW 150 Apprenticeship Program. Job placement with a registered journeyman electrician

EARLY CHILDHOOD EDUCATION (ECE)

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

ECE 115 Music Activities for Young Children (3-0) 3 Hours
Descriptive lecture and experiential music activities emphasize the role of music in the preschool program. The sequence of children's musical development and the relationship between early music exposure and children's cognitive development will be covered. Skill in singing, listening, creative movement, and using rhythm instruments will be developed. Previous music experience is not required.
Prerequisite: Language Proficiency

ECE 116 Creative Activities I (2-2) 3 Hours
This course is an overview of techniques of conducting creative activities with young children, including experience in art, music, language arts, science, math, and social play.
Prerequisite: Language Proficiency
Course fee

ECE 117 Creative Activities for Infants, Toddlers, & Twos (3-0) 3 Hours
This course focuses on developing appropriate curriculum for very young children (infants, toddlers and two-year-olds). It includes books, sensory activities, music and movement, language play, nature activities, fine and gross motor skills, art experiences, dramatic play, and curriculum planning.
Prerequisite: Language Proficiency
Course fee

ECE 129 Language Development and Activities for Young Children (3-0) 3 Hours
This course focuses on the development of speech and language in the young child. It includes assessment of child language, methods of facilitating language development, practical curriculum activities, and criteria for literature selection.
Prerequisite: Language Proficiency

ECE 131 The Special Needs Child in Early Childhood Education (3-0) 3 Hours
The course will focus on practical techniques for working with special needs children in the regular early childhood setting. It includes characteristics of young special needs children and modifications in curriculum, routines, and classroom management for children with various types of special needs.
Prerequisite: Language Proficiency

ECE 132 Professional Ethics in Early Childhood Education (1-0) 1 Hour
This course acquaints the student with the importance of professional ethics in early childhood education. Students will develop skill in making responsible professional judgments based on the Code of Ethical Conduct and Statement of Commitment set forth by the National Association for the Education of Young Children.
Prerequisite: Language Proficiency

ECE 141 Health, Safety, and Nutrition for Young Children (3-0) 3 Hours
This course focuses on personal health needs of the individual, including health, safety, and nutrition issues with emphasis on meeting the needs of the children in group settings. Topics addressed will include the roles and responsibilities of adults as they relate to the management of children's health and the promotion of positive lifelong practices, the importance of a healthy lifestyle to the individual's development and learning, common childhood injuries and illnesses, the vital importance of planning healthy and safe environments for children, and the basic elements of planning nutritionally adequate and appropriate meals. This course is intended for students enrolled in the Early Childhood Education A.A.S., A.A., and certificate programs.
Prerequisite: Language Proficiency

ECE 214 Group Care of Infants and Toddlers (3-0) 3 Hours
This course is an overview of infant and toddler programs and includes the care and protection of very young children, developmental-educational curriculum, and physical and social environments. Required field experience of 20 hours.
Prerequisite: PSY 222

ECE 221 Principles of Early Childhood Education (3-0) 3 Hours
This course is an overview of early childhood care and education. It 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
IAI: ECE 911

ECE 223 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: Language Proficiency
IAI: ECE 913

ECE 231 School-Age Programming (3-0) 3 Hours
This course examines knowledge and skills needed to work effectively with school-age children from diverse cultural and socioeconomic backgrounds. It focuses on planning, organizing, and implementing appropriate curriculum for school-age children in organized childcare programs.
Prerequisite: Language Proficiency

ECE 232 Math and Science for Young Children (3-0) 3 Hours
The course incorporates theoretical, research, and pedagogical components related to mathematics and science for the young child. It emphasizes planning, preparation, and evaluation of appropriate activities and materials for use in early childhood math and science curriculum. Includes assessment of children's early mathematical understandings.
Prerequisite: Language and Math Proficiency

ECE 270 Administration of Early Childhood Programs I: Human Aspects (3-0) 3 Hours
This course is intended 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 management including staff selection, mentoring, supervision, and evaluation; parent and community relationships; children's educational programming; and design and arrangement of the physical environment will be included.
Prerequisite: ECE 221

ECE 271 Early Childhood Education Practicum I (1-12) 4 Hours
This course includes supervised work experience in an early childhood program. It includes observation and assessment of children, interaction with children and parents, planning and implementing curriculum activities, and working as part of the teaching team.
Prerequisite: Language proficiency, Sophomore standing, GPA of 2.4, and coordinator's approval 60 days prior to the first day of the semester for which the practicum is requested.

ECE 272 Early Childhood Education Practicum II (1-12) 4 Hours
This course is a continuation of supervised work experience in an early childhood program. 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. A total of 180 practicum hours, plus 30 hours of supervision.
Prerequisite: ECE 271 (C or better), Sophomore standing, GPA of 2.4 or higher, and coordinator's approval at least 60 days prior to the first day of the semester for which the practicum is requested

ECE 273 Administration of Early Childhood Programs II: Business Aspects (3-0) 3 Hours
This course is 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 business management aspects of programs serving young children including codes and regulations, federal disability laws, liability, insurance, budgeting, staff compensation, contracts, legal resources, fundraising, marketing and grant writing. Students will also gain skill in using computer software for administrative purposes.
Prerequisite: ECE 221

ECONOMICS (ECO)

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

ECO 110 Economics for Business and Industry (3-0) 3 Hours
This course surveys fundamental microeconomic and macroeconomic principles to provide the student with the basic tools to analyze current economic problems and policies. It is intended for majors in business and technical career fields. Recommended for career curriculum students.
Prerequisite: Language Proficiency

ECO 221 Principles of Macroeconomics (3-0) 3 Hours
The course surveys basic economic concepts with an emphasis on macroeconomic analysis and fiscal and monetary policies. Current economic problems such as inflation, unemployment, and stagflation are studied from the perspective of various economic models (e.g. Classical, Neo-Keynesian, Neo-Classical, Monetarist, and Rational Expectations Models). This discussion also includes an analysis of the dilemmas and debate confronted by macroeconomic policymakers.
Prerequisite: Language Proficiency
IAI: S3 901

ECO 222 Principles of Microeconomics (3-0) 3 Hours
The course surveys basic microeconomic concepts such as supply and demand, profit maximization, theory of the firm, competition vs. monopoly, resource pricing and select current economic problems.
Prerequisite: Language Proficiency
IAI: S3 902

ECO 223 Money and Banking (3-0) 3 Hours
The course emphasizes the economic and monetary theory of money and banking in the U.S. It includes a discussion of the impact of monetary policy decisions of the Federal Reserve System upon the aggregate economy using macro-economic analysis. Contrasts and comparisons regarding the relative effectiveness of fiscal and monetary policies are also discussed.
Prerequisite: ECO 221

ECO 224 Public Finance (3-0) 3 Hours
Public Finance explains the economic functions of government in a capitalistic 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 relationship between monetary policy and debt-management.
Prerequisite: ECO 221

ECO 225 Comparative Economic Systems (3-0) 3 Hours
The course 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. The course investigates these problems through theoretical and case-study approaches.
Prerequisite: ECO 221

EMERGENCY AND DISASTER MANAGEMENT (EDM)

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

EDM 111 Introduction to Emergency Management (3-0) 3 Hours
This course introduces students to the field of emergency management. Students will be exposed to the terminology and definitions used in emergency and disaster management. Students will examine legal requirements, responsibilities, and laws pertaining to emergency management. An introduction to the incident command system is included.
Prerequisite: Language Proficiency

EDM 112 Emergency Planning (3-0) 3 Hours
This course will examine the concepts of writing an emergency operating plan and the elements necessary for inclusion in the plan (all-risk hazard planning). Students will begin with the process for identifying local hazards. Using groups, they will analyze their hazard assessments and write a basic plan. The groups will present their plans to the class for critique. Actual emergency plans will be used to illustrate the planning requirements and results.
Prerequisite: Language Proficiency

EDM 113 Professional Development: Emergency Management (3-0) 3 Hours
This course will enable student to develop their management skills, particularly as those skills apply to emergency management. They will learn how emergency managers can guide the emergency planning, response, and recovery activities for their organizations. Special attention will be paid to the roles of volunteers and how to deal with them effectively.
Prerequisite: Language Proficiency

EDM 114 Communication in Emergency Management (3-0) 3 Hours
This course will cover several different concepts in interpersonal communications for emergency managers. Students will learn how to improve their communication skills among themselves and other emergency workers. They will learn how to provide public information to the media, and they will learn how providing information jointly with other agencies can be beneficial. This course will use audio/visual recording equipment and role-playing to simulate actual press briefings.
Prerequisite: Language Proficiency

EDM 211 Emergency and Disaster Response (3-0) 3 Hours
This course will examine the necessary components required for incident response and recovery. Topics will include rapid situation assessment, special population needs (elderly and persons with disabilities), debris removal and disposal, how to obtain outside help, and continuity of local government operations. The role of local government in disaster recovery will be examined. Techniques for helping supervisors and workers deal with the disaster response will be covered. Management of donations and spontaneous volunteers is included.
Prerequisite: Language Proficiency

EDUCATION (EDU)

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

EDU 120 Observation/Guidance of Children (3-0) 3 Hours
This course focuses on observational techniques and guidance practices appropriate to early childhood settings. It involves in-depth study of young children through direct observation of and participation with children 6 weeks to 8 years of age in an organized environment. Includes the following techniques of child study: case study, anecdotal records, running records, time sampling, experience sampling, informal assessment. Thirty hours of guided observation and participation in an early childhood classroom are required.
Prerequisite: Language Proficiency
IAI: ECE 914

EDU 121 Introduction to Teaching (3-0) 3 Hours
This course provides the prospective teacher with an introduction to teaching in United States school systems. Other topics included are history and philosophy of education, school organization and governance, ethical and legal issues, the nature of teaching, curriculum, the social context, diversity, professional leadership, and current issues. A field experience of 15 hours is required.
Prerequisite: Language Proficiency
IAI: EED 901

EDU 122 Observational/Clinical Experience in Education (1-2) 1 Hour
This course is a pre-student teaching practicum. It allows students who are considering the field of education an opportunity to observe and interact with certified teachers and children in a classroom setting. Required participation includes a minimum of 30 clock hours in the public/private school classroom. A weekly 50 minute seminar is provided for students to focus on classroom issues including classroom management, effective teaching methods, and learning styles. Students will discuss positive/negative classroom situations as they gain experience through this practicum. Supervision will be provided by a cooperating teacher and the college instructor. This course should be taken concurrently with EDU 221 or PSY 221
Prerequisite: Language Proficiency
IAI: SED 901

EDU 222 The Exceptional Child (3-0) 3 Hours
This course is an overview of children and adolescents with exceptional cognitive, physical, social, and emotional characteristics, including learning disabilities. It includes assessment, screening, educational needs, family communication, community resources, and legal aspects.
Prerequisite: PSY 222 (C or better) or PSY 226 (C or better)
IAI: SED 904

EDU 223 Technology in the Classroom (3-0) 3 Hours
This course focuses on the uses of basic technology for management and instruction in Pre K - 12 classrooms. Students will develop the knowledge and skills they need to appropriately and responsibly use technology tools, resources, processes, and systems; to access, retrieve, and evaluate information from various media; and to successfully integrate computer into the curriculum.
Prerequisite: Language Proficiency
Course fee

EDU 224 Diversity in Schools and Society (3-0) 3 Hours
This course will survey the personal, social, political, legal, cultural, and educational factors involved in diversity and human relations, and how these factors impact teaching, learning, and other human interactions. The course will cover the major diversity theories, as well as use an experiential model for making theoretical knowledge relevant in the individual teacher's life. Topics include racial, ethnic, social class, linguistic, religious, cultural, and sexual diversity.
Prerequisite: Language Proficiency

EDU 225 Educational Psychology (3-0) 3 Hours
This course addresses psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instruction, including assessment. Emphasis will also be placed on learner-centered instruction and diversity.
Prerequisite: PSY 121 (C or better)

EDU 226 Introduction to the Foundations of Reading (3-0) 3 Hours
This course is an introduction to theory and practice in teaching reading and related language arts areas. It includes information on basic components of reading and language arts instruction and on the importance of literacy learning. It introduces Illinois Learning Standards in the areas of reading and language arts.
Prerequisites: PSY222 or PSY226, and EDU121

EDU 299 Special Topics in Education (Variable) 1-3 Hours
Special topics in the field of education will be developed. Topics will focus on a specific current issue in the areas of early childhood, elementary, secondary, or special education. A maximum of 6 credit hours of EDU 299 may be used as elective credit toward an A.A. or A.A.S. degree in education.
Prerequisite: Language Proficiency
May be taken four times, but any topic only once

ENGINEERING (EGR)

Engineering, Math, & Physical Sciences Division, Room T102, (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.
Note: Proficiency in basic algebra is strongly recommended.

EGR 121 Engineering Graphics (2-3) 3 Hours
Graphical language used by engineers, designers and drafters to communicate technical ideas in the context of the engineering design/manufacturing process in industry. A course covering topics such as technical sketching, measurement/scaling, geometric constructions, multi-view/working drawings, auxiliary projection, pictorials, solid modeling and descriptive geometry. The use of CAD is emphasized throughout the course.
Note: Prior completion of geometry or a high school drafting class is strongly recommended.
Course fee
IAI: EGR 941, MTM 911

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.
Note: Prior completion of engineering graphics (EGR 121) or equivalent is strongly recommended.
Course fee
Offered spring only.

EGR 216 Statics and Mechanics of Materials for Technology (5-1) 5 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. Mechanical and physical properties of materials such as stress, strain, and modulus of elasticity 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. Includes laboratory experiments/demonstrations.
Prerequisite: PHY 121 and MTH 117
Offered spring only.

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.
Prerequisite: PHY 123
Corequisite: MTH 246
Offered spring only.
IAI: EGR 944

EGR 222 Engineering Mechanics of Materials (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.
Prerequisite: EGR 221
Offered summer only.
IAI: EGR 945

EGR 260 Introduction to Circuit Analysis (3-2) 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.
Prerequisite: MTH 146 (C or better)
Corequisite: PHY 124 and MTH 246 or MTH 227
Offered spring only.
IAI: EGR 941L

ELECTRONIC INFORMATION TECHNOLOGY (EIT)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

EIT 110 Topics in Mathematics for Computer and Electronics Technicians (3-0) 3 Hours
Mathematics topics are studied which have direct application in the fields in electronics and computer technology. Topics include mathematics concepts required to understand and analyze electronics and computer problems.

EIT 111 Digital and Network Fundamentals (3-2) 4 Hours
This is an introductory course in digital electronic concepts and networking fundamentals. The course will introduce basic Boolean Algebra including masking concepts. LAN network fundamentals will be studied including peer to peer networks using TCP/IP protocols and Ethernet media. Laboratories will include experiments in logic and small networks and peer to peer networks will be implemented.
Note: Completion of ELT 170 is recommended, not required.
Course fee

EIT 130 Introduction to Nanotechnology (3-0) 3 Hours
This course will introduce the basic concepts of nanoscience and nanotechnology. The principles of self-assembly of nanostructured molecular materials and devices will be discussed. Techniques of analyzing and characterizing the properties of nanoscale materials will be described. A foundation of the processing and manufacturing of these nanomaterials, along with their applications to all industrial fields will be presented. This is an interdisciplinary course, covering areas including physics, chemistry, electronics, biology, medicine as well as networking technologies.
Prerequisite: Language and Math Proficiency

EIT 210 Data and Network Communications (3-2) 4 Hours
This course will deal with the fundamental of data communications in network environments. Baseband transmission as well as encoded data transfer methods will be studied. Protocols will be investigated in detail including Ethernet and Token Ring at the data transmission level. Frequency spectrum and bandwidth issues will be studied. Routers and routing will be introduced. Laboratories will deal with communication hardware and network interconnections.
Note: Completion of EIT 111 is recommended, not required.
Course fee

EIT 211 Network Design and Analysis (3-2) 4 Hours
EIT 211 is intended to take a generic view of the engineering considerations in computer systems networks. The theoretical aspects of networks will be investigated, including current network configurations as well as other possible configurations. Routing will be studied including the impact of routing on general network design. The student will be required to research and design a network.
Prerequisite: EIT 210
Course fee

EIT 212 Applied Linux (2-2) 3 Hours
This course will introduce the basic concepts of the LINUX operating system and LINUX network administration. Hardware and software configurations necessary for the installation and maintenance of the operating system and its applications will be covered. A foundation of system commands, expressions and controls will be taught. More advanced skills such as print server, file server and web server applications will be implemented.
Course fee

EIT 230 Secure Wireless Networking (2-2) 3 Hours
This course will cover the basics of planning and implementing a wireless network, with special focus on using adequate data security techniques. Gateway security, including building gateways and firewalls, and authentication and encryption methods for wireless networks will be explored.
Note: Completion of EIT 111 and ELC 172 are recommended, not required.
Course fee

EIT 232 Linux System Administration (2-2) 3 Hours
This course will introduce more advanced Linux network administration. Skills such as implementing, troubleshooting and securing mixed networks will be taught. Samba print and file severs, Internet gateways such as firewall and proxy servers and internet servers such as Apache Web Server will be built.
Prerequisite: EIT 212
Course fee

ELECTRICAL TECHNOLOGY (ELC)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

ELC 113 Basic Instrumentation and Shop Practice (1-2) 2 Hours
An introduction to electronic measurements, repair and construction techniques and the identification and testing of electronic components.
Note: Recommended preparation concurrent enrollment in ELT 170 and ELC 172 or equivalent knowledge.
Course fee
Offered fall only.

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.
Note: Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.
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 a relay ladder logic and Boolean functions. Troubleshooting systems with PLC's will also be studied.
Note: Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.
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.
Note: Recommended preparation ELT 170 and MTH 114 or MTH 117 or equivalent knowledge.
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.
Note: Recommended preparation ELT 170 and MTH 117 or MTH 122 or equivalent knowledge.
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.
Note: Recommended preparation ELC 173, MTH 118 or MTH 123 or equivalent knowledge.
Course fee

ELC 175 AC Analysis and 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.
Note: Recommended preparation ELT 170, ELC 173, MTH 118 or MTH 123 or equivalent knowledge.
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, amplidyne generators, motor and generator control circuits, and industrial application. Course oriented to troubleshooting and repair techniques.
Note: Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.
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.
Note: Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.
Course fee

ELC 271 Advanced Programmable Controls (2-3) 3 Hours
This course will address application and interfacing aspects of programmable control not covered in the introductory course ELC 171. Topics included in this course cover information on data acquisition and data file manipulation, analog to digital and digital to analog interfacing, networking of PLC's, and touch panel interface operation.
Prerequisite: ELC 171 or Instructor Consent

ELC 276 Electrical Industrial Safety (2-0) 2 Hours
This course provides a study of the safety practices and procedures that are required in the electrical industry. The nature of electrical work places electricians in potentially harmful situations on a regular basis. Electricians must be aware of the proper safety precautions in order to avoid accidents which could lead to injury or even death. This course will include safety related to electrical shock, safety requirements in the use of power tools, safety in the working environment.

ENGLISH LANGUAGE INSTRUCTION (ELI)

Communication Arts, Humanities & Fine Arts Division, Room B237, (847) 543-2040

ELI 100 Language Skills for the English Language Learner (3-0) 3 Hours
This course will help high intermediate, to advanced level English Language Learners to build their language skills in a specific area such as pronunciation, vocabulary, or grammar. Students will learn about the most common issues in the skill area that is being focused on. They will be given various written, conversation, and listening activities to help them assimilate this particular skill into written and/or oral speech.
Prerequisite: CELSA score of 42 or higher OR Language Proficiency.

ELI 103 Academic English For English Language Learners Advanced (3-0) 6 Hours
Level 1 of a 2 level course in academic English for English Language Learners (ELLs) at the advanced level who want to pursue academic studies in American colleges and universities or who want to practice their careers in the United States. This course will provide ELLs with intensive and extensive practice in reading, writing, listening, speaking and vocabulary in English at the advanced level and will introduce them to strategies for improving these skills. This course will introduce learners to the vowel and consonant system in English and to the stress and intonational patterns in English. It will provide practice in narrative writing in English.
Prerequisite: CELSA score of 50 or higher OR Language Proficiency.

ELI 104 Academic English For English Language Learners Advanced II (3-0) 6 Hours
Level 2 of a 2 level course in academic English for English Language Learners (ELLs) at the advanced level who want to pursue academic studies in American colleges and universities or who want to practice their careers in the United States. This course will provide ELLs with intensive and extensive practice in reading, writing, listening, speaking and vocabulary in English at the advanced level and will introduce them to strategies for improving these skills. It will provide practice in descriptive and expository writing in English. This course will work on pragmatic conventions of face-to-face conversations in English. It will introduce students to conventions or research writing in American academic discourse.
Prerequisite: ELI 103 OR Co-Enrolled in ELI 103 or Language Proficiency.

ELI 105 Academic English for English Language Learners Transitional I (3-0) 3 Hours
Level 1 of a 3 level course in academic English for English Language Learners (ELLs) at the transitional level who want to pursue academic studies in American colleges and universities or who want to practice their careers in the United States. This course is for students simultaneously enrolled in another academic class, which is determined by the college. Students will improve all language skills—reading, writing, speaking and listening—while focusing on the content area of the other academic class. Emphasis is on listening and comprehending academic lectures; reading, summarizing, and discussing expository and academic readings; writing expository essays; and participating in classroom and panel discussions.
Prerequisite: CELSA score of 60 or higher OR Language Proficiency OR ELI 104 (C or better).

ELI 106 Academic English for English Language Learners Transitional II (3-0) 3 Hours
Level 2 of a 3 level course in academic English for English Language Learners (ELLs) at the transitional level who want to pursue academic studies in American colleges and universities or who want to practice their careers in the United States. This course is for students simultaneously enrolled in another academic class, which is determined by the college. Students will improve all language skills—reading, writing, speaking and listening—while focusing on the content area of the other academic class. Emphasis is note taking for academic lectures and readings; vocabulary enhancement and grammar usage; writing expository essays, reflective journals and reports; participating in debates, interviews and small group presentations
Prerequisite: Language Proficiency OR ELI 105 OR Co-Enrolled in ELI 105

ELI 107 Academic English for English Language Learners Transitional III (3-0) 3 Hours
Level 3 of a 3 level course in academic English for English Language Learners (ELLs) at the transitional level who want to pursue academic studies in American colleges and universities or who want to practice their careers in the United States. This course is for students simultaneously enrolled in another academic class, which is determined by the college. Students will improve all language skills—reading, writing, speaking and listening—while focusing on the content area of the other academic class. Emphasis is on preparing a formal presentation and reading and synthesizing materials for a written research project.
Prerequisite: ELI 106 OR Co-Enrolled in ELI 106 OR Language Proficiency.

ELI 108 Academic Reading and Writing for English Language Learners (0-6) 6 Hours
This course is designed for English language learners who have been educated in the US or who have lived for many years in the US but who still need to develop advanced academic reading and writing skills necessary to succeed in courses in American colleges and universities. This course will focus on necessary academic reading and writing skills as well as vocabulary enrichment and grammar practice that English language learners need to continue progress in the written forms of their second language.
Prerequisite: CELSA score of 50 or higher OR APT score of 80 or higher OR ELI 103 OR ELI 104 OR ELI 107 OR Language Proficiency.

ELECTRONICS ENGINEERING TECHNOLOGY (ELT)

Engineering, Math, & Physical Sciences Division, Room T102, (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. Pspice schematic capture and PC board software will be introduced.
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.
Note: Some degree of mathematical proficiency is required for students to follow analysis. Recommended preparation ELC 174 and ELC 175.
Course fee
Offered fall only.

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 instructors approval.
Note: EWE 220 may substitute. Recommended preparation sophomore standing or consent of department.
Course fee
Offered spring only.

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.
Note: Recommended preparation MTH 117 or MTH 122 or equivalent knowledge.
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.
Note: Recommended preparation high school algebra or concurrent enrollment in MTH 114 and ELT 170 or equivalent knowledge.
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.
Note: Recommended preparation ELT 170, ELT 172, ELT 117 or equivalent.
Course fee

ELT 151 PC Hardware Fundamentals (2-2) 3 Hours
This course will cover the basic components of a PC, including motherboards, memory, disk drives, cases and power supplies. Computers will be disassembled, reassembled and configured to operate.
Note: Recommended preparation CIT 120 and concurrent enrollment in ELT 170 or equivalent knowledge.
Course fee

ELT 152 PC Peripherals and Troubleshooting (2-2) 3 Hours
This course will cover the common peripheral components of a PC, including modems, Sound cards, network interface cards (NIC), and printers. Additionally, troubleshooting of hardware components will be presented, including diagnostic hardware and software. Preventative maintenance issues will be explored.
Prerequisite: ELT 151
Course fee

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.
Note: Recommended preparation MTH 114, MTH 117, MTH 122 or equivalent knowledge.
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 operation and troubleshooting of the electronics involved. Students will gain experience using instrumentation and measuring devices that simulate control situations.
Note: Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.
Course fee

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 troubleshooting aspects of the various circuits will be emphasized.
Note: Recommended preparation ELT 170 and ELC 172 or equivalent knowledge.
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.
Note: Recommended preparation ELT 170, ELC 172 and ELC 113 or equivalent knowledge.
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.
Note: Recommended preparation ELT 113 or equivalent knowledge.
Course fee
Offered spring only.

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.
Note: Recommended preparation ELT 113, ELC 174 and ELC 175 or equivalent knowledge.
Course fee
Offered spring only.

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.
Note: Recommended preparation MTH 117 or MTH 122 or equivalent knowledge.
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.
Note: Recommended preparation ELT 211 and MTH 211 or equivalent knowledge.
Course fee

ELT 216 Microprocessors I (2-3) 3 Hours
Introductory course in microprocessors dealing with hardware and software. The Pic micro controller will be used as the target processor. Hardware configuration including CPU, Memory, and I/O will be studied as well as the instruction set.
Note: Recommended preparation ELT 213 and ELT 116 or equivalent knowledge.
Course fee
Offered fall only.

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.
Note: Recommended preparation ELT 216 or equivalent knowledge.
Course fee

ELT 271 Circuit Analysis Computer Techniques (3-0) 3 Hours
Passive and Active circuits will be analyzed using the evaluation version of Pspice. Circuit behavior will be studied and in some cases circuits will be modified to meet certain design criteria. DC, AC and transient analysis will be performed as well as spectral analysis using the Pspice FFT. This course is intended for presentation via Internet. Required preparation: AC and DC circuit courses and one calculus course.

ELT 272 Circuit Analysis Techniques (3-0) 3 Hours
This course is intended to introduce the student to the use of calculus and transform techniques to circuit analysis. Solutions to first order equations will be done with calculus. Laplace transforms will be introduced and solutions to first and second order circuit will be covered. Circuit solutions using phasor techniques will be reviewed and Pspice will be used to support the class. This course is intended for Internet presentation. Recommended preparation: AC, DC circuit courses and one devices course including transistors.

ELECTRONICS MANUFACTURING (EMF)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

EMF 111 Electronics Math I (2-0) 2 Hours
Introduces topics in algebra, trigonometry, and problem solving techniques as it applies to the Electronic Manufacturing Program within an industrial setting.

EMF 112 Electronics Math II (2-0) 2 Hours
Continues the use of algebra to solve linear equations. The quadratic equation is introduced along with right triangle trigonometry.
Prerequisite: EMF 111 (C or better)

EMERGENCY MEDICAL SERVICES (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 to become an EMT-B, including classroom instruction, practical demonstrations and testing, and clinical experience. The course is offered at associated hospitals and fire departments in Lake County.
Prerequisite: High school diploma or GED and 18 years of age or older (at the time of licensure)
Corequisite: Current CPR certification (Health Care Provider Level: American Heart Association or American Red Cross)
Course fee

EMT 114 Paramedic Clinical Practicum (0-16) 3 Hours
This course consists of approximately 250 hours of supervised, in-hospital, clinical experience and is offered at associated hospitals in Lake County.
Corequisites: EMT 131 and EMT 115

EMT 115 Paramedic Field Experience Practicum (0-16) 3 Hours
This course prepares students to take the licensing examination to become an EMT- Paramedic. The course consists of approximately 250 hours 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.
Corequisites: EMT 131 and EMT 114

EMT 131 Introduction to Advanced Pre-hospital Care (3.5-1) 4 Hours
This is the first of five courses in Advanced Pre-hospital Care which prepare students to take the licensure examination to become EMT-Paramedics. Each course consists of classroom instruction and practical skills demonstration and testing. This introductory course will address the fundamentals of paramedic practice, including pathophysiology, pharmacology, medication administration and advanced airway management. The course is offered at associated hospitals in Lake County. This course is an approved program by the IDPH under the guidelines of the U.S. Department of Transportation.
Prerequisite: BIO 111 or 124 (C or better in either) and current Illinois licensure as an EMT-B or EMT-I
Corequisite: EMT 114 and EMT 115 and current CPR certification (Health Care Provider Level: American Heart Association or American Red Cross)

EMT 132 Patient Assessment (1.5-1) 2 Hours
This is the second of five courses in Advanced Pre-hospital Care which prepare students to take the licensure examination to become EMT-Paramedics. Each course consists of classroom instruction and practical skills demonstration and testing. This course builds on assessment skills of the basic EMT with special emphasis on advanced patient assessment at the scene. It includes classroom instruction and practical skills demonstration and testing. The course is offered at associated hospitals in Lake County. This course is an approved program by the IDPH under the guidelines of the U.S. Department of Transportation.
Corequisite: EMT 131

EMT 133 Medical Emergencies (4.5-1) 5 Hours
This is the third of five courses in Advanced Pre-hospital Care which prepare students to take the licensure examination to become EMT-Paramedics. Each course consists of classroom instruction and practical skills demonstration and testing. This course will teach the student how to identify and treat many of the medical emergencies likely to be encountered in the pre-hospital setting, including topics in pulmonology, cardiology, infectious diseases, and behavioral disorders. It includes classroom instruction and practical skills demonstration and testing. The course is offered at associated hospitals in Lake County. This course is an approved program by the IDPH under the guidelines of the U.S. Department of Transportation.
Prerequisite: EMT 132 (C or better)

EMT 134 Trauma Emergencies (2.5-1) 3 Hours
This is the fourth of five courses in Advanced Pre-hospital Care which prepare students to take the licensure examination to become EMT-Paramedics. Each course consists of classroom instruction and practical skills demonstration and testing. This course details the anatomy, physiology, and pathophysiology of trauma. It incorporates advanced pre-hospital care from the mechanism of injury analysis to shock/trauma resuscitation. The course is offered at associated hospitals in Lake County. This course is an approved program by the IDPH under the guidelines of the U.S. Department of Transportation.
Corequisite: EMT 133

EMT 135 Special Considerations and Operations (5.5-1) 6 Hours
This is the fifth of five courses in Advanced Pre-hospital Care which prepare students to take the licensure examination to become EMT-Paramedics. Each course consists of classroom instruction and practical skills demonstration and testing. This course includes neonatal, pediatric, geriatric, home health care and specially challenged patients, and incident command, ambulance service, rescue, hazardous material, and crime scene operations. It includes classroom instruction and practical skills demonstration and testing. The course is offered at associated hospitals in Lake County. This course is an approved program by the IDPH under the guidelines of the U.S. Department of Transportation.
Corequisite: EMT 134

ENGLISH (ENG)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

ENG 102 Spelling (1-0) 1 Hour
English 102 (spelling) is 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.
Note: This course does not apply to any associate degree or career certificate.
May be taken four times for credit

ENG 103 Vocabulary Development (1-0) 1 Hour
English 103 is 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.
Note: This course does not apply to any associate degree or career certificate.
May be taken four times for credit

ENG 104 Individual Topics in Writing and Reading (1-0) 1 Hour
English 104 is a module designed to help students develop their competencies in writing and/or reading. The instruction is self-paced and self-scheduled. Each student, with an assigned tutor and under the supervision of the writing Center Coordinator, will design an individualized program of work, which will consist of three to five "target areas." Working with a tutor, students will write three to five short papers and work through various specifically focused exercises and activities related to the target area that they have chosen. Students must attend at least 12 conferences with a tutor. For evaluation, students will submit a portfolio of their work, including a writing assignment reflecting upon their experiences and progress in the course.
May be taken four times for credit

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.
Note: This course does not apply to any associate degree or career certificate.
May be taken four times for credit

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.
Note: This course does not apply to any associate degree or career certificate.
May be taken four times for credit

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. Areas of concentration include vocabulary development, dictionary skills, skimming/scanning and paragraph analysis.
Note: This course does not apply to any associate degree or career certificate.
May be taken four times for credit

ENG 108 Strategic Reading and 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: APT score of 80 or higher OR ELI 104 (C or better) OR ELI 107 OR Language Proficiency
May be taken four times for credit

ENG 109 Strategic Reading and 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: APT score of 122 or higher OR ENG 108/ELI 108 (C or better) OR ELI 104/ELI 107 (B or better) OR Language Proficiency
May be taken four times for credit

ENG 113 Technical Communication Practicum (3-0) 3 Hours
Technical Communication Practicum provides work simulation experience in a variety of 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

ENG 120 Technical Composition I (3-0) 3 Hours
A beginning college level writing course. 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/unit on publishing technology.
Prerequisite: Language Proficiency

ENG 121 English Composition I (3-0) 3 Hours
English Composition I is designed to help students develop their competence in writing and analytical reading so they can enter the dialogue of the academic community. Students completing this course should be able to read, analyze, and produce college level texts.
Prerequisite: Language Proficiency
IAI: C1 900

ENG 122 English Composition II (3-0) 3 Hours
English Composition II is designed to further the work done in Composition 120 or 121 by giving students more experience as writers and readers with various purposes in different contexts. Students will write analytical, research, and other advanced papers based on sources from literature and other texts.
Prerequisite: ENG 120 or ENG 121
IAI: C1 901R

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: Language Proficiency
IAI: MC 911

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.
Prerequisite: Language Proficiency
IAI: MC 919

ENG 126 Advanced Composition: Scientific and Technical Communications (3-0) 3 Hours
A transferable advanced composition course stressing the writing process for students in scientific and technical majors. Covers writing concisely, precisely, and clearly for a variety of purposes and audiences. Includes a multi-source research paper, writing scientific and technical reports, writing abstracts and summaries of magazine articles, writing letters, proposals, resumes, instructions, descriptions. Read, write, and think critically about a variety of issues in the scientific and technical discourse communities including the environment and the ethics of new technology.
Prerequisite: ENG 120 or ENG 121
IAI: C1 901R

ENG 127 Introduction to General Linguistics (3-0) 3 Hours
This introductory course will explore the origins of language, its internal structure and its function. This course will analyze language in terms of its phonology, morphology, grammar, syntax, semantics and pragmatics. In addition, the course will examine areas of applied linguistics including theories of first and second language acquisition.

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. The course will discuss how languages resemble and differ from each other, the social and psychological processes involved when individuals learn languages, the interrelation 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.

ENG 129 Women in Literature (3-0) 3 Hours
Introduces students to the wealth of (mostly Western) literature by and/or about women. Discussion of readings, films and other media enables 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 and about women.
Prerequisite: ENG 120 or ENG 121
IAI: H3 911D

ENG 137 Document Design in Technical Writing (3-0) 3 Hours
This course will introduce the student to the elementary principles of document design in technical writing. In addition to reading about these principles, they will have the opportunity to read articles written by experts in the field that will apply to these principles. By the end of the course, the student will be able to design and write an instructional document for a general audience and justify the design they chose.
Prerequisite: Language Proficiency

ENG 220 Introduction to Scriptwriting for 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. Video tapes and one feature film will be used.
Prerequisite: ENG 121
IAI: EGL 923

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.
Prerequisite: ENG 120 or ENG 121
IAI: H3 914

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 121

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.
Prerequisite: ENG 120 or ENG 121
IAI: H3 912, EGL 913

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.
Prerequisite: ENG 120 or ENG 121
IAI: H3 913, EGL 914

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.
Prerequisite: ENG 120 or ENG 121
IAI: H3 90

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.
Prerequisite: ENG 120 or ENG 121
IAI: H3 906

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.
Prerequisite: ENG 120 or ENG 121
IAI: H3 915

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.
Prerequisite: ENG 120 or ENG 121
IAI: H3 903

ENG 243 Introduction to Fiction (3-0) 3 Hours
The course is designed to introduce 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.
Prerequisite: ENG 120 or ENG 121
IAI: H3 901, EGL 917

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.
Prerequisite: ENG 120 or ENG 121
IAI: H9 901

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 readings will be in English and will exemplify trends in Latin American literature throughout the world.
Prerequisite: Language Proficiency
IAI: H3 908N

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 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 culture.
Prerequisite: ENG 120 or ENG 121
IAI: H3 911D

ENG 249 Children's Literature (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 260 Introduction to Writing Center Theory and Practice (3-0) 3 Hours
This course is designed to introduce student tutors to the fundamental issues of theory and practice underlying writing center work. Topics will include practical strategies and techniques for effective tutoring in a variety of situations and with a diversity of writers as well as theoretical issues involving language, literacy, and difference.
Prerequisite: ENG 121

ENG 261 Methods of 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: Language Proficiency

ENG 262 Theories of Teaching English and Bilingual Education (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: Language Proficiency

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—folk tales, 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. Minority will be defined as groups who have not traditionally been represented in the American Literary Canon, including African Americans, American Indians, Asian Americans, Hispanic/Latino Americans, working class Americans, and gay/lesbian Americans. All forms of literature will be covered.
Prerequisite: ENG 121

ENG 265 Grammar for English Language Teachers (3-0) 3 Hours
This course will begin with a brief historical perspective of transformational, structural and traditional methodologies. In addition, the course will focus on a descriptive analysis of English and some of the nuances of English grammar. Finally, the course will consider the role of grammar instruction in the English language classroom.
Prerequisite: Language Proficiency

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

ENG 267 Phonetics and Phonology for English Language Teachers (3-0) 3 Hours
This course will introduce students to the basic concepts in articulatory phonetics, including the physiology of articulation, phonetic characterization of individual speech sounds, stress at the word and sentence level, intonation patterns, rhythm and blending. The course will also give an overview of principles in modern phonology, including the phoneme, natural classes, distinctive features and phonological rules (allophonic and morphophonemic). Students will apply this knowledge in examining and developing methods and techniques used to teach second language learners of English.
Prerequisite: Language Proficiency

ENG 268 Assessment of the English Language Learner (3-0) 3 Hours
This course will provide student with basic understanding of assessment concepts and terminology. In addition, the course will introduce students to theories and techniques of analyzing and writing tests for English Language Learners (ELL). Looking at both standardized tests and classroom-specific tests, the course will provide understanding of the variables that need to be considered when choosing and devising tests, specifically for second language learners. The course will also examine various standardized tests currently used for assessing English Language Learners and will explore alternate ways of assessing students' learning.
Prerequisite: Language Proficiency and ENG 127 or ENG 128

ENG 271 Teaching English to Speakers of Other Languages Practicum (1-12) 3 Hours
This course will include observation of experienced ESL teachers, as well as supervised teaching in an ESL setting. It will include evaluating course materials and planning and implementing of lesson plans that apply TESOL theory and methodology in the language classroom.
Prerequisite: EDU 221, ENG 128, ENG 261, ENG 261, and consent of instructor

ENGLISH AS A SECOND LANGUAGE (ESL)

Adult and Community Education Division, Building 4, (847) 543-2021

The Adult Education program is funded in part by grants from the federal government totalling $332,662. This represents 15% of the total cost of the program.

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 26 ESL: Academic Purposes: Level II: Speaking and Listening (3-0) 3 Hours
Students learning English at level 2 of English language proficiency will practice speaking and listening in English to prepare them for later academic oral work. Course content will help students to sharpen appropriate speaking and listening skills such as: clarification and repetition requests, following oral instructions, responding correctly to dictated materials and giving oral presentations.
Course fee

ESL 27 ESL: Academic Purposes: Level II: Grammar (3-0) 3 Hours
Students learning English at level 2 of English language proficiency will learn English grammar and syntactic structures to help them in academic speaking, reading and writing. Course content will include singular and plural nouns and verbs, pronouns, adjectives and adverbs and present and present progressive verbs. Practice will include both written and oral activities.
Course fee

ESL 28 ESL: Academic Purposes: Level II: Reading (3-0) 3 Hours
Students learning English at level 2 of English language proficiency will read in English to prepare for later academic reading assignments. Students will read short narrative, descriptive and explanatory passages. They will develop multiple comprehension strategies, such as finding the main idea, noticing chronological order and using picture dictionaries to clarify meaning of unfamiliar words.
Course fee

ESL 29 ESL: Academic Purposes: Level II: Writing and Computer Skills (3-0) 3 Hours
Students learning English at level 2 of English language proficiency will write in English to prepare them for later academic written assignments. Students will practice writing a description and writing a personal topic. They will strengthen their writing by adding specific details, revisiting and composing multiple drafts. This course includes basic word processing skills for writing future college papers and using the Internet as a resource for language learning.
May be taken four times for credit
Course fee

ESL 30 Beginning English as a Second Language Literacy (3-0) 1-3 Hours
This course is intended for students with no proficiency in English and/or very low literacy skills in their native language.
Course fee
May be taken four times for credit
Course fee

ESL 31 Beginning English as a Second Language II (3-0) 3 Hours
This course is a continuation of ESL 030 (Beginning ESL I). It is intended for students with no proficiency in English and/or very low literacy skills in their native language. This course will enable students to master the "survival" vocabulary most commonly encountered in their everyday life, and prepare them more adequately for ESL 040 (Beginning ESL).
Course fee
May be taken four times for credit

ESL 36 ESL: Academic Purposes: Level III: Speaking and Learning (3-0) 3 Hours
Students learning English at level 3 of English language proficiency will practice speaking and listening in English to prepare them for later academic oral work. Course content will help students to sharpen appropriate speaking and listening skills such as: following oral instructions, talking about present abilities, past experiences and future goals, managing conversations and giving short oral presentations.
May be taken four times for credit
Course fee

ESL 37 ESL: Academic Purposes: Level III: Grammar (3-0) 3 Hours
Students learning English at level 3 of English language proficiency will learn English grammar and syntactic structures to help them in academic speaking, reading and writing. Course content will include past and future verb tenses, forming questions, comparatives and superlatives and modal forms.
May be taken four times for credit
Course fee

ESL 38 ESL: Academic Purposes: Level III: Reading (3-0) 3 Hours
Students learning English at level 3 of English language proficiency will read in English to prepare for later academic reading assignments. Students will read short authentic and adapted selections and will develop multiple comprehension strategies, such as finding main ideas and details, identifying transition words and using a bilingual dictionary.
May be taken four times for credit
Course fee

ESL 39 ESL: Academic Purposes: Level III: Writing and Computer Skills (3-0) 3 Hours
Students learning English at level 3 of English language proficiency will write in English to prepare them for later academic written assignments. Students will practice writing about a process, narrating a past experiences and describing future goals. They will strengthen their writing by adding specific details, using paragraphs appropriately, revising and composing multiple drafts. This course includes basic word processing skills for writing future college papers and using the Internet as a resource for information and for language learning.
May be taken four times for credit
Course fee

ESL 40 Beginning English as a Second Language III (Variable) 1-3 Hours
This course is 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.
Course fee
May be taken four times for credit

ESL 41 Beginning English as a Second Language 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.
Course fee
May be taken four times for credit

ESL 42 Beginning English as a Second Language V (3-0) 1-3 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, nationality and languages, and why/because questions. They will concentrate on listening and speaking skills, with additional work on reading and writing.
Course fee
May be taken four times for credit

ESL 43 Beginning English as a Second Language 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, and time problems and giving excuses. Listening and speaking will be stressed with additional work on reading and writing.
Course fee
May be taken four times for credit

ESL 44 English as a Second Language - 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.
Course fee
May be taken four times for credit

ESL 45 English as a Second Language - 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.
Course fee
May be taken four times for credit

ESL 46 ESL: Academic Purposes: Level IV: Speaking and Listening (3-0) 3 Hours
Students learning English at level 4 of English language proficiency will practice speaking and listening in English to prepare them for later academic oral work. Content will include academic topics through various oral formats, including pair work, group work, extended discussion, lectures, presentations, guest speakers, tapes, and movies.
May be taken four times for credit
Course fee

ESL 47 ESL: Academic Purposes: Level IV: Grammar (3-0) 3 Hours
Students learning English at level 4 of English language proficiency will learn English grammar and syntactic structures to help them in academic speaking, reading and writing. Covered structures include pronoun forms, irregular past forms, modals, questions, progressive forms, future, and participial adjectives. Practice includes both oral and written activities.
Course fee
May be taken four times for credit

ESL 48 ESL: Academic Purposes: Level IV: Reading (3-0) 3 Hours
Students learning English at level 4 of English language proficiency will read in English to prepare for later academic reading assignments. They will read authentic short stories and assays and adapted non-fiction articles, learn word forms and parts of speech, learn to use a monolingual dictionary, scan and skim texts for information, and use contextual clues to find meanings of new vocabulary. Practice includes both oral and written work related to texts and new vocabulary.
Course fee
May be taken four times for credit

ESL 49 ESL: Academic Purposes: Level IV: Writing (3-0) 3 Hours
Students learning English at level 4 of English language proficiency will write in English to prepare them for later academic writing assignments. They will practice narrative and expository forms through written exercises, journals, personal essays, and summaries. This course includes basic word processing and skills for writing college papers.
Course fee

ESL 50 Intermediate English as a Second Language 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 in 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.
Course fee
May be taken four times for credit

ESL 51 Intermediate English as a Second Language 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, and giving compliments.
Course fee
May be taken four times for credit

ESL 52 Intermediate English as a Second Language III (3-0) 1-3 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.
Course fee
May be taken four times for credit

ESL 53 Intermediate English as a Second Language 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.
Course fee
May be taken four times for credit

ESL 54 English as a Second Language - 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.
Course fee
May be taken four times for credit

ESL 55 English as a Second Language - 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.
Course fee
May be taken four times for credit

ESL 56 ESL: Academic Purposes: Level V: Speaking & Listening (Variable) 3 Hours
English language learning students at level 5 of English language profinciency will speak and listen in English to prepare them for later academic aoral work. They will practive speaking and listening about academic topics, through a variety of oral formats, including pair work, group work, extended discussion, lectures, presentations, guest speakers, tapes and movies.
Course fee

ESL 57 ESL: Academic Purposes: Level V: Grammar (Variable) 3 Hours
English language learning students a level 5 of English language proficiency will learn English grammar and syntactic structures to help them in academic speaking, reading, and writing. Covered structures include past participle forms, present perfect aspect, phrasal verbs, gerunds and infinitives, and pronoun references in direct and indirect speech. Practice includes both oral and written activities.
Course fee

ESL 58 ESL: ESL: Academic Purposes: Level V: Reading & Academic Culture (Variable) 3 Hours
English language learning students at level 5 of English Language proficiency will read in English to prepare for later academic reading assignments. They will read authentic short stories and adapted and non-adapted short non-fiction articles, and will interpret charts, tables, and non-prose information. There is emphasis on readings related to academic culture. Practice includes activities for vocabulary improvement and dictionary skills. Course includes an introduction to academic culture of higher education in the United States.
Course fee

ESL 59 ESL: Academic Purposes: Level V: Writing (Variable) 3 Hours
English language learning students at level 5 of English Language proficiency will read in English to prepare for later academic reading assignments. They will read authentic short stories and adapted and non-adapted short non-fiction articles, and will interpret charts, tables, and non-prose information. There is emphasis on readings related to academic culture. Practice includes activities for vocabulary improvement and dictionary skills. Course includes an introduction to academic cultures of higher education in the United States.
Course fee

ESL 60 High Advanced English as a Second Language (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 skills 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 and more specific vocabulary. They will become familiar with American slang, idioms and cultural patterns.
Course fee
May be taken four times for credit

ESL 61 High Advanced English as a Second Language (3-0) 3 Hours
This is 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.
Course fee
May be taken four times for credit

ESL 62 Advanced English as a Second Language 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.
Course fee
May be taken four times for credit

ESL 63 Advanced English as a Second Language 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 and on learning to recognize prefixes and suffixes. They will work in reading on identifying main ideas and supporting details.
Course fee
May be taken four times for credit

ESL 70 English as a Second Language 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.
Course fee
May be taken four times for credit

ESL 71 English as a Second Language 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.
Course fee
May be taken four times for credit

ESL 72 English as a Second Language 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.
Course fee
May be taken four times for credit

ESL 73 English as a Second Language 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.
Course fee
May be taken four times for credit

ESL 80 English as a Second Language Academic Purposes Intermediate I (3-0) 3 Hours
This is the 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 will be on directions and sequencing in academic contexts.
Course fee

ESL 81 English as a Second Language Academic Purposes Intermediate II (3-0) 3 Hours
The second portion of a course in intermediate English as a Second Language is 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 English as a Second Language for Academic Purposes - Intermediate I. Emphasis will focus on series of directions and sequencing in academic contexts.
Course fee

ESL 82 English as a Second Language Academic Purposes Intermediate III (3-0) 3 Hours
The third portion of a course in intermediate English as a Second Language is 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 will be on American life and college academic culture.
Course fee

ESL 83 English as a Second Language Academic Purposes Intermediate IV (3-0) 3 Hours
This fourth portion of a course in intermediate English as a Second Language is 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 English as a Second Language for Academic Purposes-Intermediate III. Emphasis will focus on expressing comparisons.
Course fee

ELECTRONIC SYSTEMS TECHNOLOGY (EST)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

EST 110 Circuit Analysis Simulation (1-0) 1 Hour
This is an online 1 credit hour course using software as a simulation tool to analyze electronic circuits and systems. The course is intended to provide analysis competencies to aid in other academic studies where circuits and systems are involved. This course is intended for delivery via the Internet.
Note: The student should have some familiarity with electronic devices and analysis techniques.
Prerequisite: ELT 170, ELC 172 or ELC 174 or instructor permission.

EST 210 Maintenance and Repair of PC Systems (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.
Prerequisite: ELT 170 or equivalent knowledge

EST 211 Electronic Systems (3-0) 3 Hours
This course will provide students with an overview of many types of electronic systems including: audio, video, computer, RF systems, analog and digital control systems, programmable control systems. The course will provide a basic understanding of terms, concepts and block diagrams of systems students will study in detail in subsequent courses taken in the Electronic Systems Technology Degree program.
Prerequisite: ELT 170, 213, and ELC 172 or equivalent knowledge

EST 212 Systems Control Theory (2-2) 3 Hours
This is an introductory course in system control theory. This is a practical level course dealing with sensors, measurement techniques, and control systems. The course is intended for 2-year technology student who needs a survey of control theory and practice. Some computer modeling will be done.
Note: Recommended preparation: ELT 171 and ELT 173

EST 213 Digital Telecommunications I (4-0) 4 Hours
This is an introductory course in digital communication. The course will emphasize the electrical considerations in digital communication and introduce topics related to digital networks. The course also includes concepts and applications related to data communications. When appropriate, specific topics related to military applications will be covered.
Note: Recommended preparation: ELT 170 and ELT 213

EST 214 Digital Telecommunications II (4-0) 4 Hours
This is a second course in digital communications and will cover digital modulation techniques including pulse code modulation, pulse position modulation, and pulse width modulation. Hardware will be covered including hubs, switches, bridges and routers. Basic routing will be discussed and simulations will be done. When appropriate, specific topics related to military applications will be covered.
Prerequisite: EST 213

EST 215 Radar Systems (3-0) 3 Hours
This course provides working knowledge of basic principles of modern radar technology. Fundamental concepts applicable to all modern radars including radar propagation, transmitters, receivers, antennas, detection and tracking, continuous wave (CW) and frequency modulation (FM) radars, and moving target indicator (MTI) and pulse-Doppler radars are addressed and explained.
Prerequisite: ELT 172 and ELT 173

EDUCATIONAL WORK EXPERIENCE (EWE) COOPERATIVE EDUCATION

Cooperative Education Office, Building E, Room E101, (847) 543-2058

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.

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 1.00 credit hour for the seminar portion of CO-OP and 1.00 to 3.00 credit hours for the work portion of EWE 220.
May be taken four times for credit toward degree

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 agreed upon by the student, the student's EWE work supervisor and college EWE instructor.

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.

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.
Prerequisite: FRN 221
IAI: H1 900

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.
Prerequisite: FRN 222
IAI: H1 900mth

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.
Prerequisite: FRN 223
IAI: H1 900

FOOD SERVICE (FSM)

Business Division, Room T102, (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 is covered. The course focuses on the role and responsibilities of food service personnel and analyzes trends within the industry.
Prerequisite: Language and Math Proficiency

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: Language and Math Proficiency
Course fee

FSM 112 Culinary Arts I (1-4) 3 Hours
A professional introduction to a full service kitchen and the uses of tools, materials and equipment. Preparation and presentation of menu, combinations of salads, soups, appetizers, sauces, entrees, vegetables, starches, and desserts are covered.
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.
Note: Bring books to first class. Available at CLC bookstore.

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
Prerequisite: Language and Math Proficiency
Course fee

FSM 171 Culinary Arts II (1-4) 3 Hours
A required course for students in the Culinary Arts Option. FSM 171 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 operation.
Prerequisite: FSM 112
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: Language and Math Proficiency

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: Two FSM courses

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: One FSM course
Course fee

FSM 271 Food Service Management (3-0) 3 Hours
This course is the capstone for the Food Service Management Option. Students learn to apply the principles and techniques to manage a competitively successful food service operation in a rapidly changing environment. The roles, responsibilities and competencies required to perform successfully are presented. Competencies stressed include planning, leading, organizing and controlling to efficiently deliver quality products and services. Skills in creative problem solving, resume writing, and team building are covered. BASSETT (1 day) course is included.
Prerequisite: 15 semester hours of FSM courses one of which must be either FSM 212, FSM 213 or FSM 273
Course fee

FSM 273 Food, Beverage and Labor Control (3-0) 3 Hours
A primary function that affects the level of success of any food service operation is management's ability to control costs. The course provides the principles and practices of cost control systems for food, beverage, labor and overhead. The course shows how to analyze the numbers to prevent financial disaster or to correct them once they occur. Also, wine and spirit classification and controls will be discussed.
Prerequisite: One FSM course

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.
Note: Topics will be identified for each section of the course.
May be taken four times, but any topic only once

FIRE SCIENCE TECHNOLOGY (FST)

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

FST 111 Introduction to 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, underwater 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.
Note: Individuals with greater than one year firefighter experience are not eligible for credit. Student orientation and pre-scheduled classroom meetings required.
Prerequisite: Language and Math Proficiency

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 fireground. 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.
Note: FST 111 and/or one year active experience in the fire service is recommended.
Prerequisite: FST 111

FST 117 Fire Fighting Tactics and Strategy II (3-0) 3 Hours
Continuation of FST 116, with advanced principles and methods associated with fireground strategies and tactics, required of the company officer and chief officer. The course emphasizes multi-company alarm assignments, sectorization of the fireground, handling disasters and major fire incidents. Student participation of assigned fire simulation exercises will be required. Recognized by the Office of the State Fire Marshal toward Fire Officer 2/Tactic & Strategy 2.
Prerequisite: FST 116

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, underwater rescue and medical scene management will be reviewed.
Note: FST 116 and/or 2 years active experience in the fire service is recommended.
Prerequisite: FST 116

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. This subject covers preventive 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: FST 111

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 classroom environment, methods of teaching, and the 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 Fire Marshal towards certification of Instructor 1 and Officer 1.
Note: FST 111 and/or one year active service experience in the fire service is recommended.
Prerequisite: FST 111

FST 174 Fire Instructor II (3-0) 3 Hours
This course is a continuation of FST 173. Teaches advanced 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. Materials 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 and causes, inspection techniques and investigations. Recognized by the Office of the State Fire Marshal towards Fire Officer 1/Fire Prevention Principles 1.
Note: Student orientation and pre-scheduled classroom meetings required.
Prerequisite: FST 111

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 Awareness, and Hazardous Materials First Responder Operations, of the State Fire Marshal Certification and OSHA 29 CFR 1910.
Prerequisite: FST 111

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 Fire Marshal towards Fire Officer1/ Management2.
Note: Student orientation and pre-scheduled classroom meetings required.
Prerequisite: FST 111

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: FST 111

FST 273 Fire Science Business and 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 toward Fire Officer 2/Management 3.
Prerequisite: FST 111

FST 274 Fire Administration and 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 toward Fire Officer 2/Management 4.
Prerequisite: FST 111

FST 279 Special Topics in the Fire Service (3-0) 3 Hours
This course will take a subject of topical interest such as rescue practices, water supply analysis or reporting systems and cover that subject in depth. Because topics will vary widely from year to year a student may seek approval to repeat this course once for credit.
May be taken twice for credit toward degree

GENERAL EDUCATION DEVELOPMENT (GED)

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 6 GED Preparation (Variable) 0.5-4 Hours
This course is a preparation for those who want to take the General Educational Development Examination (G.E.D.) to earn their high school equivalency certificate. It is for adults who have not completed high school. Students under age 19 should call 543-2457 for G.E.D. test information. This class is offered in English and Spanish.
Course fee
May be taken four times for credit

GED 7 General Educational Development Preparation II (3-0) 3 Hours
This is a continuation of G.E.D. Preparation I (G.E.D. 006) for those who need further instruction before attempting the General Educational Development Examination (G.E.D.) to earn their high school equivalency certificate. This course is for adults who have not completed high school.
Course fee
May be taken four times for credit

GEOGRAPHY (GEG)

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

GEG 120 Physical Geography Lab (3-2) 4 Hours
Physical Geography is the study of all the processes and agents that help to shape and change the environment in which humans live. Emphasis is placed on the interrelationships that exist between the earth's heat and energy systems and the weather, climate, soils, vegetation, streams, oceans, landforms, and people and their activities. The lab component requires students to apply the scientific method to a variety of problems/ exercises related to physical geography. Some exercises may involve field work. The exercises integrate map reading and interpretation skills.
Prerequisite: Language and Math Proficiency
Course fee

GEG 121 Physical Geography (3-0) 3 Hours
Physical Geography is the study of all the processes and agents that help to shape and change the environment in which humans live. Emphasis is placed on the interrelationships that exist between the earth's heat and energy systems and the weather, climate, soils, vegetation, streams, oceans, landforms, and people and their activities.
Note: This course meets the physical science non-lab general education requirement.
Prerequisite: Language Proficiency
IAI: P1 909

GEG 122 Cultural Geography (3-0) 3 Hours
Cultural Geography is an introductory survey course that is designed to help students acquire geographic knowledge about human culture, trends and activities. A wide range of current and urgent world concerns such as population control, cultural differences, urbanization, economic livelihoods, and state and nation systems, are placed in a human-geographic context. The course will also assist students gain better geographic perceptions on current world affairs.
Prerequisite: Language Proficiency
IAI: S4 900N

GEG 123 World Regional Geography (3-0) 3 Hours
World Regional Geography is an introductory survey course that 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. Students will gain a better geographic perspective on current affairs and an enhanced appreciation of travel.
Prerequisite: Language Proficiency
IAI: S4 900N

GEG 223 Geography of Latin America (3-0) 3 Hours
This course is a survey of Latin America's cultural, economic, physical, political, and social geographies. It emphasizes problems and potentials of regional development and land use.
Prerequisite: Language Proficiency

GEG 240 Geographic Information Systems I (3-0) 3 Hours
This course is an introduction to the fundamentals of GIS and basic geographic concepts necessary for analyzing and utilizing spatial data. These concepts include map scale, projections, coordinate systems, methods of symbolizing map data, vector versus raster spatial analysis, air photos and satellite imagery in mapping. Uses of GIS discussed will include its applications in mapping, environmental studies, planning, management and business.
Prerequisite: Language Proficiency

GEOLOGY (GEO)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

GEO 120 Earth Science (3-2) 4 Hours
This course is designed for students of non-science or science major who are interested in physical features related to our dynamic earth. Topics of the course include some fundamental concepts and features in geology, meteorology and astronomy, such as earthquakes, volcanic activities weathering process, surface and groundwater, atmosphere components, weather, the universe, the solar system, etc. Course materials are organized to enable students to understand how different components of our dynamic earth are related to one another. Most topics are assisted with hands-on lab exercises.
Prerequisite: Language and Math Proficiency
Course fee
IAI: P1 905L

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.
Prerequisite: Language and Math Proficiency
Course fee
IAI: P1 907L

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.
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; hurricanes; resources; fisheries; and ecology.
Prerequisite: Language and Math Proficiency
IAI: P1 905

GEO 126 Geology of Illinois (2-0) 2 Hours
A survey of the principle 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: Language and Math Proficiency

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: Language and Math Proficiency

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 groundwater hydrology, waste disposal, mineral resources, and the energy situation are all included.
Prerequisite: Language and Math Proficiency
IAI: P1 908

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.
Note: May include: camping, backpacking, canoeing, and/or hiking, occasionally under rigorous conditions. Travel expenses are paid by the student. Should be considered a general education elective; will NOT meet CLC laboratory science requirement.
Course fee
May be taken twice, but any topic only once

GEO 299 Special Topics in Geoscience (Variable) 1-4 Hours
This course is designed to provide students with more information about specialized areas in geoscience.

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.

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 GER 121.
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.
Prerequisite: GER 221
IAI: H1 900

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.
Prerequisite: GER 222
IAI: H1 900

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.
Prerequisite: GER 223
IAI: H1 900

HEALTH INFORMATION TECHNOLOGY (HIT)

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

HIT 111 Medical Terminology (3-0) 3 Hours
Studies the terms related to medical science, hospital services, medical specialties including pathology and radiology, and abbreviations used in medicine. Includes spelling and pronunciation.
Prerequisite: Language Proficiency

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: Language Proficiency

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: Language Proficiency

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: AOS 128 or BSS 128 or 40 WPM
Corequisite: HIT 111 or MOA 110
Course fee

HIT 115 Health Data Content and 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: Language Proficiency
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 that is expected by local employers.
Note: In addition to the three scheduled hours of class time, students should plan on spending a minimum of six hours per week in the Health Information Technology lab in order to complete the required reports.
Prerequisite: HIT 114 or MOA 114 (C or better in either) and 55 WPM
Corequisite: BIO 111 or BIO 124 (C or better in either)
Course fee

HIT 117 Basic CPT Coding (2-2) 3 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.
Prerequisite: HIT 111 or MOA 110 (C or better in either)
Corequisite: BIO 111 or BIO 124 (C or better in either)
Course fee

HIT 118 Basic ICD-9-CM Coding (2-2) 3 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.
Prerequisite: HIT 111 or MOA 110 (C or better in either)
Corequisite: BIO 111 or BIO 124 (C or better in either)
Course fee

HIT 119 Pharmacology (1-0) 1 Hour
Introduction to pharmacology. Includes terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined.
Prerequisite: Language Proficiency

HIT 171 Insurance Procedures for the Medical Office (3-0) 3 Hours
Introduces health records and insurance processing procedures in the medical office. Emphasizes the relationship between health information and billing procedures. Brief overviews of diagnostic and procedural coding are included.
Prerequisite: Language Proficiency

HIT 172 Health Statistics and Registries (1-2) 2 Hours
Focuses on the collection and reporting of medical statistical data. The functions and uses of registries, with emphasis on the Cancer Registry, are studied.
Prerequisite: HIT 115 (C or better) and admission to the HIT program
Course fee

HIT 173 Medical Office Procedures (3-0) 3 Hours
Provides 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, bookkeeping and banking, maintaining patient records, and managing office medical records.
Prerequisite: Language Proficiency

HIT 174 Professional Practice Experience in Medical Transcription (0-4) 1 Hour
This course provides students with practical experience in a medical transcription setting. Students will transcribe a variety of medical reports and become familiar with the equipment, workflow, and procedures in an actual work setting. The focus will be on developing speed, accuracy, professional demeanor, and self-confidence.
NOTES: A satisfactory health screening must be on file with the college's Health Center prior to the clinical affiliation. The student will be responsible for his/her transportation to and from the health facility.
Prerequisites: HIT 115, HIT 116 (C or better in each), BIO 111 or BIO 124, AOS 113, and consent of the department
Course fee

HIT 212 Professional Practice Experience in Health Information Technology I (1-15) 4 Hours
First course of a two-semester sequence of supervised clinical experience in health facilities.
NOTES: A satisfactory health screening must be on file with the college's Health Center prior to the clinical affiliation. The student will be responsible for his/her transportation to and from the health facility. The student must be enrolled in the final Fall semester.
Prerequisites: HIT 113, HIT 115 (C or better in each), and admission to the HIT program
Course fee

HIT 213 Professional Practice Experience in Health Information Technology II (.5-7.5 hours) 2 Hours
Supervised clinical experience in various areas pertaining to health information.
NOTES: A satisfactory health screening must be on file with the college's Health Center prior to the clinical affiliation. The student will be responsible for his/her transportation to and from the health facility. The student must be enrolled in the final Spring semester.
Prerequisite: HIT 212 (C or better)
Course fee

HIT 214 Organization and Supervision (2-0) 2 Hours
Covers the basic principles of management and supervision as applied to the health information profession.
Prerequisite: HIT 115 (C or better) and admission to the HIT program

HIT 215 Medical Science (2-2) 3 Hours
Covers current theories of disease processes which will assist the student in interpreting information within the medical record.
Prerequisite: HIT 111 or MOA 110 (C or better in either)
Course fee

HIT 217 Health Information Systems and Data Literacy (2-2) 3 Hours
Introduces 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: HIT 115 (C or better) and admission to the HIT program
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, and the substance of the study is presented orally.
Corequisite: HIT 213

HIT 219 Quality Management and Performance Improvement (2-0) 2 Hours
Introduces the principles of the quality assessment process and utilization management. Provides a framework for gaining skills in collecting and analyzing data for performance improvement initiatives.
Prerequisite: HIT 115 (C or better) and admission to the HIT program

HIT 271 Advanced Coding (1-2) 2 Hours
This course explores the more complex areas of ICD-9-CM and CPT coding which were introduced in HIT 117 and HIT 118. Students will apply coding principles and guidelines related to complex diagnoses and procedures. Coding from actual patient records is emphasized. The use of coding references and coding software are integrated into the course.
Prerequisites: HIT 117 or MOA 117 (C or better in either), HIT 118 or MOA 118 (C or better in either), and admission into the Program
Corequisite: HIT 215
Course fee

HIT 272 Reimbursement Systems in Healthcare (2-0) 2 Hours
In this course, students will learn the history, rationale, and methodology of the systems used by third-party payers to determine the reimbursement that health care providers will receive. Reimbursement concepts include fee-for-service, managed care, capitation systems, Diagnosis-Related Groups (DRGs), Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and related concepts. The use of the charge description master (chargemaster) in reimbursement will be discussed. The importance of compliance with regulations and the related issues of fraud and abuse will also be addressed.
Prerequisites: Completion of one coding course (HIT 117 or MOA 117 or HIT 118 or MOA 118) (C or better in any) and admission into the program
Corequisite: Concurrent enrollment in a second coding course (HIT 117 or MOA 117 or HIT 118 or MOA 118)

HIT 273 Professional Practice Experience in Medical Coding (0-6) 2 Hours
This course provides students with supervised, practical experience in coding and abstracting medical information in a hospital, physician's office, clinic, or other health care setting. Students will code a variety of medical records and become familiar with the workflow and procedures in an actual work setting.
NOTES: A satisfactory health screening must be on file with the college's Health Center prior to the clinical affiliation. The student will be responsible for his/her transportation to and from the health facility. The student must be enrolled in the final Spring semester.
Prerequisites: HIT 115, HIT 173, and consent of the department
Corequisites: HIT 215, HIT 271, and HIT 272

HORTICULTURE (HRT)

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

HRT 110 Landscape Maintenance (2-2) 3 Hours
A course designed for those interested in and/or those presently working in the field of landscape care and maintenance. Included topics are pruning, fertilizing, and planting of trees and shrubs, general turf care, and pest identification and control.
Course fee

HRT 111 Basic Horticulture (3-0) 3 Hours
This is an introductory course that introduces basic plant anatomy, terminology, and functions of plants. Professions working with the environment and culture of plants will be included.
Prerequisite: Language and Math Proficiency
IAI: AG 905

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 landscaping and their outstanding characteristics. Approximately 110 trees will be covered in this course.
Course fee
IAI: AG 912

HRT 113 Shrub Identification (2-2) 3 Hours
A continuation of tree identification to include small trees, shrubs, vines, and ground covers by their common and botanic names. Approximately 110 species will be covered in this course.
Course fee

HRT 114 Soils, Fertilizer, and Water (2-2) 3 Hours
Students will be introduced to the science and function of native and artificial soils as they relate to plants and the environment. Topics on formation, physical characteristics, nutrient content and availability, water movement, taxonomy, and biota interactions are covered.
Note: A basic knowledge of chemistry is helpful.
Corequisite: HRT 111
Course fee

HRT 116 Entomology (2-2) 3 Hours
Studies the importance of insects to man. Topics include insect biology, principles of pest management, natural and applied insect control, and insect pests of vegetables, fruit, and ornamental plants. Labs include observation, identification , and diagnosis of insect plant pests.
Prerequisite: Language and Math Proficiency
Course fee

HRT 118 Landscape Graphics (2-2) 3 Hours
Students are exposed to various methods of collecting and communicating existing and desired information for the purpose of creating a landscape design to meet the needs of the client.
Prerequisite: Language and Math Proficiency
Course fee

HRT 119 Plant Pathology (2-2) 3 Hours
An introductory course in plant pathology covering the biology and management of agents causing disease and growing disorders. Students study these agents and the problems that they cause, along with possible management tools.
Prerequisite: HRT 111
Course fee

HRT 170 Arboriculture (2-2) 3 Hours
A lecture and laboratory course covering the care and maintenance of trees. A good portion of the laboratory teaches the students to climb and prune trees using standard safety practices.
Note: Good physical health is required. HRT 112 may be helpful.
Course fee

HRT 172 Interior Plant Maintenance (2-2) 3 Hours
A lecture and laboratory course covering the design, installation, and care of interior plantings. Begins with the basics of plant identification, growth and development, and propagation. Other topics include fertilization, soils, indoor climates, pests, diseases, and business operations.
Corequisite: HRT 111
Course fee

HRT 173 Perennial Flowers (2-2) 3 Hours
Identification, care, and maintenance of herbaceous plants. Approximately 125 plants will be covered in this course.
Note: Field trips and outdoor labs are included.
Course fee
Offered summer only.

HRT 174 Basic Floral Design (2-2) 3 Hours
Introduces 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.
Course fee

HRT 175 Advanced Floral Design (2-2) 3 Hours
Focuses on 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 laboratory 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.
Course fee

HRT 210 Greenhouse Crop Production (2-2) 3 Hours
A course covering the production of greenhouse crops and the cultural practices required for growth. Seeding, watering, fertilization, containers, growing medias, temperature control, and insect and disease control will be covered. Bedding plants and pot crops will be grown throughout the semester.
Prerequisite: HRT 111
Course fee

HRT 213 Landscape Design (2-2) 3 Hours
An introduction to and practice of the theory and practical approach to residential landscape design. Students take a design project from concept through final presentation.
Note: HRT 112 and HRT 113 are recommended.
Prerequisite: HRT 118
Course fee

HRT 214 Landscape Construction (2-2) 3 Hours
A lecture and lab course working with the installation of landscapes. Organization, set up, and construction will be covered. Students will be assigned projects that will include design and cost estimates. Handling equipment and actual construction may be included.
Course fee

HRT 215 Computer Landscape Design (2-2) 3 Hours
The use of AutoCAD for site planning and landscape design used in the creation of landscape plans. Emphasis is placed on practical application of software and hardware to develop working drawings for the landscape industry.
Note: CAD 117 is recommended.
Corequisite: HRT 118
Course fee

HRT 216 Natural Areas Management (2-2) 3 Hours
Restoring and caring for our natural areas has become an important role for a variety of landscape professionals. This class will provide an overview of natural areas restoration and management issues for northern Illinois and southern Wisconsin. Major plant communities for this region such as wetland, prairie and woodland will be addressed in terms of their ecology, key identifying features, management issues and restoration techniques. Fieldtrips will be integrated to provide students with exposure to all phases of restoration work, from initial construction to high-quality natural area. Fieldtrips also will provide an opportunity for hands-on practice at various management techniques like prescribed burning and vegetation monitoring.
Prerequisite: HRT 111 or BIO 120 or BIO 126

HRT 217 Plant Propagation (2-2) 3 Hours
A hands-on course focusing on the techniques and procedures involved in propagating plants. Sexual and asexual methods are practiced, and environmental conditions needed to promote growth and development are considered. Seed propagation, cutting propagation, and grafting will be included.
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 (C or better)

HRT 277 Field Study in Horticulture (Variable) 1-3 Hours
Students will travel with faculty to international/regional locations, which may vary from year to year, to study selected topics in horticulture. The course may emphasize the landscape design, the plant materials used, and the installation, care, and maintenance of the various gardens visited. Lectures, field trips, demonstrations, and on-site, individualized instruction will be used.
Note: Travel expenses are paid by the student.
May be taken three times, but any topic only once

HRT 299 Selected Topics in Horticulture (.5-1) 0.5-3 Hours
This course is designed to meet the needs of students for specialized instruction in horticulture topics. A maximum of six (6) credit hours of HRT 299 may be used as elective credit toward an A.A.S. degree or certificate in Horticulture; a topic may be taken only once.
Course fee

HISTORY (HST)

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

HST 121 History of Western Civilization to 1500 (3-0) 3 Hours
This course is an historical survey of the ancient civilizations of Egypt, Greece, and Rome, through the Middle Ages to the Renaissance. Emphasis is placed on cultural developments, political trends, and economic and social issues that have influenced the direction of Western Civilization.
Prerequisite: Language Proficiency
Course fee
IAI: S2 902, HST 913

HST 122 History of Western Civilization From 1500 (3-0) 3 Hours
This course is an historical survey from absolutist monarchy through the French Revolution, Industrialization, and 20th century ideological conflicts and wars. Emphasis is placed on the shaping of contemporary ideas, values, institutions, and the impact of technology.
Prerequisite: Language Proficiency
IAI: S2 903, HST 914

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: Language Proficiency

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: Language Proficiency

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.
Prerequisite: Language Proficiency
IAI: S2 905N

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.
Prerequisite: Language Proficiency
IAI: S2 914N

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 that have defined and altered this status.
Prerequisite: Language Proficiency

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.
Prerequisite: Language Proficiency
IAI: S2 900

HST 222 United States History 1876 to Present (3-0) 3 Hours
This course is an 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.
Prerequisite: Language Proficiency
IAI: S2 901, HST 911

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: Language Proficiency
IAI: HST 912

HST 225 American Labor History (3-0) 3 Hours
This course is a survey of American labor history from the colonial era to the present. Following a chronological approach, the course will cover the development of the system of labor in America, the factors affecting changes in the system, the emergence and growth of labor organizations, the role of labor organizations in the economic and political order, and the challenges confronting labor and labor organizations in a changing economic order.
Prerequisite: Language Proficiency

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 is on the African Americans' contributions to America's development.
Prerequisite: Language Proficiency

HST 241 Afro-American History II (3-0) 3 Hours
This course surveys the role of African Americans in the United States from the end of Reconstruction to the present. Emphasis is on the contributions to America's development and the problems encountered.
Prerequisite: Language Proficiency

HST 299 Special Topics in History (Variable) 1-3 Hours
This course addresses the in-depth study of special topics in history, which do not have specific courses in the catalogue. Course content will vary depending on the topic being studied, but could include the History of Chicago or The History of the Modern Middle East. This course is repeatable up to four times because course content varies each semester.
Prerequisite: Language Proficiency
May be taken four times, but any topic only once

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 art, literature, music and philosophy of ancient and medieval, western and non-western civilizations.
Prerequisite: Language Proficiency
IAI: HF 902

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.
Prerequisite: Language Proficiency
IAI: HF 903

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.
Prerequisite: Language Proficiency
Course fee
IAI: F2 908

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.
Note: Travel expenses are paid by the student. Credit would be arranged with instructor. No more than 4 credit hours will count toward an associate degree or career certificate.
Prerequisite: Language Proficiency
May be taken four times for credit toward degree

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.
Prerequisite: Language Proficiency
Course fee
IAI: F2 900

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.
Prerequisite: Language Proficiency
IAI: F9 900

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.
Prerequisite: Language Proficiency
IAI: H4 906

HUM 128 Introduction to Middle 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 these and (3) the relation of these concepts and values to current ethical and political issues thereof.
Prerequisite: Language Proficiency
IAI: H2 903N

HUM 129 Introduction to East Asian Civilization (3-0) 3 Hours
This course examines the arts and worldviews of East Asian cultures from ancient times to the present. Students in this course will study examples of the visual arts, music, dance, and literature from China, Japan, and Korea in the context of the region's philosophy, religion, and historic times. Invites guest speakers for lectures on topics of their expertise.
Prerequisite: Language Proficiency
IAI: HF 904N

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 and racial and ethnic minorities.
Prerequisite: Language Proficiency
Offered fall only.
IAI: HF 906D

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 to important facets of the film industry such as the genre, studio and star system.
Prerequisite: Language Proficiency
Course fee
IAI: F2 908

HUM 223 Introduction to International Film (3-0) 3 Hours
This is a survey course on the history and aesthetic appreciation of film as an international medium of entertainment, communication, and persuasion. Through viewing and analysis of classic and contemporary films from Europe, Central and South America, Asia, Middle East, and Australia, the student will gain a global understanding of film. Films shown will be mostly works of fiction by internationally recognized filmmakers, but may also include documentaries and animated films.
Prerequisite: Language Proficiency
IAI: F2 909

HUM 225 The Art of Dance (3-0) 3 Hours
This course introduces students to an interdisciplinary approach to the art of dance. Combining an 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.
Prerequisite: Language Proficiency
IAI: F1 906

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 multicultural 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.
Prerequisite: ENG 120 or ENG 121
IAI: HF 907D

HUMAN SERVICES PROGRAM (HUS and HUX)

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

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 members in the group.
Prerequisite: Language Proficiency

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 are examined.
Prerequisite: Language Proficiency

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: Language Proficiency

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 (C or better)

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: Language Proficiency

HUS 121 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.
Prerequisite: Language and Math Proficiency
IAI: ECE 902

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: Language Proficiency, sophomore standing, 2.3 GPA, coordinator's approval 60 days prior to the start of the semester for which the practicum is requested

HUS 171 Human Service Practicum II (1-12) 4 Hours
A continuation of supervised work experience in a preschool setting, residential childcare 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: Language Proficiency, sophomore standing, 2.4 GPA, HUS 170 (C or better), coordinator's approval 60 days prior to the start of the semester for which the practicum is requested

HUS 210 Principles of Residental 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 223

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 education of the mentally retarded are emphasized and present and future perspectives in the field of mental retardation are discussed.
Prerequisite: Language Proficiency

HUS 217 Creative Activities II (2-2) 3 Hours
Creative activities used in the development of school-age children and adolescents in residential group care.
Prerequisite: Language Proficiency

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: Language Proficiency, sophomore standing, 2.4 GPA, HUS 171 (C or better), consent of HUS coordinator

HUS 231 Adult Development & Aging (3-0) 3 Hours
This course integrates theory and research related to changes across periods of adulthood in areas such as: biological, cognitive, personality, mental health, social-emotional, etc. Students will gain an understanding of the aging process through the use of a lifespan model of adult development in a multicultural context.
Prerequisite: Language Proficiency

HUS 299 Special Topics in Human Services (Variable) 1-3 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 adult services or alcohol and substance abuse.
Note: 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: Language Proficiency
May be taken twice, but any topic only once

HUX 170 Introduction to Substance Abuse (3-0) 3 Hours
Provides the student with a historical background of substance abuse, the addictive process, and approach to treatment. Specific topics addressed include major classifications of abused substances, the resulting of treatment modalities, and the application of specific counseling strategies to addiction.
Prerequisite: Language Proficiency

HUX 171 Assessment and Diagnosis of Alcohol and Substance Abuse Disorders (3-0) 3 Hours
A study of various screening and assessment procedures used to gather information during the client intake process that form the basis for a multivariate diagnosis of alcoholism and/or substance abuse as described in the current edition of the DSM. The Bio/Psycho/Social model of assessment will be used to integrate clinical data to formulate and support a Diagnostic Summary.
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 addictive process of alcohol and drugs.
Prerequisite: Language Proficiency

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, Regulation, 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 contacts with clients. Adequate client record documentation systems will be studied and correlated with the process of keeping client records current.
Prerequisite: Language Proficiency

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 neuro transmitter process is also included.
Prerequisite: Language Proficiency

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.
Prerequisites: HUS 118 and HUX 170

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 groupwork 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.
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.
Prerequisites: HUS 118, HUX 170, and SOC 224

HUX 179 Psychosocial Aspects of HIV Infections 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: Language Proficiency

HUX 271 Human Service Practicum I (1-12) 5 Hours
This course is an on-site, unpaid supervised practicum experience working directly with clients, family members, and groups in community treatment centers. Experience may include in-patient, out-patient and intensive out-patient models. Total of 300 practicum hours, which includes 50 hours of supervision and a supervision seminar.
Prerequisite: Sophomore Standing or Academic Plan of 25HG, GPA 2.3 or higher, HUX 171, HUX 174, HUX 176, and approval of Program Coordinator

HUX 272 Human Service Practicum II (1-12) 5 Hours
A continuation of HUX 271. Practicum II will be performed in a different setting than Practicum I. The student will be expected to initiate a leadership role in therapeutic intervention with clients at a higher skill level than in Practicum I. Total of 300 practicum hours, which includes 50 hours of supervision and a supervision seminar.
Prerequisite: Sophomore Standing or Acadmic Plan of 25HG, HUX 271, GPA of 2.4 or higher, and approval of Program Coordinator

INDUSTRIAL MAINTENANCE & REPAIR (IMR)

Engineering, Math, & Physical Sciences Division, Room T102, (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.

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: Math Proficiency
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.
Prerequisite: Math Proficiency
Course fee
Offered fall only. Offered even years only.

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: Math Proficiency
Course fee

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
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: Math Proficiency
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

IMR 117 Machinery's Handbook (3-0) 3 Hours
Explores the intent, use, and application of the Machinery's Handbook. Applies the principles, concept, and data in the Handbook to industrial related projects. Emphasis will be placed on chart usage and data retrieval from this handbook.
Prerequisite: Math Proficiency

INDUSTRIAL ELECTRICIAN (ISE)

Engineering, Math, & Physical Sciences Division, Room T102, (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.
Note: Previous electrical experience/education is strongly recommended.

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 and 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 and ELC 114
Course fee

INTERNATIONAL STUDIES IN SOCIAL SCIENCE (SSI)

SEE SOCIAL SCIENCE INTERNATIONAL (SSI)

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.

ITL 122 Beginning Italian II (4-0) 4 Hours
This course continues to develop the basic skills introduced in ITL 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 ITL 121 and ITL 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 ITL 221 and is designed to increase knowledge of Italian grammar and culture through practice in reading, writing, and speaking the language.
Prerequisite: ITL 221
IAI: H1 900

ITL 223 Italian Civilization I (3-0) 3 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.
Prerequisite: ITL 222
IAI: H1 900

ITL 224 Italian Civilization II (3-0) 3 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.
Prerequisite: ITL 223
IAI: H1 900

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.

JPN 122 Beginning Japanese II (4-0) 4 Hours
This course continues to develop the basic skills introduced in JPN 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

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 JPN 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.
Prerequisite: JPN 221
IAI: H1 900

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.

LIBRARY SCIENCE (LSC)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

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 Library and answers prepared paper and pencil questions.
Prerequisite: Language Proficiency

LIBRARY TECHNICAL ASSISTANT (LTA)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

LTA 121 Introduction to Library Science (3-0) 3 Hours
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: Language Proficiency

LTA 210 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 212 Technology in 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 CIT 120

LTA 214 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 230 Library Public Services (3-0) 3 Hours
An overview of the principles and practices of providing public service to patrons in all types of libraries. Exploration of public service functions including circulation, reference, copyright, interlibrary loan, reserves, readers' advisory services, information literacy instruction, programming, displays, shelf maintenance, and library security.
Prerequisite: LTA 121

LTA 232 Reference and Information Services (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 LTA elective list.

LTA 252 Administration of the School Library Media Center (3-0) 3 Hours
An introduction to the mission of the school library or media center and the role of the Library Information Specialist. Library resources (print and electronic), collection development, reading promotion, information literacy and technology are all examined. School library standards, particularly in Illinois, and evaluation of services are explored.
Prerequisite: LTA 121

LTA 274 LTA Workplace and Supervisory Skills (3-0) 3 Hours
An overview of the principles and practices of the library supervision and management. Exploration of supervisory and other workplace skills such as leadership, management of resources, management of personnel, library governance and library policies.
Prerequisite: LTA 121

LTA 276 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 LTA courses and consent of LTA coordinator.

LTA 278 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 LTA courses and consent of LTA coordinator.

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

LTA 299 Special Topics Library Science (Variable) 1-3 Hours
Special topics in the field of library science which are outside of the existing curriculum will be developed. Courses will provide an opportunity for in-depth study of topics pertinent to both technical and public services in public, school, academic, or special libraries.

MECHANICAL ENGINEERING TECHNOLOGY (MCD)

Engineering, Math, & Physical Sciences Division, Room T102, (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.
IAI: MTM 913

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.

MCD 113 Basic Metallurgy II (3-0) 3 Hours
Continuation of Basic Metallurgy I (MCD 112) with emphasis on cast irons, non-ferrous metals and their alloys. Foundry casting, machining, forming, welding and powder metallurgy processes are treated.
Prerequisite: MCD 112
Offered spring only. Offered odd years only.

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.
Note: Prior completion of Technical Physics (PHY 111) or higher and Technical Mathematics I (MTH 117) or higher are strongly recommended.
Offered spring only.

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.
Prerequisite: EGR 121 or CAD 117
Course fee
Offered fall only.

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.
Note: Prior completion of PHY 111 or higher level Physics and MTH 117 or higher level Math are strongly recommended.
Prerequisite: EGR 216
Offered spring only.

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.
Note: Completion of MTH 117 is strongly recommended.
IAI: MTM 934

MCD 299 Special Topics in Mechanical Engineering Technology (Variable) 1-4 Hours
This course is designed to provide students with more information about specialized areas in mechanical engineering. Topics will be identified for each section of the course.

MATH COMPUTER SCIENCE (MCS)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

MCS 124 Programming in Basic Language (2-0) 2 Hours
A beginning course in computer programming using the QBASIC language. Machine organization, input, and output, transfer of control, looping, arrays, character strings, subroutines, and sequential files are the major topics.
Prerequisite: MTH 102 (C or better) or an appropriate score on the Math Placement Test
Course fee

MCS 140 Computer Programming for Engineers and Scientists (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 with applications in math. This is a course in machine organization, algorithm development and programming style using the Java programming language. Applications include sorting and searching techniques, root solving procedures, and numerical integration. EXTENSIVE computer time commitment required. Previous programming experience is recommended. Students should not take both MCS 140 and MCS 141.
Prerequisite: MTH 145 (C or better) or MTH 224 (C or better) or concurrent enrollment in MTH 145 or MTH 224
Course fee
IAI: CS 911, EGR 922, MTH 922

MCS 141 Computer Science I (4-0) 4 Hours
The first in a sequence of courses for majors in Computer Science, this course introduces a disciplined approach to problem-solving, algorithm development and data abstraction. The course covers: branching, repetition and sequence control structures; object-oriented program design, testing and documentation using good programming style; and arrays, records, and files.
Note: Pre-engineering students should enroll in MCS 140. Students should not take both MCS 140 and MCS 141.
Prerequisites: MTH 108 (C or better) or an appropriate score on the Math Placement Test
IAI: CS 911

MCS 142 Computer Science II (3-0) 3 Hours
This course is designed to fulfill the requirements established by the Association for Computing Machinery (ACM) for the CS2 course. Using the Java computer 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. *Note:* Extensive time commitment required in computer lab. Proficiency in a programming language is also recommended.
Prerequisite: MCS 140 (C or better) or MCS 141 (C or better) or CIT 137 (C or better) or CIT 141 (C or better)
Course fee
Offered spring only.
IAI: CS 912, EGR 922

MCS 240 Computer Organization and Architecture (3-0) 3 Hours
This course is designed to fulfill the requirements established by the Association for Computing Machinery (ACM) for its Computer Organization and Architecture course. Topics include computer structure, machine language, assembly language principles, addressing techniques, macros, program segmentation and linkage. Extensive time commitment required in computer lab.
Prerequisite: MCS 142 (C or better)
Course fee

MANUFACTURING TECHNOLOGY (MFG)

Engineering, Math & Physical Sciences Division, Room T102, (847) 543-2044

MFG 112 Work Simplification (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. *Note:* Prior completion of Technical Mathematics I (MTH117) or higher is strongly recommended.

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.

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 material handling, cost and value engineering, quality control, production control, inventory control, methods engineering and time study.
Note: Final semester standing

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, methods of transporting and assisting patients, and gain an understanding of aseptic technique and infection control.
Prerequisite: Language and Math Proficiency
Course fee

MIM 111 Radiographic Anatomy and 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: Admission to the Medical Imaging Program
Course fee

MIM 112 Principles of Radiographic Exposure (2-2) 3 Hours
Covers the factors that control the production of a radiographic image and provides a basic understanding of radiation protection.
Prerequisite: Admission to the Medical Imaging Program
Corequisite: MIM 110 and MIM 111
Course fee

MIM 113 Radiographic Anatomy and 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 (C or better)
Course fee

MIM 114 Clinical Practice I (0-16) 3 Hours
Supervised competency based clinical practice. Emphasis on routine chest; abdomen, including examinations of the digestive system, urinary tract, and biliary collecting system; and appendicular skeleton.
Prerequisite: MIM 112 (C or better)
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.
Prerequisite: MIM 114 (C or better)
Course fee

MIM 116 Advanced Radiographic Procedures (1-0) 1 Hour
Studies the special radiographic procedures routinely performed in the majority of radiology departments. Includes identification of the contrast agents, anatomical structures investigated, and examination procedures.
Prerequisite: MIM 114 (C or better)
Corequisite: MIM 115
Course fee

MIM 170 Introduction to the Clinical Education Center (0-8) 1 Hour
This course is an introduction to the Medical Imaging department and clinical practice. The student will become familiar with the physical plant and protocols of the clinical education center where he/she will receive clinical experience. The course will include supervised performance of routine radiographic examinations of the chest, abdomen, and appendicular skeleton.
Corequisites: MIM 111 and MIM 112
Course fee

MIM 210 Technical Aspects of Patient Care (2-0) 2 Hours
Surveys patient communication. Acute situations, trauma radiography, contrast media, and pharmacology are emphasized.
Prerequisite: MIM 115, MIM 116 (C or better in both) and BIO 124
Course fee

MIM 211 Imaging Equipment (5-2) 6 Hours
Covers mechanical and electrical physics applied to x-ray equipment and factors affecting x-ray emission. Survey of digital vascular radiography and interventional procedures. Labs and discussions in principles of radiographic exposure and image evaluation are included.
Prerequisite: MIM 115, MIM 116 (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, surgical, trauma, and mobile radiography. Observations and practice in vascular and interventional procedures are included.
Prerequisite: MIM 115, MIM 116 (C or better in both) and 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.
Prerequisite: MIM 116 (C or better)
Course fee

MIM 214 Advanced Topics in Radiography (5-2) 6 Hours
Surveys radiation therapy and nuclear medicine. Radiation biology, radiation regulations, radiation measurements, pediatric and geriatric radiography, and sensitometry and quality control are included. Labs and lectures include principles of radiographic exposure, quality control, and film critique.
Prerequisite: MIM 211 and MIM 212 (C or better in both)
Course fee

MIM 215 Clinical Practice IV (0-18) 3 Hours
Supervised competency based clinical practice. Continued emphasis on routine and vascular special procedures, surgical, trauma, and mobile radiography. Includes orientation rotations to advanced imaging modalities.
Prerequisite: MIM 211 and MIM 212 (C or better in both)
Course fee

MIM 216 Computed Imaging (2-0) 2 Hours
Covers computer anatomy and functions related to computed tomography and magnetic resonance imaging. Includes physics and basic imaging parameters of these modalities. Case studies will be presented.
Prerequisite: MIM 211 and MIM 212 (C or better in both)

MIM 217 Applied Radiation Biology (1-0) 1 Hour
Surveys the somatic and genetic effects of ionizing radiation.
Prerequisite: MIM 116 (C or better)

MIM 218 Survey of Radiology Administration (1-0) 1 Hour
Surveys the structure and function of the radiology department and its relation to the hospital and the health care consumer.
Prerequisite: MIM 113 (C or better)

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 (C or better in both)

MIM 251 MRI Physics & Instrumentation (3-0) 3 Hours
This course introduces the principles of magnetic resonance imaging. The course will focus on imaging sequences/parameters and their effects quality exams. Imaging hardware and production, quality assurance, and safety considerations are also presented.
Prerequisite: Admission to the MRI Program

MIM 252 CT Physics, Instrumentation, and Procedures I (3-0) 3 Hours
This course introduces the student to the principles of computed tomography, the equipment used to produce the CT image, scanning procedures and application. Topics include data acquisition and manipulation, system design and operations, image processing and display. Imaging procedures of the central nervous, respiratory, digestive, cardiovascular and urinary systems are presented with safety and legal considerations, venipuncture and contrast media.
Prerequisite: Registered Radiologic Technologists by ARRT in radiography or radiation therapy, by ARRT or NMTCB in nuclear medicine technology or registry-eligible graduates of a Medical Imaging program
Corequisites: MIM 256 and MIM 273

MIM 253 MRI Procedures (2-0) 2 Hours
This course introduces MRI scanning procedures and application. Scanning parameters and patient care will be emphasized for examination of the head and neck, spine, thorax, abdomen/pelvis, musculoskeletal and advanced imaging procedures. Radiographic critiques and quality assurance will also be emphasized.
Prerequisite: Admission to the MRI Program

MIM 254 CT Physics, Instrumentation, and Procedures II (3-0) 3 Hours
This course introduces CT scanning procedures and application. Scanning parameters and patient care will be emphasized for examination of the head and neck, spine, thorax, abdomen/pelvis, musculoskeletal, interventional, and special procedures. Radiographic critiques and quality assurance will also be emphasized.
Prerequisites: Registered Radiologic Technologist in radiography or radiation therapy (ARRT), in nuclear medicine technology (ARRT or NMTCB), or registry-eligible graduate of a Medical Imaging program, and MIM 252, 256 and 273 (C or better in each)

MIM 255 MRI Sectional Anatomy & Pathology (4-0) 4 Hours
This course introduces the students to cross sectional MRI anatomy and pathology. Emphasis is placed on the central nervous system, musculoskeletal system, neck, chest, abdomen and pelvis. The vascular system is also presented.
Prerequisite: Admission to the CT or MRI Program.

MIM 256 CT Sectional Anatomy and Patholgy I (3-0) 3 Hours
This course introduces the students to cross sectional CT anatomy and pathology. Emphasis is placed on the central nervous, respiratory, digestive, urinary and cardiovascular systems.

MIM 258 CT Sectional Anatomy and Pathology II (3-0) 3 Hours
This course is a continuation of CT Sectional Anatomy and Pathology I (MIM 256). Emphasis is placed on the cross-sectional anatomy and pathology of the musculoskeletal and reproductive systems. Trauma imaging of the central nervous, respiratory, cardiovascular, digestive, urinary, musculoskeletal and reproductive systems is also presented.
Prerequisites: Registered Radiologic Technologist in radiography or radiation therapy (ARRT), in nuclear medicine technology (ARRT or NMTCB), or registry-eligible graduate of a Medical Imaging program, and MIM 252, 256 and 273 (C or better in each)

MIM 271 Clinical Practice V (0-16) 3 Hours
Supervised competency based clinical practice. Emphasis continued on routine and non-routine radiographic procedures. Students will complete all terminal competencies not previously demonstrated. In addition, students will perform a minimum of five competencies previously demonstrated and selected at random from those required for eligibility for certification by the American Registry of Radiologic Technologists.
Prerequisites: MIM 214, MIM 215, and MIM 216 (C or better in each)
Course fee

MIM 272 MRI Practicum (0-15) 3-6 Hours
This course introduces the student to supervised competency based clinical practice. Emphasis is placed on patient care, safety considerations, positioning and scanning parameters, MR imaging procedures, and non-imaging procedures.
Prerequisite: Admission to the MRI Program
Course fee
May be taken twice for credit toward degree

MIM 273 CT Practicum I (0-5) 1 Hour
This course introduces the student to supervised competency based clinical practice. Emphasis is placed on patient care, safety considerations, positioning and scanning parameters, CT imaging procedures, and non-imaging procedures.
Course fee
May be taken twice for credit toward degree

MIM 274 CT Practicum II (1-10) 2 Hours
This course introduces the student to supervised competency based clinical practice. Emphasis is placed on patient care, safety considerations, positioning and scanning parameters, CT imaging procedures, and non-imaging procedures.

MEDICAL LABORATORY TECHNOLOGY (MLT) (PHLEBOTOMY)

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

MLT 110 Introduction to Medical Lab Technology (1-2) 2 Hours
Introduces the roles of medical laboratory personnel in the health care system. Includes professionalism, communication, basic laboratory math, medical ethics, CLIA-waived testing, legal implications of laboratory testing, and educational preparation and certification of laboratory personnel.
Prerequisites: Language and Math Proficiency and a cumulative GPA of 2.0 or above for any credit courses completed at CLC.
Course fee
IAI: CLS 912

MLT 111 Immunology (1-2) 2 Hours
Presents theory and practical experiences in laboratory immunology. Stresses phlebotomy and explains the functioning of a normal and abnormal immune system. Students will learn how immunology testing utilizes antigen-antibody reactions in the diagnosis and treatment of disease. Reviews lab safety and quality control.
Prerequisite: Admission to the Medical Lab Technology Program
Corequisite: MLT 110 and MLT 114
Course fee
IAI: CLS 912

MLT 112 Hematology and Coagulation (3-6) 6 Hours
Designed to prepare students to develop an understanding of the fundamental theoretical principles and concepts of hematology and hemostasis, to perform manual and automated hematology and coagulation procedures, and to correlate test results with physiological and disease processes. Presents an overview of assessment procedures and techniques that are most widely used in hematology and coagulation, principles and application of quality control procedures, and laboratory safety.
Prerequisite: MLT 110, MLT 111, MLT 114 (C or better in each)
Corequisite: MLT 113
Course fee
IAI: CLS 912

MLT 113 Immunohematology (2-4) 4 Hours
Designed to prepare students to develop an understanding of the fundamental principles of immunohematology and to perform routine pre and post transfusion lab procedures. 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 are presented.
Corequisite: MLT 112
Course fee

MLT 114 Body Fluid Analysis (1-2) 2 Hours
Introduction to body fluid analysis including urine, CSF, amniotic fluid, and synovial fluid. Test procedures in basic body fluid analysis and their correlation to disease processes are included. Laboratory safety and quality control are emphasized.
Corequisite: MLT 110 and MLT 111
Course fee

MLT 115 Phlebotomy Techniques (1-2) 2 Hours
Focuses on development of skills in performing phlebotomy procedures. 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 (C or better)
Course fee

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. 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 (C or better in both)
Course fee

MLT 210 Clinical Chemistry (3-4) 5 Hours
This 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 MLT 113 (C or better in both) and CHM 123
Corequisite: MLT 213
Course fee
IAI: CLS 912

MLT 213 Clinical Microbiology (3-4) 5 Hours
Prepares students 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 MLT 113 (C or better in both) and BIO 125
Corequisite: MLT 210
Course fee
IAI: CLS 912

MLT 271 Chemistry Practicum (0-7) 2 Hours
Supervised clinical chemistry instruction in a hospital setting. Emphasis is on routine chemistry procedures. Quality Control, instrumentation, and computer applications are highly stressed. Includes review sessions, integration of lab knowledge and skills, and professional growth.
Note: Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session.
Prerequisite: MLT 210 and MLT 213 (C or better in both)
Course fee

MLT 272 Hematology Practicum (0-7) 2 Hours
Supervised clinical hematology instruction in a hospital setting. Emphasis is on routine hematology procedures. Quality Control, instrumentation, and computer applications are highly stressed. Includes review sessions and integration of lab knowledge and skills.
Note: Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session.
Prerequisite: MLT 210 and MLT 213 (C or better in both)

MLT 273 Immunohematology Practicum (0-7) 2 Hours
Supervised immunohematology clinical instruction in a hospital setting. Emphasis is on routine and specialized immunohematology procedures. Instrumentation and computer work is also highly stressed. Includes review sessions, integration of lab knowledge and skills, professional growth, job placement, and resume writing.
Note: Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session.
Prerequisite: MLT 210 and MLT 213 (C or better in both)

MLT 274 Microbiology Practicum (0-7) 2 Hours
Supervised clinical microbiology instruction in a hospital setting. Emphasis is on routine and specialized chemistry procedures. Instrumentation and computer work is also highly stressed. Includes review sessions, integration of lab knowledge and skills, professional growth, job placement, and resume writing.
Note: Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session.
Prerequisite: MLT 210 and MLT 213 (C or better in both)

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 routine and specialized serology/body fluids/phlebotomy procedures. Instrumentation and computer work is also highly stressed. Includes review sessions, integration of lab knowledge and skills, professional growth, job placement, and resume writing.
Note: Four days will be spent at the clinical site. Friday mornings will be spent at the college in a review session.
Prerequisite: MLT 210 and MLT 213 (C or better in both)

MEDICAL ASSISTING (MOA)

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

MOA 110 Medical Terminology (3-0) 3 Hours
Studies the terms related to medical science, hospital services, medical specialties including pathology and radiology, and abbreviations used in medicine. Includes spelling and pronunciation.
Prerequisite: Language Proficiency

MOA 111 Introduction to Medical Assisting (3-2) 4 Hours
Introduces the students to the role of the Medical Assistant in the clinical area of the medical clinic, hospital or laboratory. Topics include medical ethics and law, asepsis, infection control, patient history and record management, vital signs, assisting with exams and treatment procedures, patient education, patient preparation and administration of medications.
Prerequisite: Admission to the Medical Assisting Program
Corequisite: MOA 119 or HIT 119
Course fee

MOA 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: AOS 128 or BSS 128 or 40 WPM
Corequisite: HIT 111 or MOA 110
Course fee

MOA 117 Basic CPT Coding (2-2) 3 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.
Prerequisite: HIT 111 or MOA 110 (C or better in either)
Corequisite: BIO 111 or BIO 124 (C or better in either)
Course fee

MOA 118 Basic ICD-9-CM Coding (2-2) 3 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.
Prerequisite: HIT 111 or MOA 110 (C or better in either)
Corequisite: BIO 111 or BIO 124 (C or better in either)
Course fee

MOA 119 Pharmacology (1-0) 1 Hour
Introduction to pharmacology. Includes terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined.
Prerequisite: Language Proficiency

MOA 171 Insurance Procedures for the Medical Office (3-0) 3 Hours
Introduces health records and insurance processing procedures in the medical office. Emphasizes the relationship between health information and billing procedures. Brief overviews of diagnostic and procedural coding are included.
Prerequisite: Language Proficiency

MOA 173 Medical Office Procedures (3-0) 3 Hours
Provides 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, bookkeeping and banking, maintaining patient records, and managing office medical records.
Prerequisite: Language Proficiency

MOA 211 Medical Assisting II (3-2) 4 Hours
This course will provide the medical assisting student with skills beyond the basic introductory course. This will be an overview of advanced skills. Emphasis includes: assisting with medical specialties, electrocardiography, assisting with diagnostic imaging. Additional focus will be on surgical instrumentation and assisting with surgical procedures.
Prerequisite: MOA 111 (C or better)
Course fee

MOA 212 Medical Assisting Externship (0-12 hours) 3 Hours
This requires the medical assistant student to integrate and apply knowledge and skills from all previous medical assistant courses in actual patient care settings. Students will perform medical assistant administrative, clinical, and laboratory duties under the supervision of a mentor to effectively transition to the role of a medical assistant. The Medical Assistant Externship takes place during the final semester of the program.
Corequisite: MOA 211 (C or better)

MATHEMATICS (MTH)

Engineering, Math, & Physical Sciences Division, Room T102, (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 from a calculator based perspective.
Note: This course does not apply to any associate degree or career certificate. For students required to complete MTH 115 or MTH 117, math proficiency is better demonstrated by completing MTH 114. Specific calculator required. Contact EMPS division office for advisor referral or additional information.
Prerequisite: Score of 34 or higher on the arithmetic portion of the math placement test. A student who scores below 34 on the arithmetic portion of the math placement test should meet with a counselor to discuss options.
May be taken four times, but any topic only once

MTH 102 Basic Algebra (4-0) 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.
Note: This course does not apply to any associate degree or career certificate program. A specific graphing calculator may be required for this course. Contact the EMPS division office for details.
Prerequisite: MTH 101 (C or better) or Math proficiency

MTH 104 Geometry (4-0) 4 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, ration and proportion, area, perimeter, and volume of basic figures. Constructions and the writing of inductive, deductive, and indirect proofs are included.
Note:: This course does not apply to any associate degree or career certificate.
Prerequisite: MTH 102 (C or better) or appropriate score on Math Placement Test or Math ACT of 22 or higher.

MTH 108 Intermediate Algebra (4-0) 4 Hours
For students who need College Algebra (MTH 122) or a 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.
Note: This course does not apply to any associate degree or career certificate program. A specific graphing calculator is required for this course. Contact the EMPS division office for details.
Prerequisite: MTH 102 with a grade of 'C' or above or an appropriate score on the Math Placement Test or Math ACT of 22 or higher.

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 (MTH 122), 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.
Note: This course does not apply to any associate degree or career certificate program. A specific graphing calculator is required for this course. Contact the EMPS division for details.
Prerequisite: MTH 108 with a grade of 'C' of better or instructor consent.

MTH 114 Applied Mathematics I (3-0) 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.
Note: For students required to complete MTH 115 or MTH 117, math proficiency is better demonstrated by taking MTH 114. A specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: Score of 34 or higher on the arithmetic portion of the math placement test. A student who scores below 34 on the arithmetic portion of the math placement test should meet with a counselor to discuss options.

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.
Note: A specific graphing calculator is required for this course. Check with the EMPS Division office for details.
Prerequisite: MTH 114 or MTH 102 (C or better) or appropriate score on the Math Placement Test or Math ACT of 22 or higher.
Offered fall and spring only.

MTH 117 Technical Mathematics I (3-0) 3 Hours
College mathematics for students majoring in technology. Includes algebra, geometry and trigonometry.
Note: Specific graphing calculator required for this course. Contact the EMPS division office for details.
Prerequisite: MTH 114 or MTH 102 (C or better) or appropriate score on the Math Placement Test or Math ACT of 22 or higher.
Offered fall and spring only.

MTH 118 Technical Mathematics II (4-0) 4 Hours
Continuation of MTH 117. Major topics are algebra, geometry, vectors, logarithms, electronic graphing calculator, oblique and analytical trigonometry.
Note: Specific graphing calculator required for this course. Contact EMPS division office for details.
Prerequisite: MTH 117 with a grade of 'C' or above, or an appropriate score on the Math Placement Test or Math ACT of 25 or higher.
Offered spring only.

MTH 121 Mathematics for Elementary Teaching I (3-0) 3 Hours
Principally designed as the first course for elementary education majors. General education requirements may be fulfilled by enrolling in MTH 141 (Quantitative Literacy). Topics include problem solving, sets, logic, functions, numeration systems, real number system, number theory, probability and statistics.
Note: Specific graphing calculator required for this course. Contact EMPS division office for details..
Prerequisite: MTH 108 (C or better) or appropriate score on Math Placement Test or Math ACT of 22 or higher - AND - 1 year of High School Geometry (C or better) or MTH 104 (C or better).

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.
Note: A specific graphing calculator is required for this course. Contact EMPS Division Office for details. MTH 122 is not open to those with prior credit in MTH 144, Precalculus. This course will not meet the General Education Math Requirement for first-time college students seeking the AA or AFA degrees.
Prerequisite: MTH 108 (C or better) or appropriate score on Math Placement Test or Math ACT of 25 or higher - AND - 1 year of High School Geometry (C or better) or MTH 104 (C or better).

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.
Note: A specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: MTH 122 with a grade of "C" or above or concurrent enrollment in MTH 122 or an appropriate score on the Math Placement Test or Math ACT of 28 or higher.
IAI: MTM 901

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, and Markov chains.
Note: Specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: MTH 122 (C or better) or appropriate score on the Math Placement Test or Math ACT of 28 or higher.
IAI: M1 906

MTH 141 Quantitative Literacy (3-0) 3 Hours
Designed to meet general education mathematics requirements. A conceptual understanding is developed in several areas including: representing and analyzing data through such statistical measures as central tendency, dispersion, normal distribution, and correlation and regression; using logical statements and arguments in a real-world context; estimating, approximating and judging the reasonableness of answers; graphing and using polynomial functions and systems of equations in the interpretation and solution of problems; and selecting and using appropriate approaches and tools in formulating and solving real-world problems.
Note: A specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: Math Proficiency – AND-MTH 108 (C or better) or appropriate score on Math Placement Test or two years of High School Algebra (C or better) or Math ACT of 22 or higher-AND-1 year of High School Geometry (C or better) or MTH 104 (C or better)
IAI: M1 901

MTH 144 Precalculus (5-0) 5 Hours
Primarily for students who intend to take calculus. Topics include problem solving with equations, functions, polynomials, exponential functions, logarithmic functions, trigonometric functions, law of sines, law of cosines, trigonometric identities and equations, systems of equations and inequalities, parabolas, ellipses, hyperbolas, sequences and series, mathematical induction, and the binomial theorem.
Note: A specific graphing calculator is required for this course. Contact EMPS division office for details. Students who earn a grade lesser than B in MTH 108 must complete MTH 122 and MTH 123 as a prerequisite for MTH 145 (Calculus and Analytic Geometry I).
Prerequisite: MTH 108 (B or better) or appropriate score on Math Placement Test or Math ACT of 25 or higher - AND - 1 year of High School Geometry (C or better) or MTH 104 (C or better).

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.
Note: A specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: MTH 123 (C or better) or MTH 144 (C or better) or appropriate score on Math Placement Test or Math ACT of 28 or higher.
IAI: M1 900-1, EGR 901, MTH 901

MTH 146 Calculus and Analytic Geometry II (4-0) 4 Hours
MTH 146 is a continuation of MTH 145 which covers techniques of integration, applications of integration, differential equations, parametric equations, polar coordinates and infinite sequences and series.
Note: A specific graphing calculator is required for this course. Contact the EMPS division office for details. Prerequisite may also be met with instructor's consent.
Prerequisite: MTH 145 (C or better)
IAI: M1 900-2, EGR 901, MTH 902

MTH 221 Mathematics for Elementary Teaching II (3-0) 3 Hours
Principally designed as the second course for elementary education majors. General education requirements may be fulfilled by enrolling in Quantitative Literacy (MTH 141). Topics include modeling, Cartesian coordinate system, variation, plane and solid geometry, measurement, similarity and congruence, geometric constructions, areas, volume, classroom manipulatives, and computer software.
Note: A specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: MTH 121 - Mathematics for Elementary Teaching I (C or better).
IAI: M1 903

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.
Note: A specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: MTH 108 (C or better) or appropriate score on Math Placement Test or Math ACT of 25 or higher - AND - 1 year of High School Geometry (C or better) or MTH 104 (C or better).
IAI: M1 902

MTH 224 Calculus for Business and Social Science (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.
Note: A specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: MTH 122 (C or better) or MTH 144 (C or better) or appropriate score on Math Placement Test or Math ACT of 28 or higher.
Offered spring and summer only
IAI: M1 900-b

MTH 225 Introduction to Linear Algebra (3-0) 3 Hours
This is a first course in vectors, matrices, vector spaces and linear transformations and includes a substantial proof component. Applications of topics to problems arising in engineering and business are included. The course may be taken concurrently with, but should not replace, a course in multivariable calculus. A student should expect to take a more complete linear algebra course at the junior-senior level. Computer software will be integrated as appropriate.
Note: Prerequisite may also be met with instructor's consent. A specific graphing calculator is required for this course. Contact EMPS division office for more details.
Prerequisite: MTH 146 (C or better)
Offered spring only.
IAI: MTH 911

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.
Note: Computer software and graphing calculators are integrated into the course where appropriate.
Prerequisite: MTH 146 (C or better)
Offered fall and spring only.
IAI: EGR 904, MTH 912

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.
Note: Specific graphing calculator is required for this course. Contact EMPS division office for details.
Prerequisite: MTH 122 (C or better) or appropriate score on Math Placement Test or Math ACT of 28 or higher.
Offered spring only.
IAI: M1 905, CS 915

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.
Note: A specific graphing calculator is required for this course. Contact EMPS Division office for details. Prerequisite may also be met with instructor's consent.
Prerequisite: MTH 146 (C or better)
IAI: M1 900-3, EGR 903, MTH 903

MACHINE TOOL TRADES (MTT)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

MTT 110 Machine Trades Blueprint Reading (3-0) 3 Hours
Designed to study 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, sections, auxiliary views, symbols, geometric tolerancing, machine sketching, surface finished and other drafting and design principles.
Offered fall and spring only.

MTT 111 Machine Shop I (2-3) 3 Hours
Designed as an introduction to machining and machine shop practices. Study topics include hand tools, speeds and feeds, measurement, Taps and Dies, cutoff machines and general safety. Student will learn to setup and operate traditional metal cutting machines such as Drilling, Turning, Milling and Grinding machines. Practical labs are included.
Course fee
Offered fall and spring only.
IAI: MTM 921

MTT 112 Machining Principles (2-2) 3 Hours
Theory and practices involved in the safety and operation of traditional metal cutting machine tools and their appropriate tooling. Student will be expected to do a practical setup and operation on a manual Mill, Lathe, and Drill press. Some CNC milling and Wire EDM applications are also included
Offered fall only.
IAI: MTM 922

MTT 113 Grinding Technology (2-2) 3 Hours
Designed to provide the student with grinding theory and practice. Surface, cutter, sine plate, form and cutter grinding are included.
Course fee
Offered fall only. Offered even years only.

MTT 115 Introduction to Die Making (3-0) 3 Hours
Presents the student with the basic fundamentals of die construction, function and die components.
Note: Machine shop skills and basic shop mathematics are strongly recommended.
Prerequisite: MTT 110
Course fee
Offered spring only. Offered odd years only.

MTT 116 Introduction to Moldmaking (3-0) 3 Hours
Designed to provide the student with basic fundamentals of mold construction and components.
Note: Machine shop skills and basic shop mathematics are strongly recommended.
Prerequisite: MTT 110
Course fee
Offered spring only. Offered even years only.

MTT 210 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.
Note: Shop math skills or MTH 115 is strongly recommended.
Prerequisite: MTT 111
Course fee
Offered spring only.

MTT 211 Jig and Fixture Design (2-2) 3 Hours
Designed to familiarize the student with the design fundamentals of drill jigs and milling, lathe, assembly, and grinding fixtures.
Prerequisites: MTT 110 and MTT 210
Course fee
Offered spring only. Offered odd years only.

MTT 212 Precision Machining/NIMS Credentialing (1-4) 3 Hours
Designed to provide a National Credentialing studies class, this course will give each student an opportunity to demonstrate hands-on competency and related theory based on NIMS (National Institute of Metalworking Skills) nationally validated standards. The credentials are awarded on satisfactory completion of both the performance testing (producing precision parts on the machines) and the online related theory exams. Lectures and homework will focus on practical procedures and written test preparation. The fees for NIMS registration and 5 National Credentialing Exams are reflected in the Lab fee.
Prerequisite: MTT 210 or consent of instructor
Course fee
Offered fall semester on even years only.
IAI: MTM 923

MTT 215 Die Making II (2-2) 3 Hours
A continuation of Diemaking I. Students build a punch press die, sharpen the tools and manufacture a part in class.
Note: Students with Machine Shop experience may contact the program coordinator if interested in alternative methods of meeting the prerequisite.
Prerequisites: MTT 115
Course fee
Offered fall only. Offered odd years only.

MTT 216 Moldmaking II (2-2) 3 Hours
Designed for students to learn advanced mold components, moldmaking, advanced mold techniques and understanding of plastics. The nature of this course will range from basic knowledge of plastics to actually building a small mold and molding it.
Note: Students with Machine Shop experience may contact the program coordinator if interested in alternative methods of meeting the prerequisite.
Prerequisite: MTT 116
Course fee
Offered fall only. Offered even years only.

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 the Gospel Choir, CLC Singers, or Choir of Lake County.
Note: The CLC Singers requires an audition.
May be taken four times for credit toward degree
Course fee
IAI: MUS 908

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. For non-music majors.
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.
May be taken four times for credit toward degree
Course fee
IAI: MUS 908

MUS 124 Introduction to Music (3-0) 3 Hours
A non-technical listening course emphasizing recognition and understanding of various styles of serious music, past and present.
IAI: F1 900

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.

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.
Note: Students should combine this course with Piano Class I (Mus 145, 1 credit hour).

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.
Note: Students without keyboard background should combine this course with Piano Class I (MUS 145). Students who do not read notes or basic rythms and do not know scales and keys should take Fundamentals of Music (MUS 127) prior to entering this course.
IAI: MUS 901

MUS 129 Theory of Music II (4-0) 4 Hours
Written four-part harmony, analysis of form and harmony, dominant #7 chord and continuation of ear training. Continuation of MUS 128.
Prerequisite: MUS 128
IAI: MUS 902

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

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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 143 Applied Music
Piano I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 144 Applied Music
Jazz Piano (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

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.
Note: Students should combine this course with Fundamentals of Music (MUS 127).
Course fee
IAI: MUS 901

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
Course fee
IAI: MUS 902

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.
Note: MUS 127 Fundamentals of Music is strongly recommended as a companion couse for students who need work in reading pitches and rhythms.
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 Applied Music
Violin I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 161 Applied Music
Viola I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 162 Applied Music
Cello I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 163 Applied Music
String Bass I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 164 Applied Music
Flute I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 165 Applied Music
Oboe I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 166 Applied Music
Clarinet I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 167 Applied Music
English Horn I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 168 Applied Music
Bassoon I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 169 Applied Music
Bass Clarinet I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 180 Applied Music
Saxophone I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 181 Applied Music
Trumpet I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 182 Applied Music
French Horn I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 183 Applied Music
Trombone I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 184 Applied Music
Baritone Horn I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 185 Applied Music
Tuba I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 186 Applied Music
Percussion I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 187 Applied Music
Guitar I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 188 Applied Music
Electric Bass I (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

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.
May be taken four times for credit toward degree
Course fee
IAI: MUS 908

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.
Prerequisite: MUS 128
IAI: F1 902, MUS 905

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
IAI: MUS 903

MUS 229 Theory of Music IV (4-0) 4 Hours
Continuation of MUS 228. Twentieth Century musical techniques are considered.
Prerequisite: MUS 228
IAI: MUS 904

MUS 241 Applied Music
Voice II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 243 Applied Music
Piano II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 244 Applied Music
Jazz Piano II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 245 Piano Class III (1-1) 1-2 Hours
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
IAI: MUS 903

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
IAI: MUS 904

MUS 260 Applied Music
Violin II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 261 Applied Music
Viola II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 263 Applied Music
String Bass II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 264 Applied Music
Flute II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 266 Applied Music
Clarinet II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 280 Applied Music
Saxophone II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 281 Applied Music
Trumpet II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 282 Applied Music
French Horn II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 283 Applied Music
Trombone II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
Course fee
May be taken 4 times for maximun of 4 hours toward degree

MUS 286 Applied Music
Percussion II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 287 Applied Music
Guitar II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

MUS 288 Applied Music
Electric Bass II (Variable) 1-2 Hours
This course is 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.
Note: No more than 4 credit hours earned in MUS 141, MUS 143-144, MUS 160-169, MUS 180-188, MUS 241, MUS 243-244 and MUS 260-288 will count toward an associate degree in arts or science.
May be taken 4 times for maximun of 4 hours toward degree
Course fee
IAI: MUS 909

NURSING (NUR)

Nursing Education, Room D208, (847) 543-2043

NUR 110 Nurse Assisting (6-3) 7 Hours
Meets state requirements for preparation for employment in long-term care facilities. Participants must be at least 16 years of age, must speak and read English, and have at least an 8th grade education. 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. Attendance at each scheduled class and clinical laboratory is mandatory. Students who fail to attend the first day of class will not be allowed to continue in the course AND MUST OFFICIALLY WITHDRAW THEMSELVES from the course by the refund dates listed in the current class schedule in order to cancel their financial obligations. The State of Illinois requires a UCIA Criminal Background Check on all enrolled students. Upon successful completion of this course, the student will be eligible to take the state mandated written competency examination for Nurse Assistant Certification.
Prerequisite: Language proficiency or high school diploma or GED; or Adult Education reading test or Basic Skills Assessment Test; or ELI 104, ENG 108, ENG 109, ENG 120 or ENG 121; and 16 years of age.
Course fee

NUR 171 Nursing: Universal Self-Care (3-12) 7 Hours
Introduces the nursing process and assessment of universal self-care demands, abilities and limitations. Presents helping methods of doing, supporting, guiding, teaching, and providing a developmental environment in the campus and clinical laboratory. Focuses on clinical decision making and interventions specific to universal self-care of clients who have moderate limitations. Introduces the health care system and professional nurse behaviors. Case-based instruction, small group discussion, and mastery learning techniques are used. Proficiency examinations are available.
Prerequisites: Admission to the Associate Degree Program in Nursing
Course fee

NUR 172 Nursing: Developmental
Self-Care (3-12) 7 Hours
Builds upon NUR 171 and focuses on assessment of developmental self-care and common hazards to life and well-being. Gives attention to client support systems and caregiver concerns. Emphasizes applying the nursing process using helping methods for clients with moderate self-care agency limitations in the campus and clinical laboratory. Focuses on clinical decision making and interventions specific to client's developmental stage and age. Provides participation in client centered conferences and collaboration with other health care workers. Case-based instruction, small group discussion and mastery learning techniques 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
Builds upon NUR 172, and focuses on assessment of health-deviation self-care demands and responses to acute and chronic health problems. Includes the impact of health deviation on universal self-care and developmental self-care for client and families in the health care system. Focuses on clinical decision making, helping methods and interventions for clients with moderate to severe self-care agency limitations. Provides opportunity to work collaboratively in client care planning. Case-based instruction, small group discussion, and mastery learning techniques are used. Proficiency examinations are available.
Prerequisite: NUR 172 and BIO 125 (C or better in each) - AND - CMM 127
Course fee

NUR 272 Nursing: Health-Deviation Self-Care II (3-18) 9 Hours
Builds upon NUR 271 and focuses on assessment of health deviation self-care demands and responses to multiple and complex health problems. Includes clinical decision making and care planning for health deviation requiring acute, long term and chronic care management. Applies the nursing process, helping methods and interventions in the campus and clinical laboratory. Provides opportunity to participate in community support groups and client centered care conferences. Introduces research in nursing. Addresses issues and opportunities faced in transition to practice as a registered nurse. Case-based instruction, small group discussion, and mastery learning techniques are used.
Prerequisite: NUR 271 (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
This course is designed to train students in attitudes and skills valuable for school success, such as goal setting, time management, memory development, notetaking, textbook reading strategies, test taking, library use, school resources, motivation, stress management, and test and speech anxiety. This course 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.
Prerequisite: Language Proficiency
***OR** Corequisite:* ENG 108 or ENG 109 or ELI 108
May be taken four times, but any topic only once

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.

PDS 122 Career Exploration (1-0) 1 Hour
This course teaches students how to engage in a comprehensive career planning process. The course focuses primarily on the exploration phase of this process. Students will examine their interests, values, personality traits, skills and experiences. Students will examine information about the world of work including researching occupations, identifying and examining career clusters or job families, occupational trends, education and training requirements and, job search strategies. Students are expected to synthesize what they have learned and develop a plan of action at the end of the course.

PDS 123 Human Relations and Cultural Diversity (1-2) 2 Hours
The course will assist students to gain an appreciation for cultural diversity and how it affects their interactions with others. Through an interactive format, students will gain an increased awareness of, and sensitivity to, the dimensions, attitudes, beliefs, behaviors, and actions related to their own culture and to the cultures of others. Students will become aware of the ways differences of race, class, religion, gender, sexual identity, age, and disabilities have shaped people and cultural institutions in American society. Students will have the opportunity to examine and analyze the impact of bias, stereotype, prejudice, privilege, discrimination, and oppression within self and between groups. The skills necessary to interact effectively across cultures, and to serve as change agents for promoting positive human relations in a diverse and complex society, will be explored and developed.
Prerequisite: Language Proficiency

PHYSICAL EDUCATION (PED)

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

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.
Note: No more than 4 credit hours earned in PED 121 and/or PED 127 will count toward an associate degree. Students should consult the class schedule for sports offered during a particular semester.
ENROLLMENT LIMIT: No more than 4 credits of PED 121 will count for an associate degree. Attempted enrollment in excess of this limit will result in the error message: REQUISITES NOT MET FOR CLASS, NOT ENROLLED. See Center for Personal Enrichment for non-credit classes.
Course fee

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.
Note: No more than 1 credit hour earned in PED 123 will count toward an associate degree. Students should consult the class schedule for sports offered during a particular semester.
ENROLLMENT LIMIT: No more than 1 credit of PED 123 will count for an associate degree. Attempted enrollment in excess of this limit will result in the error message: REQUISITES NOT MET FOR CLASS, NOT ENROLLED. See Center for Personal Enrichment for non-credit classes.

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.
Note: No more than 4 credit hours earned in PED 121 and/or PED 127 will count toward an associate degree. Students should consult the class schedule for sports offered during a particular semester.
May be taken four times for credit toward 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.
Note: Students will spend lab time in local park districts during the second half of the semester.
Prerequisite: Language Proficiency

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. Outdoor and indoor events are required. Class projects will be graded according to the requirements of the project, and additional class time will be needed. Equipment will be provided for each event. For students going into a career in physical education, recreation, preschool teaching, elementary education, social work, or voluntary agencies.
Note: Expenses for group projects ($35-$50) assumed by the students.
Prerequisite: Language Proficiency
Course fee

PED 140 Contemporary Health Issues (2-0) 2 Hours
Basic human physiology, nature of disease, and principles and problems of personal health.
Prerequisite: Language Proficiency

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.

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: Language Proficiency

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: Language Proficiency

PED 220 Physical Education in the Elementary School (2-2) 3 Hours
Designed specifically for classroom teachers, teacher aides, and elementary physical education majors. Curriculum, materials, and progression of activities in elementary school physical education is discussed, demonstrated, and practiced.
Note: Students will spend lab time in local elementary schools during the second half of the semester.
Prerequisite: Language Proficiency

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: Language Proficiency

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: Language Proficiency

PED 223 Coaching Strategies in Football (2-0) 2 Hours
This course is designed to instruct students in the basic offensive and defensive schemes, terminologies, scouting "breakdown" and analyses, special teams, offensive and defensive philosophies, and staff hiring practices.
Prerequisite: Language Proficiency

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: Language Proficiency

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, badminton, field hockey, men's basketball, swimming, volleyball, track and field, softball, gymnastics, and tennis.
Prerequisite: Language Proficiency
May be taken four times for credit toward degree

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.
Course fee
May be taken four times for credit toward degree

PED 229 Experience in the Out-of-Doors (Variable) 1-3 Hours
Extends the classroom into the 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.
Note: No more than 3 credit hours may count toward an associate degree.
Course fee
May be taken twice, but any topic only once

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: Language Proficiency

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: Language Proficiency

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: Language Proficiency
Course fee
May be taken four times, but any topic only once

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: Language Proficiency

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 are made to get students to think out their own answers to these questions.
Prerequisite: Language Proficiency
IAI: H4 900

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.
Prerequisite: Language Proficiency
IAI: H4 906

PHI 123 Philosophy of Religion (3-0) 3 Hours
A study of selected religious concepts and theories, such as the existence of God, the nature of good and evil, faith and reason, ethics and the afterlife. May include an examination of the nature of religious language and experience.
Prerequisite: Language Proficiency
IAI: H4 905

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.
Prerequisite: Language Proficiency
IAI: H4 904

PHI 126 World Religions (3-0) 3 Hours
Introduction to the teachings, rituals, symbols, and cultures of living world religions. Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Christianity, Islam and the religions of Africa and Native America may be included.
Prerequisite: Language Proficiency
IAI: H5 904N

PHI 128 Intro to Social and Political Philosophy (3-0) 3 Hours
This course will discuss major social and political theories of justice, the exercise of power, equality, liberty, the private sphere vs. the public sphere, law, order, rights and duties. In addition, the course will explore the practical application of social and political theories to contemporary issues such as war and peace, human rights, and capital punishment.
Prerequisite: Language Proficiency

PHI 129 Philosophy of Gender (3-0) 3 Hours
This course provides an introduction to the influential philosophers who have addressed gender in their philosophical theories. The course explores issues like the definition of sexism, gender essentialism and non-essentialism, gender and ethics, gender and epistemology, gender and post-modernism, gender and culture, and philosophical issues surrounding marriage, the family, and personal relationships. Both classical and contemporary philosophers will be studied, in addition, both male and female writers will be read on the topic.
Prerequisite: Language Proficiency

PHI 221 Asian Philosophy (3-0) 3 Hours
This course provides an introduction to influential ideas and thinkers of India, China, and Japan. Philosophically, it presents a range of theories regarding the self, reality, knowledge and politics. These theories respond to specific situations in these Asian cultures as well as to what other thinkers have said, giving students a sense of the ' extended dialogue' which represents these traditions. Finally, students will see how the ideas and problems addressed differ from those in the western philosophical tradition. Though much of the course will center on the reading, analysis, and discussion of texts, students will participate in cultural activities related to the philosophical ideas studied. For instance, in the context of Japanese thought and its extensive philosophical vocabulary related to aesthetics, students may participate in a Tea Ceremony at the Japan Information Center in Chicago as well as visit the Japanese garden at the Chicago Botanical Gardens.
IAI: H4 903N

PHLEBOTOMY (MLT)

SEE MEDICAL LABORATORY TECHNOLOGY

PHYSICS (PHY)

Engineering, Math, & Physical Sciences Division, Room T102, (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: Language Proficiency and MTH 102 or MTH 115
Course fee

PHY 112 Technical Physics II (3-2) 4 Hours
Study of temperature, heat 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.
Prerequisite: Language and Math Proficiency
Course fee
IAI: P1 901L

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.
Prerequisites: MTH 108 (C or better) or an appropriate score on the Math Placement Test or two years of High School Algebra or concurrent enrollment in MTH 117 - AND - Language Proficiency
Course fee
IAI: P1 900L

PHY 122 General Physics II (4-2) 5 Hours
Second course in a two semester sequence. Basic concepts of heat, thermodynamics, electricity, magnetism, optics and modern physics are developed.
Prerequisite: PHY 121
Course fee
IAI: MTM 902L

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.
Note: MTH 146 is strongly recommended as a corequisite for this course and is a prerequisite for PHY 124 if you are planning to enroll in Physics for Science and Engineering II.
Prerequisite: MTH 145
Course fee
Offered fall and spring only.
IAI: P2 900L , BIO 903, EGR 911, MTH 921

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.
Prerequisite: PHY 123 and MTH 146
Course fee
Offered fall and spring only.
IAI: BIO 904, EGR 912

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 developed.
Prerequisite: PHY 124
Course fee
Offered summer only.
IAI: EGR 914

PARALEGAL STUDIES (PLS)

Business Division, Room T102, (847) 543-2041

PLS 110 Introduction to Paralegal Studies (3-0) 3 Hours
This course provides an introduction to the paralegal profession. It includes the roles and responsibilities of the paralegal and outlines the fields and specializations within the practice of law. It provides an overview of the functions of the legal system and an introduction to legal research and the law library.
Prerequisite: Language Proficiency

PLS 112 Legal Research and Writing I (3-0) 3 Hours
This course provides an integrated introduction to legal research and writing. Students will learn to use a law library, perform legal research, analyze legal problems, and communicate research findings in the proper written format. Students will learn to locate and use both primary and secondary legal research sources, including federal and state cases, digests, statutes, regulations, treatises, encyclopedias, law reviews, citators, and practice works. Students will be introduced to computer-based legal research tools.
Prerequisite: PLS 110

PLS 114 Litigation (3-0) 3 Hours
This course provides students with the knowledge and skills needed to effectively and ethically assist an attorney in litigation practice and procedure. Students will learn the principles of civil litigation in federal and state courts and will be introduced to the rules of procedure and discovery. The course addresses pre-trial practice, pretrial motions, trial preparations, basics of a civil trial, post-trial motions and appeals. The role of the paralegal during trials will also be addressed.
Prerequisite: PLS 110

PLS 116 Contract Law (3-0) 3 Hours
This course provides students with the knowledge and skills to define and evaluate contract law for application to specific situations. It includes an analysis of the law pertaining to contract formation, resolution of contract disputes and the impact of the Uniform Commercial Code on traditional contract theory. The course examines the types of contracts and discusses offer, acceptance and consideration. Guidelines for drafting a contract will be presented, and students will draft contracts.
Prerequisite: PLS 110

PLS 118 Real Property Law (3-0) 3 Hours
This course provides an introduction to Real Estate law and practice. Topics include property rights, types of land ownership, purchase and sales of real property, land use regulations, and issues in the landlord-tenant relationship. The course examines the role of the paralegal in relation to the supervising attorney and prepares the student to draft deeds, contracts, and leases.
Prerequisite: PLS 110

PLS 210 Tort Law (3-0) 3 Hours
This course provides an introduction to the broad area of civil wrongs and their appropriate remedies as well as tort law principles in the traditional areas of intentional torts, negligence, absolute liability, product liability, nuisance and commonly employed defenses. Students will acquire the knowledge and skills to define and evaluate tort law for application to specific situations.
Prerequisite: PLS 110

PLS 212 Corporate and Securities Law (3-0) 3 Hours
This course provides an overview of various forms of business structures; including sole proprietorships, partnerships and corporations as well as other forms of business. The course will discuss the laws administered by the Securities and Exchange Commission. The student will learn how to draft documents that are important in this field of law
Prerequisite: PLS 110 or BUS 121

PLS 214 Administrative Agency Law (3-0) 3 Hours
This course presents basic concepts of administrative law and procedure in federal and state agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rule making, agency discretionary powers, remedies, and judicial review. Procedural topics include agency operation, adjudication, preparation for hearings, and administrative and judicial review.
Prerequisite: PLS 110

PLS 216 Intellectual Property Law (3-0) 3 Hours
This course provides an overview of intellectual property law in the United States. The student will learn what is necessary to obtain a patent, a copyright, and a trademark, and what constitutes a trade secret. The student will learn to prepare applications for patent, copyright, and trademark protections with federal and state governments. The role of the paralegal in preparing for litigation involving intellectual property law will be covered.
Prerequisite: PLS 110

PLS 218 Bankruptcy Law (3-0) 3 Hours
This course provides an overview of Bankruptcy Law and procedures. It covers commencement of a case, preparation of schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, and technical terminology. Proceedings under Chapters 7, 11, and 13 of the United States Bankruptcy Code are covered. The student will learn to draft the schedules needed for Chapter 7, 11, and 13 filings.
Prerequisite: PLS 110

PLS 230 Family Law (3-0) 3 Hours
This course provides an introduction to fundamental common law and statutory concepts of family law with emphasis on the paralegal's role in this area. Topics include formal and informal marriages, premarital agreements, separation, divorce, annulment, marital property, the parent-child relationship, child custody and support, adoption, guardianship, legal issues in alternative families, domestic relations court procedures, public records research, and the paralegal's role in alternative dispute resolution/mediation processes.
Prerequisite: PLS 110

PLS 232 Probate Law (3-0) 3 Hours
This course provides an overview of post-mortem estate administration and the role of the probate paralegal. The course examines the entire process of administering a decedent's estate, from opening the estate and appointment of a fiduciary to filing of final account and distribution of assets. The differences between the use of a will (testate succession) to ensure the orderly transfer of a decedent's property and the failure to have a will (intestate succession) are highlighted. The student will learn how to gather information and prepare documents for testate and intestate estates.
Prerequisite: PLS 110

PLS 250 Internship in Paralegal Studies (1-6) 3 Hours
This course provides students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal in day-to-day, on-site office work. The student must complete 96 hours of work at the internship site, which may be a private or public law office, corporate government legal department, or other appropriate law-related setting. In addition to on-site work, the student will attend a one-hour/week internship seminar.
Prerequisite: Instructor consent
Prerequisites: PLS 110 and PLS 112 and PLS 114

PLS 299 Topics in Paralegal Studies (Variable) 1-4 Hours
This course is designed to allow students to study a topic or topics that are not a part of the existing curriculum. Topics identified will be current or emerging topics within the paralegal profession or topics that provide additional depth within a legal specialty area. This course may be repeated for up to a total of six credit hours.

PSYCHIATRIC REHABILITATION (PRS)

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

PRS 111 Survey of Psychiatric Rehabilitation (3-0) 3 Hours
The course provides an overview of psychiatric disability and rehabilitation approaches to psychiatric treatment. Topics include: the State of Illinois mental health system and related services; case management, dual diagnosis of substance abuse/psychiatric disabilities; public policy issues and family/community support systems.
Prerequisite: Language Proficiency

PRS 112 Psychiatric Rehabilitation Skills (3-0) 3 Hours
This course focuses on skills needed for serving individuals with severe mental illness. Components included are: interviewing and listening skills; step process for teaching skills; behavior modification principles; aggression management; client assessment and treatment planning; and crisis intervention techniques.
Prerequisite: PRS 111

PRS 113 Health Skills for Psychiatric Rehabilitation (3-0) 3 Hours
This course examines three dimensions of wellness: physical wellness, emotional wellness, and environmental wellness. Other dimensions may be included. A multidimensional model is utilized based on the illness/wellness continuum. The focus is on skill development in self-responsibility to improve the quality of life and well being for those with severe mental illness.
Prerequisite: PRS 111

PRS 114 Vocational and Community Living Skills (3-0) 3 Hours
This course focuses on development of skills needed for working with community, state, and federal agencies that serve people with severe mental illness. Mediation, negotiation, job coaching, and job analysis skills are included. Practical applications of the Americans with Disabilities Act are explored. Community living skills will include the process of networking and benefits programs available at the local, state, and federal level.
Prerequisite: PRS 111

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 policymaking process.
Prerequisite: Language Proficiency
IAI: S5 900, PLS 911

PSC 122 State & Local Politics (3-0) 3 Hours
This course is 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.
Prerequisite: Language Proficiency
IAI: S5 902

PSC 221 Comparative Political Systems (3-0) 3 Hours
This course is a 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.
Prerequisite: Language Proficiency
IAI: S5 905, PLS 914

PSC 222 International Relations (3-0) 3 Hours
The course will involve a critical analysis of the cold war and the New World Order. It will emphasize international theory, foreign policy decision-making, past and present global crises, American diplomacy, the new economy, and nuclear arms control in the post cold war era.
Prerequisite: Language Proficiency
IAI: PLS 912, S5904N

PSC 223 Political Campaigns and Elections (3-0) 3 Hours
This course covers the historical development and modern strategies of political parties and interest groups in campaigns and elections. Attention is given to an analysis of current elections at the national, state, and local levels.
Prerequisite: Language Proficiency

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.
Prerequisite: Language Proficiency
IAI: S6 900, SPE 912

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: Language Proficiency
IAI: PSY 906

PSY 129 Psychology of Women (3-0) 3 Hours
The psychological study of women will provide an opportunity to critically examine 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 (C or better)

PSY 222 Child Growth and Development (3-0) 3 Hours
This course reviews the physical, social, emotional, and cognitive development of the child from conception through adolescence. Methods of studying children both individually and collectively are discussed.
Prerequisite: PSY 121 (C or better)
IAI: S6 903, ECE 912, EED 902, PSY 901, SPE 913

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 (C or better)
IAI: PSY 901

PSY 224 Theories of Personality (3-0) 3 Hours
This 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 (C or better)
IAI: PSY 907

PSY 225 Social Psychology (3-0) 3 Hours
The course is an introduction to the study of how individuals interact with their social environment. It includes problems of social learning, attitude formation, persuasion, conformity, communication, group behavior, aggression, altruism, prejudice, and attraction.
Prerequisite: PSY 121 (C or better)
IAI: S8 900, PSY 908

PSY 226 Adolescent Development (3-0) 3 Hours
The course integrates theory and research as they relate to biological, cognitive, and social-emotional development of adolescents in cultural context. Students will gain an understanding of family relationships; friend and peer relations; school, college, and career experiences; self-identity; gender; and sexuality, as well as the research methods psychologists use to study development.
Prerequisite: PSY 121 (C or better)
IAI: S6 904

REFRIGERATION AND AIR CONDITIONING (RAC)

Engineering, Math, & Physical Sciences Division, Room T102, (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.
Note: The student will be required to purchase basic hand tools that will be used in this and other refrigeration and air conditioning courses.
Course fee

RAC 111 Domestic Refrigeration Systems (3-3) 4 Hours
Service needs of the domestic refrigeration industry including servicing of domestic refrigerators, freezers, icemakers, 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 practice.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 110 and 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.
Prerequisite: RAC 110 and RAC 174
Course fee
Offered summer only.

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 lead charts are presented.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 110 and 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 dehumidfication are included.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 110 and 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.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 112 and RAC 118 and RAC 119
Course fee

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.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 110 and RAC 113 and 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.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 110 and RAC 174
Course fee

RAC 119 Electric Motors and Controls (3-3) 4 Hours
Provides 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.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 110 and RAC 174
Course fee

RAC 171 Refrigeration and Air Conditioning Code (3-0) 3 Hours
Offer 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
Note: Hours or credit would be arranged with instructor.
Prerequisite: RAC 110 and 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.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 110 and RAC 112
Course fee

RAC 174 Applied Electricity (3-3) 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.
Note: Students will be required to provide their own basic tools.
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 electric devices used in conjunction with pneumatic controls.
Note: Students will be required to provide their own basic tools.
Prerequisite: RAC 110 and RAC 174 and RAC 119 and RAC 114
Course fee

RAC 176 Certification Preparation (1-2) 2 Hours
This class focuses on material pertinent for students to pass the EPA mandated Section 608 Refrigeration Certification exam including all three certification types. Included in the course are both hands on and written material on: ozone depletion, Clean Air Act, Montreal Protocol, CFC refrigerant replacements, recovery cylinders, shipping and transportation of refrigerants and system operational pressures. Hands on experience includes: leak detection of HFC's substitute refrigerant replacement and recharging techniques, refrigerant recovery and reclaiming, and basic system troubleshooting.
Corequisite: RAC 110
Course fee

RAC 177 Hydronic Heating Systems (3-3) 4 Hours
To provide experiences in the operation, layout, selection and troubleshooting of residential and light commercial boilers. Includes hot water and steam systems.
Prerequisites: RAC 118 and RAC 174

ROBOTICS (ROB)

Engineering, Math, & Physical Sciences Division, Room T102, (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: Language and Math Proficiency
Course fee

ROB 112 Automated Systems Control (2-2) 3 Hours
This course is designed to give students 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 component is the major topic of the second half of the course.
Prerequisite: ROB 111
Course fee

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.

RUS 122 Beginning Russian II (4-0) 4 Hours
This course continues to develop the basic skills introduced in RUS 121: 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 RUS 121 and 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 RUS 221 and is designed to increase knowledge of Russian grammar and culture through practice in reading, writing, and speaking the language.
Prerequisite: RUS 221
IAI: H1 900

SOCIOLOGY (SOC)

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

SOC 121 Introduction to Sociology (3-0) 3 Hours
This course is an introductory analysis and description of structure and dynamics of human behavior in our society. Students will apply the scientific method to the 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 are considered.
Prerequisite: Language Proficiency
IAI: S7 900

SOC 222 Social Problems (3-0) 3 Hours
This course provides an analysis of contemporary social problems and investigates the theories that examine 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, aging, and environmental crises.
Note: SOC 121 is recommended but not required to enroll in this course.
Prerequisite: Language Proficiency
IAI: S7 901, SOC 911

SOC 223 Deviance (3-0) 3 Hours
This course examines the sociological study of the origins, causes, and control of deviance and deviant behavior. It also considers deviance as a labeling process. Course emphasis is placed on individual and group deviance, resulting from societal norms and values. Some areas to be covered are: drug use, sexual deviance, criminal behavior, marginal deviance, and career deviance.
Note: SOC 121 is recommended but not required to enroll in this course.
Prerequisite: Language Proficiency

SOC 224 Sociology of the Family (3-0) 3 Hours
This course is a study of the interaction between social systems and the family as a system. It includes an analysis of the dynamics of the individual nuclear family with implications for multiple parenting roles.
Note: SOC 121 is recommended but not required to enroll in this course.
Prerequisite: Language Proficiency
IAI: S7 902, SOC 912

SOC 225 Class, Race, and Gender (3-0) 3 Hours
This course provides an examination of the causes and consequences of social inequality. Of particular focus is how class, race, and gender determine the distribution of and access to power, prestige, and wealth. Classical, contemporary, and comparative analysis of inequality are considered.
Note: SOC 121 is recommended but not required to enroll in this course.
Prerequisite: Language Proficiency
IAI: S7 904D

SPANISH (SPA)

Communication Arts, Humanities &
Fine Arts Division, Room B237, (847) 543-2040

SPA 121 Beginning Conversational Spanish (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.

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 and Language Proficiency or Instructor Consent

SPA 123 Spanish for Spanish Speakers (3-0) 3 Hours
The goal of the course is to enhance the student's knowledge of his/her native language. This course is designed for those students who speak Spanish at home but have not had any or little formal education in the Spanish language. The course will be taught completely in Spanish and will replace SPA 121 or SPA122 for native and 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

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.
Prerequisite: SPA 221
IAI: H1 900

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.
Prerequisite: SPA 222
IAI: H1 900

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.
Prerequisite: SPA 223
IAI: H1 900

SURGICAL TECHNOLOGY (SRG)

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

SRG 110 Introduction to Surgical Technology (4-4) 6 Hours
Introduces various types of healthcare institutions and their structures then focuses on the surgical technologist and other surgical team members and their roles within such institutions. Presents concepts of communication skills and ethical, moral, and legal responsibilities of the surgical team members. Discusses sterilization, disinfection, asepsis, and surgical environment as they relate to various clinical roles and care of the patient. Introduces basic surgical instruments, equipment and supplies. Focuses on processing and care of instruments, distribution of supplies, and inventory control. In laboratory setting, emphasis is placed on principles and practices related to asepsis, surgical environment and identification and utilization of commonly used surgical instruments, equipment and supplies.
Prerequisites: BIO 111 or BIO 124 (C or better in either), and admission to the Surgical Technology Program
Course fee

SRG 111 Principles of Practice & Introduction to Surgical Procedures (5-8) 7 Hours
Focuses on introducing the student to the surgical technologist role. Presents concepts of general surgical patient care and basic case preparation and procedures. In both simulated and clinical laboratory settings, emphasis is placed on basic surgical procedures during pre-operative, intra-operative, and post-operative phases commonly performed in the operating room setting.
Prerequisite: SRG 110 (C or better)
Course fee

SRG 112 Surgical Procedures I (4-8) 6 Hours
Focuses on theory and clinical procedures in general, rectal, obstetric and gynecologic, endoscopic, ear, nose and throat, head and neck, oral and maxillofacial surgeries. In both theory and clinical settings emphasis is placed on knowledge of relevant anatomy, pathology, diagnostic procedures and tests, special preoperative preparation, special instruments, supplies, drugs, special equipment, intraoperative preparation, surgical procedure, prognosis, and postoperative care and complications for surgeries addressed in this course.
Prerequisite: SRG 111 (C or better)
Course fee

SRG 113 Surgical Procedures II (4-8) 6 Hours
Focuses on theory and clinical procedures in genitourinary, orthopedic, hand, plastic, neurologic, thoracic, cardiac, peripheral vascular, and general pediatric surgeries. In both theory and clinical settings, emphasis is placed on knowledge of relevant anatomy, pathology, diagnostic procedures and tests, special preoperative preparation, special instruments, supplies, and drugs, special equipment, intraoperative preparation, surgical procedure, prognosis, and postoperative care and complications for surgeries addressed in this course.
Prerequisite: SRG 112 (C or better)
Course fee

SRG 114 Surgical Procedures III (3-0) 3 Hours
Focuses on theory and clinical procedures in ophthalmic, peripheral vascular, cardiac, and transplant specialties. In both theory and clinical settings, emphasis is placed on knowledge of relevant anatomy, pathology, diagnostic procedures and tests, special preoperative preparation, special instruments, supplies, and drugs, special equipment, intraoperative preparation, surgical procedure, prognosis, and postoperative care and complications for surgeries addressed in this course. Prepares students for the Surgical Technology National Certification Examination. The role and responsibilities of the surgical technologist, including using professional communication skills and incorporating critical thinking skills in clinical situations are discussed. Students are assisted with developing a professional image through discussion about professional expectations and responsibilities.
Prerequisite: SRG 113 (C or better)

SRG 115 Surgical Technology Internship (1-8) 3 Hours
Focuses on students' performance ability in the role of Surgical Technologist during select surgical procedures in general, orthopedic, gynecological, genitourinary, peripheral vascular and ophthalmic. Includes possible clinical experience in, major vascular, cardiac, transplant, trauma, and procurement surgeries.
Prerequisite: SRG 113 (C or better)
Course fee

SRG 116 Introduction to Microbiology and Pathophysiology (3-0) 3 Hours
Presents basic concepts of microbiology, immune response and wound healing in response to injury, cancer or pathogens. Discusses health and wellness and the effects of internal and external sources of stress.
Prerequisites: SRG 111 (C or better)

SRG 117 Surgical Pharmacology (2-0) 2 Hours
This course is designed to target specific areas of pharmacology as it relates to surgery and anesthesia in addition to a general over view of pharmacology as a whole.
Prerequisite: Language and Math Proficiency

SRG 118 Advanced Surgical Procedures (3-0) 3 Hours
Focuses on theory on advanced procedures in general, genitourinary, gynecologic, orthopedic, plastic, neurologic, thoracic, cardiac, peripheral vascular, endoscopic and general pediatric surgeries. Emphasis is placed on knowledge of relevant anatomy, pathology, diagnostic procedures and tests, special preoperative preparation, special instruments, supplies, and drugs, special equipment, intraoperative preparation, surgical procedure, prognosis, and postoperative care and complications for surgeries addressed in this course. Utilization of advanced technologies, such as robotics, minimally invasive radiology and endoscopy in the various surgical procedures and specialties are discussed.
Prerequisites: completion of the Surgical Technology Certificate Program

SOCIAL SCIENCE (SSC)

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

SSC 112 Contemporary American Problems II (3-0) 3 Hours
This course is presently utilized as an independent study course for students wishing to pursue specific topics to a greater degree than are allowed under present social science division offerings.
Note: The consent of the division chairman and the instructor who will direct the student's research are necessary to enroll in this class.
Prerequisite: Language Proficiency

INTERNATIONAL STUDIES IN SOCIAL SCIENCE (SSI)

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

SSI 124 International Studies in Social Science (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: Language Proficiency
May be taken three times, but any topic only once

SOCIAL STUDIES TOPICS (SST)

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

SST 299 Special Topics in Social Sciences (3-0) 3 Hours
This course addresses the in-depth study of special topics in the social or behavioral sciences (anthropology, education, economics, history, political science, psychology, and sociology). Course content will vary depending on the topic being studied.
Prerequisite: Language Proficiency
May be taken twice for credit toward degree

SOCIAL WORK (SWK)

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

SWK 121 Introduction to Social Work (3-0) 3 Hours
This course provides an introduction to the knowledge, skills, and values necessary for generalist social work in contemporary society. Social welfare services, policies, and their historical origins will be presented along with the unique experiences of diverse and at-risk populations affected by various social problems. Provides an overview of the range of public and private social services available for meeting these problems.
Prerequisite: Language Proficiency

SWK 124 Human Sexuality (3-0) 3 Hours
This course provides an examination of the current knowledge and attitudes of the behavioral aspects of human sexuality with particular emphasis on personal, interpersonal, community, and societal influences on sexuality. Topics of interest include sexuality throughout the lifespan, sexual anatomy and physiology, gender roles and gender identity, contraception, pregnancy, birth, lifestyles, love and intimacy, abortion, sexual orientation, sexually transmitted diseases, dysfunction, power/coercion, and sale of sex.
Prerequisite: Language Proficiency

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.
Prerequisite: Language Proficiency
IAI: F1 907

THE 125 Principles of Acting (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: Language Proficiency
IAI: TA 914

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. Theatre practicum and work on college productions required.
Prerequisite: Language Proficiency
IAI: TA 911

THE 127 Theatre Practicum II (0-2) 1 Hour
Supervised work on a production, either via a smaller acting role or backstage technical work like Props Master, running crew, etc.
Prerequisite: THE 125 or THE 126
May be taken three times for credit toward degree
Offered fall and spring only.

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
May be taken four times for credit toward degree
IAI: TA 918

THE 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 preschool, 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: Language Proficiency

THE 223 Play Analysis for Production (3-0) 3 Hours
An introductory exploration of the relationships between the dramatic text and the play in performance with special emphasis on basic terminology and methodology. Representative plays will be studied in their genre, historical and social contexts.
Prerequisite: Language Proficiency
Offered fall only.

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 226 Lighting for Stage and Studio (3-0) 3 Hours
This course will instruct the student in basic electricity, technology, and design of lighting for the stage; elements of studio lighting techniques will also be taught. Specifications and the use of instrumentation will be learned with a hands on approach. Special emphasis will be given to learning the operation of computer controlled lighting boards, as well as more basic manual lighting controllers. Lighting design theory will be explored and each student will complete two project designs.

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

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.
Course fee
IAI: TA 912

THE 299 Special Topics in Theatre (3-0) 1-3 Hours
This course addresses the in-depth study of special topics in Theatre, which do not have specific courses in the catalogue. Course content and requirements will vary depending on the topic being studied. This course is repeatable up to four times because the course content varies each semester.
Prerequisite: Language Proficiency

VOCATIONAL SKILLS TRAINING (VST)

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 will be covered through lecture, demonstration, and practice. Procedures for safety, component identification, tools, and theory will be emphasized.
Course fee

VST 500 Network Cabling - The Physical Layer (2-0) 2 Hours
This is a short, intense hands-on training curriculum to develop an understanding of network wiring and cabling. Students completing the program will develop critical thinking skills as well as the skills needed to terminate, test and troubleshoot data, voice and video network wiring.

VST 501 Fiber Optics - The Physical Layer (1-0) 1 Hour
This course will cover developing familiarity with the Fiber Optic Termination Kit, Fiber Optic Concepts, Fiber Optic System Components, Placing Fiber Optic Cables, Testing Fiber Connectors and Installing Fiber Connectors.
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.

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.

VST 717 Model Office-Level I (.5-0) 0.5 Hour
The Model Office is a 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 in accordance with the SCANS recommendations. Students in Level I will attend class two times per week for a total of eight contact hours. They will be responsible for proficiency in 27 skills in seven categories. 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.

VST 718 Model Office-Level II (1-0) 1 Hour
The Model Office is a 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 in accordance with the SCANS recommendations. Students in Level II will attend class three times per week, for a total of 16 contact hours. They will be responsible for proficiency in 46 skills in 10 categories.
Course fee

VST 719 Model Office-Level III (1.5-0) 1.5 Hours
The Model Office is a 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 in accordance with the SCANS recommendations. Students in Level III will attend class five times per week for a total of 24 contact hours and be responsible for proficiency in 54 skills in 10 categories.
Course fee

VST 721 Computer Typing I (1-2) 2 Hours
Students will enhance their typing skills by learning how to type on the computer with speed and accuracy.

VST 722 Word Processing (1-2) 2 Hours
Students will learn basic word processing skills.

WELDING (WLD)

Engineering, Math, & Physical Sciences Division, Room T102, (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.
Note: Student must furnish basic required equipment.

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 and 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.
Course fee
IAI: MTM 936

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 and WLD 172
Course fee

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 the 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.
Note: Student shall be responsible for the costs of any testing or lab reports performed by outside agents. Individuals or groups with special needs or requirements may enroll with the consent of the program coordinator.
Prerequisite: WLD 170 and WLD 171 and any one of the following WLD 174 or WLD 175 or WLD 178
Course fee
May be taken three times for credit toward degree

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

WATER-WASTEWATER (WWW)

Engineering, Math, & Physical Sciences Division, Room T102, (847) 543-2044

WWW 111 Maintenance of Mechanical and Electrical 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.

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.
Note: Completion of MTH 115 or higher is strongly recommended.

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.
Note: Completion of MTH 115 is strongly recommended.

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 will be placed on the use of standard methods of analysis for compliance monitoring requirements.
Note: Completion of MTH 115 or higher is strongly recommended.
Course fee

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.
May be taken four times, but any topic only once

CONTINUING EDUCATION COURSES

The Continuing Education Vocational Skills 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 may be found in the class schedule or obtained by calling the Center for Personal Enrichment at (847) 543-2022.

VALH 1	Physical Assessment	.5 credit
VALH 7	EKG Interpretation	1 credit
VALH 11	Train the Trainer: BNA	2 credit
VALH 20	Current Nursing Practice Update	7 credits
VALH 31	Local Anesthesia for Hygenists	2 credits
VALH 95	Pharmacy Technician Training	5 credits
VCOS 1	Nail Technology Training	21 credits
VCRF 1	Beginning Stained Glass Window	1.5 credits
VCRF 3	Advanced Stained Glass Window Design	1.5 credits
VCRF 10	Beginning Calligraphy	1 credit
VCRF 11	Advanced Calligraphy	1 credit
VPET 10	Introduction to Horse Management	2 credits
VPET 11	Horse Judging and Selection	2 credits
VPET 12	Horse Health and Disease	2 credits
VPET 13	Horse Nutrition	2 credits
VPET 14	Horse Breeding and Genetics	2 credits
VPET 15	Horse Marketing	2 credits
VPTO 1	Introduction to Photography	1.5 credits
VVOC 1	Real Estate Transactions & Math	3 credits
VVOC 2	Current Topics in Real Estate	1 credit
VVOC 5	Introduction to Travel Agency	3 credits
VVOC 6	Advanced Travel Agent Training	3 credits
VVOC 7	Airline Computer Training	1.5 credits
VVOC 10	Private Pilot Ground School	3 credits
VVOC 15	Woodworking and Furniture Making	2 credits
VVOC 16	Advanced Woodworking	3 credits
VVOC 20	Introduction to Fasteners	.5 credit
VVOC 21	Intermediate Fasteners & Design	.5 credit

On the Grayslake Campus

By far the largest College of Lake County site, the Grayslake Campus consists of 226.1 acres. About one-third of the campus is currently devoted to buildings and parking areas, and another 20 percent is allocated for future building. Natural beauty is a distinct feature of the campus, and about one-third of the acreage will be permanently preserved as natural areas.

Buildings on the campus have been gradually constructed over the years with careful planning to offer students a rich and stimulating academic experience. Most of the buildings are connected, but a few, such as the gymnasium (Building G) and the Illinois Employment and Training Center, stand alone.

Among the major features of the campus are:

A. Harold Anderson Campus Wing (A Wing), completed in 1974. This wing contains classrooms and faculty offices and currently houses the Social Science Division office (A 244, second floor). The A Wing also includes a court area for student use for study and socializing.

Paul W. Brandel Campus Wing (B Wing), also completed in 1974. This wing contains classrooms and faculty offices and currently houses the Communication Arts, Fine Arts and Humanities office (B 237, second floor). The B Wing also includes computer laboratories and a court area for student use for study and socializing.

The **Library** was completed in 1980. The Library serves as the cultural center of the college and includes the John C. Murphy Memorial Library, an open computer lab, Learning Assistance Center and the Robert T. Wright Community Gallery of Art. The library has more than 108,000 books, 675 periodicals and an extensive media collection. Directly supporting classroom instruction, the Learning Assistance Center provides tutoring and testing services. The Art Gallery serves as a venue for exhibitions and juried competitions throughout the year.

Physical Education Building (Building 7) was completed in 1971 with the gymnasium added in 1980. In 2001, the building was remodeled and the fitness center and locker rooms were upgraded and an aerobics room was added. The building houses the Athletics & Physical Activities Department on the second floor. Intercollegiate athletic contests, intramurals and fitness classes are held in the P.E.C., as well as many in-house and external events. Outdoor athletic and recreation facilities include tennis courts, the Gene D. Hanson Baseball Field, intercollegiate softball and soccer fields and a multipurpose field.

Science/Student Services Wing (C Wing), completed in 1987. This module houses facilities for the biology, chemistry and health information technology programs. Also located in this wing are the Biological and Health Sciences Division office (C 140, first floor) and student service areas including the Counseling Center (C110) and Student Activities Office (C101).

Multi-Use Instructional Building (D Wing), completed in 1996. The Multi-Use Instructional Building is known on campus as the D Wing. It houses the Child-Care Center and classrooms and faculty offices for the art, nursing education, multimedia and human services programs.

The James Lumber Center for the Performing Arts (JLC), completed in 1997. The JLC houses CLC's instructional programs in music, dance and theatre and serves as a venue for performing and cultural arts programming serving the entire community. The facility includes three theatres: a 600-seat Mainstage Theatre used for music concerts and other major events, a 250-seat Studio Theatre used for most other productions and a smaller Experimental Theatre used for student productions and classes. The JLC also includes practice areas for dance, choir and instrumental students as well as 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-Thursday .....8:00 a.m.-8:00 p.m.
Friday .....8:00 a.m.-4:30 p.m.

Bookstore
Monday-Thursday .....7:45 a.m.-8:30 p.m.
Friday .....7:45 a.m.-4:30 p.m.

Business Services and Cashiers
Monday-Thursday .....8:00 a.m.-8:00 p.m.
Friday .....8:00 a.m.-4:30 p.m.

Library
Monday-Thursday .....8:00 a.m.-10:00 p.m.
Friday .....8:00 a.m.-4:30 p.m.
Saturday .....9:00 a.m.-4:30 p.m.
Sunday .....1:00 p.m.-5:00 p.m.

Lakeshore Campus
Monday-Thursday .....7:30 a.m.-10:00 p.m.
Friday .....7:30 a.m.-4:30 p.m.
Saturday .....8:00 a.m.-2:00 p.m.

Physical Education Center
Monday-Thursday .....8:00 a.m.-9:00 p.m.
Friday .....8:00 a.m.-4:00 p.m.
Saturday .....9:00 a.m.-3:00 p.m.

Southlake Educational Center
Monday-Thursday .....8:00 a.m.-10:00 p.m.
Friday .....8:00 a.m.-8:00 p.m.
Saturday .....8:00 a.m.-2:00 p.m.

Job Center of Lake County (formerly Illinois Employment and Training Center), completed in 1999. The center provides facilities for the Illinois Department of Employment Security, the Lake County Regional Superintendent, the Lake County Education-to-Careers Office and CLC's Career and Placement Services Department. Designed as a "one stop" service center, the Job Center offers comprehensive employment.

The **Technology Building** (T Wing), opened in 2005, is a state-of-the-art facility that houses the Business and the Engineering, Math and Physical Sciences divisions (T102); the Business and Industry Services department (T302); the Community Education department (T320); and academic programs in a variety of business-, industrial- and manufacturing-related technology fields. The building has three floors plus a basement and includes 40 classrooms and computer laboratories, 18 discipline-specific laboratories and 27 faculty and administrative offices.

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 a variety 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.-8:30 p.m., Fridays 7:00 a.m.-2:30 p.m. and Saturday from 7:30 a.m.-12:30 p.m. when classes are in session.

The Willow Room restaurant is also located on the Grayslake campus. It specializes in great food at great prices. The restaurant is self-serve, with signs indicating portions per plate size. 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.-1:30 p.m.

Lakeshore Campus

The College of Lake County Lakeshore Campus (LSC), located at 111 N. Genesee Street in Waukegan, offers students a variety of educational opportunities including high quality classroom and self-paced video instruction.

The Lakeshore Campus provides educational programming including the completion of the Associate in Arts degree; transfer and career courses that lead to the acquisition of Associate in Science and Associate in Applied Science degrees; adult education, continuing education, community service activities, and career development courses.

Students can also earn an Associate in Arts a degree by attending the Lakeshore Campus exclusively.

The Lakeshore Campus also provides a broad range of support services which include registration, payment of tuition and fees, basic skills testing, academic advising, academic support through the Learning Assistance Center, a bookstore, child care, financial aid and counseling.

The Library at the Lakeshore Campus is located in the North Building in rooms 203 and 204. Academic support services are provided to students through testing, math modular instruction, and tutoring. A small computer lab gives students and all Lake County residents free internet access. The following tests are administered in the LRC: GED tests, Academic Proficiency Tests (APT), Chemistry and Math Placement tests, Telecourse tests, Make-up tests and Correspondence tests.

Students wishing to improve their math skills may enroll in math modules. These are one credit, non-transferable courses that allow students to work at their own pace. Free one-on-one tutoring is also available on a drop-in basis to students needing additional help with their courses. For more information call (847) 543-2120 or (847) 543-2121.

The Lakeshore Campus is open Monday through Thursday 7:30 a.m.-10:00 p.m., Friday 7:30 a.m.-4:30 p.m., and Saturday 8:00 a.m.-2:00 p.m. For more information, call (847) 623-8686.

Parking
There are one hundred-fifty 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 is 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. ***All CLC spaces are written in bold lettering – "CLC PARKING ONLY".***

Textbooks
The bookstore hours are Monday through Thursday from 8:00 a.m.-12:30 p.m. and 1:30 p.m.-8:00 p.m., and Friday from 8:00 a.m.-4:30 p.m. 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 8:00 a.m.-8:00 p.m. Monday through Thursday, 8:00 a.m.-4:30 p.m. on Friday, and 7:45 a.m.-12:30 p.m. on Saturday.

Southlake Educational Center

The Southlake Educational Center (SLC), 1120 South Milwaukee Avenue in Vernon Hills, offers close-to-home convenience for south Lake County residents. The Southlake Center is located two miles south of Route 60 and just north of Route 45.

The College has opened a newly constructed 40,039 square foot classroom building at Southlake, increasing instructional space four-fold. Academic features of the new building include science laboratories, a library and learning center, computer labs, faculty offices and community meeting space. The signature architectural feature of the new Southlake building is a three-story, glass-roofed student lounge. An extension of Port Clinton Road through the college property provides two safe access and egress points to the college: Route 45 or Route 21. Southlake has the first green roof in Lake County, thus making the College a leader in green building technology.

Credit offerings at Southlake include both day and evening courses that can be applied toward an Associates degree. Southlake also offers career, workplace training and skills development, non-credit personal enrichment and English as a Second Language classes.

The Learning Assistance Center at the Southlake Educational Center is located in V212 and scheduled to open early in the fall semester 2007. Academic support services including testing, and math modular instruction will be available to students. The following tests will be administered in the LAC: Academic Proficiency Tests (APT), chemistry and math placement tests, telecourse tests, make-up tests, correspondence tests and others. Once open, the Learning Assistance Center hours will be Monday-Thursday 8 AM to 8:00 PM, Friday 8 AM to 4:30 PM, and closed weekends. Hours will vary during college breaks.

Students can make an appointment for Academic or Career Counseling at Southlake, or request information about learning opportunities by calling Southlake Educational Center at (847) 543-6501.

Great Lakes Center

The College of Lake County maintains an office at Great Lakes Naval Base (GTLK) to give service members, their families, and members of the surrounding community an opportunity to work towards an associate degree. Late afternoon and evening courses are offered in both the traditional sixteen-week and a condensed eight-week format. This allows students to complete many of the general education requirements for graduation. Services offered at the Great Lakes Center include: registration (in-person only), advisement, and textbook purchase for on-site classes. Book sales are available the first week of each term. In addition, all the facilities and services of the main campus are open to Great Lakes students. Non-military students are required to obtain a base pass prior to the start of class to gain entrance to the Naval Base. The Great Lakes Center is located at the Lifelong Learning Center located in Building 617, room 209. Classes are currently held in building 617 on the second floor. Office hours are 8:00 a.m.-4: 30 p.m. Monday through Friday but may be subject to change. For more information call (847) 543-2972.

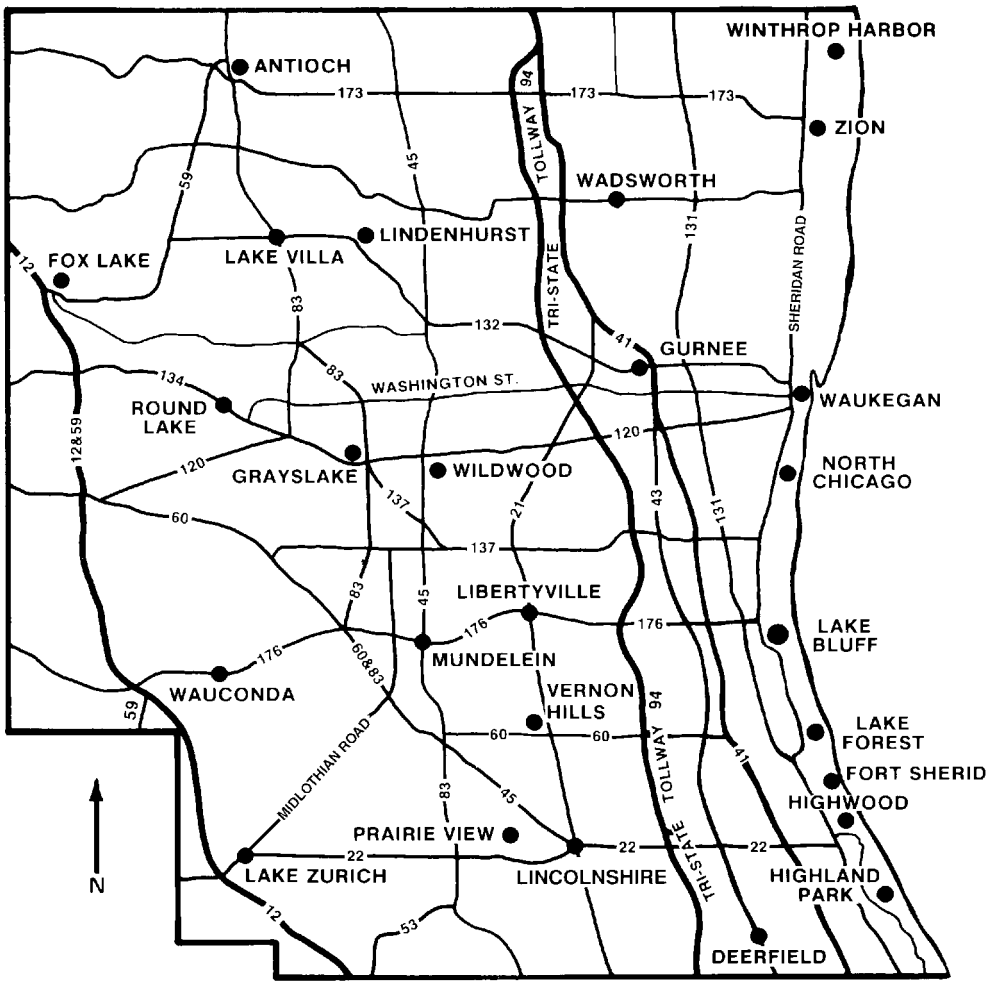
Additional Extension Sites

The college also frequently offers classes at the following locations:

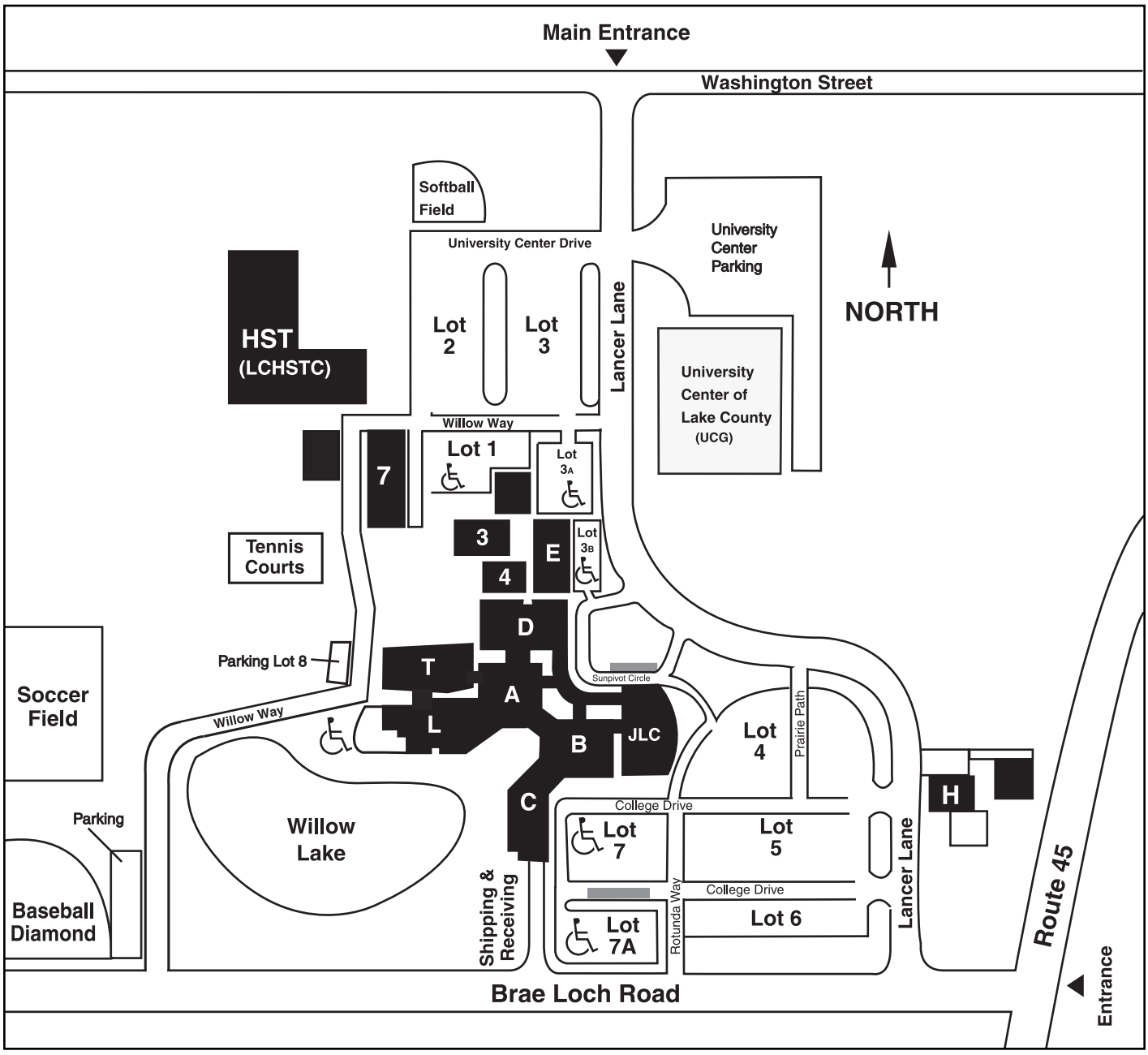
Abbott Park	Abbott Park, IL
Adlai Stevenson High School	Lincolnshire, IL
Antioch Community High School	Antioch, IL
Adult Learning and Technology Center	Waukegan, IL
Atlas Stable	Burlington, WI
Ballybunion Golf Learning Center	Long Grove, IL
Deerpath Golf School	Lake Forest, IL
Grayslake High School	Grayslake, IL
Great Lakes Naval Base	Great Lakes, IL
Highland Park Golf Course	Highland Park, IL
Lake County High School Technology Campus	Grayslake, IL
Lake Zurich High School	Lake Zurich, IL
North Chicago High School	North Chicago, IL
Round Lake Area Library	Round Lake, IL
Round Lake High School	Round Lake, IL
S & B Upholstery	Ingleside, IL
Southlake Educational Center	Vernon Hills, IL
Vernon Area Library	Lincolnshire, IL
Wauconda High School	Wauconda, IL
Waukegan High School	Waukegan, IL

For a list of the extension sites used for a specific semester, consult the class schedule for that semester.

Map of CLC District



CLC Campus Map



LEGEND:

BUILDINGS

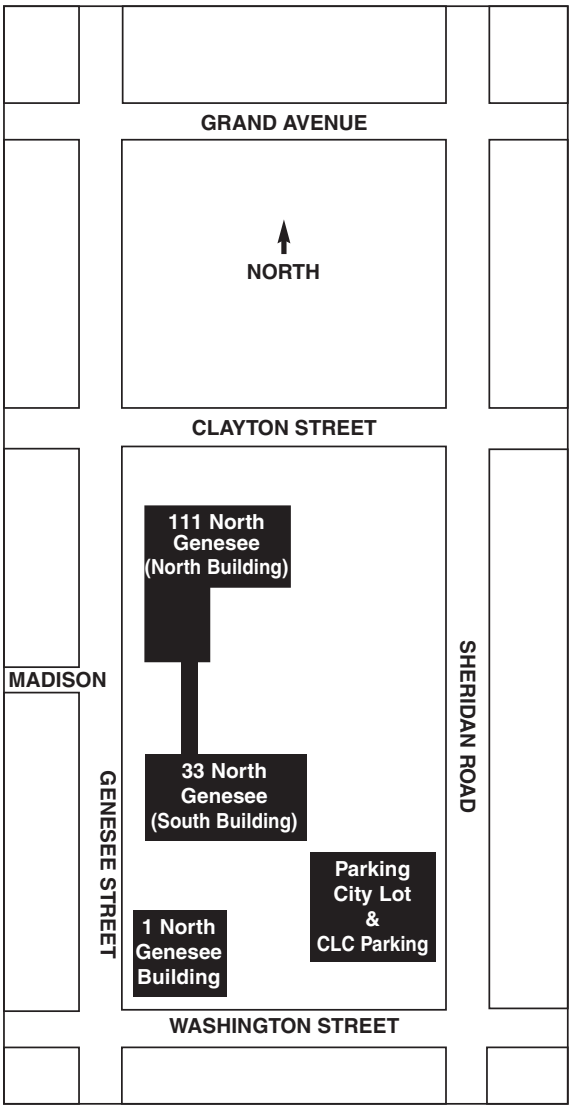
A,B, & C - Administrative Offices & classrooms
D - Administrative Offices, classrooms & Child Care Center
E - Job Center of Lake County (Formerly Illinois Employment & Training Center)
JLC - James Lumber Center for the Performing Arts Theatres, classrooms and Box office
L - Library
T - Technology Building
3 - General Classrooms
4 - Adult & Continuing Education
7 - Physical Education Center
H - Horticulture
HST - Lake County High Schools Technology Campus

PARKING LOTS

Student & Visitor - Lots 2, 3, 4, 5 & 6
Staff - Lots 1, 7, 7a, 3b & 8
Job Center of Lake County - Lot 3b
Visitor - Circle Drive & Lot 7

Lakeshore Campus Map

1 North, 33 North & 111 North Genesee Street
Waukegan



BUILDINGS

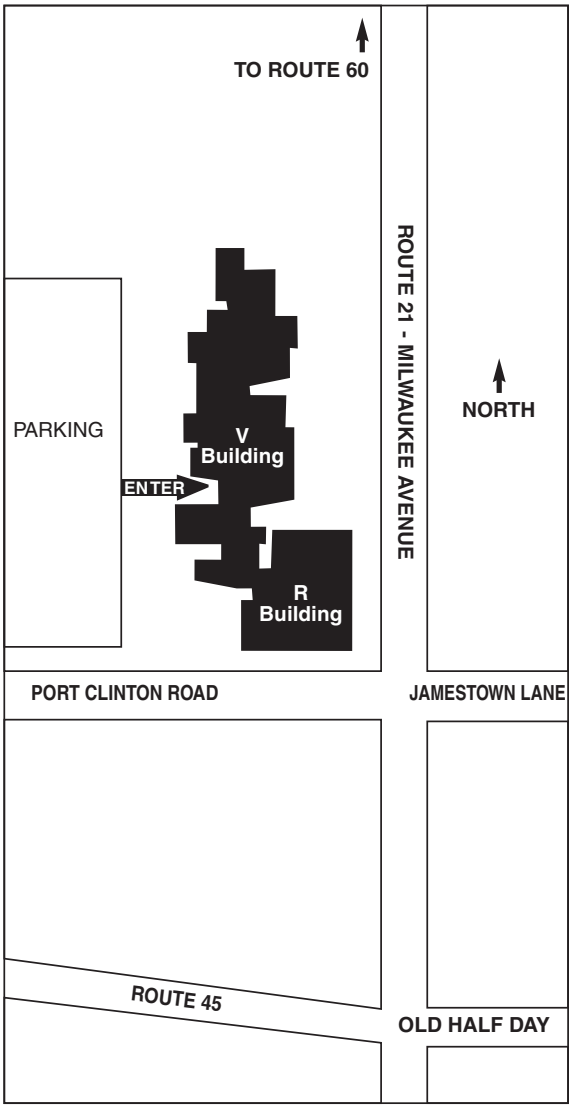
- **111 North Genesee (North Building):**
  - Student Services Center
  - Community Development
  - Learning Assistance Center (LAC)
  - Computer Labs
  - Classrooms
- **33 North Genesee (South Building):**
  - Administration
  - Childcare
  - Bookstore
  - Campus Safety
  - Classrooms
- **1 North Genesee:**
  - Dental Hygiene Clinic
  - Adult Education
  - Classrooms

PARKING

City Lot Parking & CLC Parking

Southlake Educational Center Map

1120 South Milwaukee Avenue
Vernon Hills



BUILDINGS

- **Building V:**
  - Glass Enclosed Student Lounge
  - Open Computer Lab
  - Bookstore
  - Library with Landscaped Garden
  - Science Laboratories
  - Community Room
  - 1st Green Roofs in Lake County
  - Classrooms
  - Center for Personal Enrichment
- **Building R:**
  - Administrative Office
  - Student Services
  - Counseling
  - Discovery! Center for Lifelong Learning
  - Classrooms

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B.A., Concordia University

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ASE, Master Certification

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M.S., Roosevelt University

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M.S., University of Wisconsin, Milwaukee

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M.A., Ball State University
D.A., Ball State University

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B.A., Technologica Equinoccial University

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M.A., Indiana University
Ph.D., University of Michigan

FORSBERG, IMELDA N.
Nurse Assisting
B.S.N., Saint Paul University, Philippines

FREITAG, WILLIAM
Counselor
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B.A., Northeastern Illinois University
M.A., Northeastern Illinois University
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BENNETT-RUDOLPH, SUSAN, R.T. (R) (M)
Clinical Supervisor
Condell Medical Center
Kenosha Hospital School of Radiology

FRIEDEL, HANNAH, R.T. (R)
Clinical Supervisor
Centegra Memorial Medical Center
A.A.S., College of Lake County

GOODMAN, SARAH, R.T. (R)
Clinical Supervisor
Evanston Healthcare: Highland Park Hospital
A.A.S., College of Lake County

MCELROY, MEGAN, R.T. (R)
Clinical Supervisor
Lake Forest Hospital
B.S., Southern Illinois University

OEHLERKING, JANE, R.T. (R)
Clinical Supervisor
Good Shepherd Hospital
A.A.S., College of Lake County

PEDERSON, MICHELLE, R.T. (R)
Clinical Supervisor
Vista Health Care
A.A.S., College of Lake County

POWERS, DIEDRE, R.T. (R) (M)
Clinical Supervisor
Northern Illinois Medical Center
Northwest Community Hospital

QUICK, THERESE R.T. (R) (M)
Clinical Supervisor
Vista Health Care
A.A.S., College of Lake County

SHERBAHN, LINDA, M.D., Radiologist
Medical Advisor
Highland Park Hospital
M.D., University of Hawaii

VLADIC, DAN, R.T. (R)
Clinical Supervisor
VA Medial Center
A.A.S., Triton College

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Admission Requirements

The College of Lake County welcomes students from diverse educational backgrounds, and provides a wide range of learning opportunities. **An individual will be admitted to the college by completing and submitting the *Application for Admission form***. Applicants planning to take college-level courses must demonstrate college-level proficiency in English language and math. Following admission, the Admissions and Records office will assess incoming students for English language and math proficiency.

Additional requirements apply to the following students:

- **International Students** must meet additional requirements and should contact the International Student Specialist at (847) 543-2733.
- **Students under age 18 or who are currently attending high school** must submit the *Secondary School Reference Form* in addition to the application.
- **Transfer students** seeking a CLC degree must submit a *Request for Evaluation of College Transcript Form* and official transcript(s) from prior college(s).

All forms including the application are available online at www.clcillinois.edu.

Admission to the college, however, does not ensure entrance into all programs of study or courses. Specific programs may have admission criteria which may include, but are not limited to, age, evidence of language and mathematics skills, and level of education. 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.

Prerequisites

There are several types of prerequisites that may apply to courses, and these must be met prior to enrolling. Students who attempt to enroll without having met a prerequisite will see an error message "Requisites not met," and should check the course description for more information. **Academic Proficiency Prerequisites** in English and math are required to take many college classes. There are a number of ways for students to demonstrate they are proficient and these are described below under Academic Proficiency. **Placement Test Prerequisites** are used to determine a student's appropriate beginning course level for math, computer information technology, administrative office systems, English-as-a-Second language and adult basic education. Tests are available free of charge at the Testing Center. Call (847) 543-2076 for details. **Course Prerequisites** are required when the student should have specific knowledge or skills in order to benefit from the course. **Course Corequisites** are required when the student should be enrolled in multiple courses at the same time (unless the corequisite was completed in a prior term).

AN OFFICIAL TRANSCRIPT
is one that is sent directly from a prior institution to the Office of Admissions and Records. If your name has changed, please ask them to show your new name on the transcript.

Academic Proficiency Prerequisites

Language and math proficiency requirements are assessed by the Admissions and Records Office.

Language Proficiency

Incoming students will be assessed for English language proficiency as demonstrated by meeting any one of the following:

a. High school transcript showing top 1/3 rank in class after six semesters.
b. CLC Academic Proficiency Test, Language Skills: Score of 153 or above.
c. American College Test (ACT), Reading: Score of 17 or above, and English: Score of 17 or above.
d. Scholastic Aptitude Test (SAT), Critical Reading Score of 450 or above and Writing Score of 450 or above, (prior to 3-1-05 Verbal Score of 450 or above.)
e. General Educational Development (GED) transcript, Reading & Writing Skills: Score of 550 or above
f. Test of English as a Foreign Language (TOEFL), Computer-based test: Score of 197 or above, Paper-based test: Score of 527 or above, or Internet-based score of 71 or above.
g. Evidence of an associate or higher degree from an accredited U.S. college or university.
h. Official transcript of U.S. college/university record with at least 30 semester hours of credit with no grade below C; or credit equivalent to ENG 108 with a grade of A or ENG 109 or higher level courses at CLC.
i. Completion of CLC ELI 104, 107 or 108 or ENG 108 with a grade of A
j. Successful completion of CLC ENG 109 with a grade of B or higher.
k. CELSA placement test score of 70 or better.

Math Proficiency (Basic Algebra Ready)

Incoming students will be assessed for math proficiency as demonstrated by meeting any one of the following:

a. High school transcript showing top 1/3 rank in class after six semesters.
b. CLC Math Placement Test, arithmetic section, Math: Score of 56 or above.
c. American College Test (ACT), Math: Score of 17 or above.
d. Scholastic Aptitude Test (SAT), Math: Score of 450 or above.
e. General Educational Development (GED) transcript, Mathematics: Score of 550 or above
f. Evidence of an associate or higher degree from an accredited U.S. college or university.
g. Official transcript of U.S. college/university record listing one of the following:
   - at least 30 semester hours of credit with no grade less than C
   - or credit equivalent to MTH 101 or higher level courses at CLC
h. Completion of CLC 4.0 credit hours in MTH 101 or MTH 114 with a C or better.

Apply to CLC on the Web!
www.clcillinois.edu/applic.htm

New Entrance Requirements for Developmental Courses

Beginning June 5, 2006, the College of Lake County will be enforcing the following English and math entrance requirements for all ***new*** students entering the College of Lake County:

English

Students scoring below an 80 on the Academic Proficiency Test will be ***REQUIRED*** to see a counselor before registering for classes and may not be eligible to register for developmental English courses. Students may be eligible to register for courses that do not require language proficiency but will need to see a counselor prior to registration.

Mathematics

Students scoring below a 34 on the arithmetic portion of the Math Placement Test will be ***REQUIRED*** to see a counselor before registering for classes and may not be eligible to register for developmental math courses. Students may be eligible to register for courses that do not require math proficiency but will need to see a counselor prior to registration.

Retest Options

Students scoring below the minimum proficiency scores may be eligible to retest in an effort to demonstrate math or language ability. Students should see a counselor for a detailed explanation of retest options.

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 the first day of the semester of enrollment 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
2. Antioch
3. Grant
4. Grayslake
5. Highland Park-Deerfield
6. Lake Forest
7. Lake Zurich
8. Libertyville
9. Mundelein
10. North Chicago
11. Round Lake
12. Vernon Hills
13. Warren Township
14. Wauconda
15. Waukegan
16. Zion-Benton

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.

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:	Office Location
Activities	(847) 543-2280	C104
Admissions and Records	(847) 543-2061	B101a
Adult Education	(847) 543-2021	Building 4
Advisement	(847) 543-2060	C110
Affirmative Action	(847) 543-2065	B146
Athletics and Physical Activities	(847) 543-2046	Building 7
Biological and Health Sciences Division	(847) 543-2042	C140
Bookstore	(847) 543-2086	B1
Business Division	(847) 543-2041	T102
Career and Placement	(847) 543-2059	E101
Career Programs	(847) 543-2422	C206
Chargebacks and Joint Educational Agreements	(847) 543-2412	C206
Communication Arts, Humanities & Fine Arts Division	(847) 543-2040	B237
Center for Personal Enrichment	(847) 543-2022	Building 4
Cooperative Education	(847) 543-2058	E101
Counseling	(847) 543-2060	C110
Educational Guarantees	(847) 543-2060	C110
Engineering, Mathematics & Physical Science Division	(847) 543-2044	T102
Extension Services	(847) 543-2653	Building 4
Financial Aid	(847) 543-2062	B114
Health Center	(847) 543-2064	A149
International Education	(847) 543-2741	D119
International Students	(847) 543-2733	B105
Learning Assistance Center	(847) 543-2072	Library
Library (Murphy Library)	(847) 543-2070	Library
Nursing Education	(847) 543-2043	D208
Public Relations	(847) 543-2094	A216
Registration	(847) 223-1111	B101
Social Science Division	(847) 543-2047	A244
Testing Center	(847) 543-2076	Library
Tuition Payment	(847) 543-2230	A101
Veteran's Information	(847) 543-2063	B114
Workforce & Professional Development Insitute	(847) 543-2027	T302

Off-Campus Centers

Lakeshore Campus	(847) 623-8686	111 North Genesee Street, Waukegan,IL 60085
Great Lakes Center	(847) 689-0199	Building 619, Room 209, Great Lakes, IL 60088
Southlake Educational Center	(847) 543-6501	1120 S. Milwaukee Ave. Vernon Hills, IL 60061

19351 West Washington Street - Grayslake, Illinois 60030-1198 - Main number: (847) 543-2000

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:

Announcements of day class cancellations will begin by 6 am. Announcements of evening class (those beginning 4 pm or later) cancellations will begin by 3 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!

WGN	720 AM	CBS-TV	Channel 2
WBBM	780 AM	NBC-TV	Channel 5
WLIP	1050 AM	ABC-TV	Channel 7
WKRS	1220 AM	WGN-TV	Channel 9
WIIL	95.1 FM	WFLD-TV	Channel 32
WXLC	102.3 FM	CLTV-TV	Channel 39
WZSR	105.5 FM		

Closings will also be posted on the CLC Web site: www.clcillinois.edu

MAIL TO: 19351 WEST WASHINGTON STREET • GRAYSLAKE • ILLINOIS • 60030-1198
Fax: (847) 543-3061 • *WEB APPLICATION*: www.clcillinois.edu/applic.htm
If you need assistance completing this form, please call the Office of Admissions and Records at (847) 543-2061.

1. APPLICATION STATUS:

☐ New Applicant to CLC
☐ Returning to CLC, enter 7-digit Student ID (if known) _____

2. COMPLETE LEGAL NAME:

_____
(Last) (First) (Middle)

Former or Maiden Name: _____

3. SOCIAL SECURITY NUMBER:

_____ – _____ – _____

4. GENDER: ☐ Male ☐ Female

5. DATE OF BIRTH:

_____ /_____ /_____ AGE: _____
Month Day Year

6. MILITARY SERVICE RECORD:

☐ Active Duty
☐ Veteran
☐ Never Served

7. CITIZEN / VISA STATUS:

Are you a U.S. Citizen ☐ YES ☐ NO

If no, what is your status in the U.S.?

☐ Immigrant (Permanent Resident)
☐ Student Visa (F-1)
☐ Other (please indicate type if known):
_____

8. ETHNIC / RACIAL DESCRIPTION:

☐ Asian or Pacific Islander
☐ Black Non-Hispanic
☐ Hispanic
☐ White Non-Hispanic
☐ American Indian or Alaskan Native
☐ Choose not to Respond

9. HOME 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)

10. RESIDENCY:

I ☐ have ☐ have not been a resident of Lake County for 30 days prior to the first day of the semester in which I intend to enroll.

11. MAILING ADDRESS:

If you have a different address for the purpose of receiving mail you may list it below. You must also list your home address in question 9.

_____
Number and Street

_____
City or Town

_____
State & Zip Code)

12. TELEPHONE:

HOME: (_____) _____ – _____
Area Code Telephone Number

WORK/CELL: (_____) _____ – _____
Area Code Telephone Number

13. E-MAIL ADDRESS:

_____
(Required if taking online classes)

14. ENROLLMENT STATUS (Check one):

Typical classes are 3 credit hours.

☐ Plan to attend school part-time (less than 12 credit hours)
☐ Plan to attend school full-time (12 credit hours or more)
☐ Plan to take Summer classes only (Full-time student from another institution)

CONTINUED

15. **EDUCATIONAL OBJECTIVE AT CLC:**

CLC offers two types of Associate degrees:
- Associate degrees which allow you to transfer to a 4-year institution.
- Associate in Applied Science degrees which prepare you for a career

CLC also offers both long and short-term certificate programs that focus on specific career skills.

☐ To complete an associate degree
☐ To complete a certificate of one year or more
☐ To complete a certificate of less than one year
☐ To complete one or several courses *(Students selecting this objective are not seeking a degree and are not eligible for financial aid.)*

16. **STUDENT INTENT (Check one):**

The following best describes my primary reason for attending CLC

☐ To prepare for new or first occupational career
☐ To improve present occupational skills
☐ To explore courses to decide on a career
☐ To prepare for transfer to four-year college/ university
☐ To remedy basic skill deficiencies
☐ To pursue non-career, personal interests
☐ To prepare for high school diploma equivalency test
☐ Other or unknown

17. **HIGH SCHOOL STATUS:**

☐ Graduated from High School:
YEAR: _____
☐ Attending a K-12 school now and expect to graduate high school: YEAR: _____
If you are under 18 or currently enrolled in high school, you must complete a Secondary School Reference Form in order to register for classes at CLC. Form is available at http://www.clcillinois.edu/depts/adr/forms.asp or call Admissions
☐ Received GED High School Certificate:
YEAR: _____
☐ Did not graduate and no longer attend.

18. **HIGHEST EDUCATIONAL LEVEL COMPLETED AFTER HIGH SCHOOL:**

☐ Certificate Program
☐ Associate Degree
☐ Bachelor's Degree
☐ Master's Degree
☐ First Professional Degree
☐ Doctoral Degree
☐ None of the above

19. **PARENT HISTORY:**

Has either of your parents graduated from a four-year college or university?

☐ YES ☐ NO

20. **IS ENGLISH YOUR FIRST LANGUAGE?**

☐ YES ☐ NO ☐ Choose Not to Respond

*If English is **not** your first language, did you begin to learn English before the age of 12?*

☐ YES ☐ NO ☐ Choose Not to Respond

*If English is **not** your first language, did you learn English in a country where English is the primary language* (such as the US or Canada)?

☐ YES ☐ NO ☐ Choose Not to Respond

21. **LAST HIGH SCHOOL ATTENDED:**

_____
Name

_____
City State

22. **COLLEGE (Last college attended, or if degree earned, college of degree):**

_____
Name

_____
City State

Degree Earned? ☐ YES ☐ NO

Month/ Year of Degree _____ / _____

23. **APPLYING FOR TERM BEGINNING:**

(Year) _____
☐ Fall (August-December)
☐ Spring (January-May)
☐ Summer (June-July)

CONTINUED

24. PROGRAM OF STUDY *(REQUIRED INFORMATION — Please check only one):*

What I need to know to select a program of study at CLC:
CLC offers the following types of programs:

- ***Transfer Education*** – includes degrees/courses that allow students to transfer to a 4-year college. Choose from this category of programs if you plan (now or in the future) to pursue courses at a 4-year college or university.
- ***Career Education*** – includes degrees/certificates and courses which allow students to gain career skills. Choose from this category of programs if you desire training in order to enter the work force upon completion. Career courses may not transfer to a 4-year college.
- ***Continuing Education courses for personal, vocational or leisure interests*** are not college credit classes. Choose this program if you are not interested in taking any college credit classes.
- ***Adult Literacy*** – Courses for students who wish to improve their basic skills.

TRANSFER EDUCATION

- ☐ Accounting (13AB-ACC)
- ☐ Anthropology (13AB-ANT)
- ☐ Art (13AB-ART)
- ☐ Biological Sciences (11AB-BIO)
- ☐ Business Administration (13AB-BUS)
- ☐ Chemistry (11AB-CHM)
- ☐ Communication (13AB-CMM)
- ☐ Computer Information Technology (11AB-CIT)
- ☐ Computer Science (11AB-MCS)
- ☐ Criminal Justice (13AB-CRJ)
- ☐ Early Childhood Education (13AB-ECE)
- ☐ Economics (13AB-ECO)
- ☐ Elementary Education (13AB-EDU)
- ☐ Engineering (12AB)
- ☐ English (13AB-ENG)
- ☐ Fine Arts, Art (14AA)
- ☐ Fine Arts, Music Ed (15AA)
- ☐ Fine Arts, Music Performance (16AA)
- ☐ Foreign Language (13AB-FOR)
- ☐ Geography (13AB-GEG)
- ☐ Geology (11AB-GEO)
- ☐ History (13AB-HST)
- ☐ Humanities (13AB-HUM)
- ☐ International Studies (13AB-INS)
- ☐ Mathematics (11AB-MTH)
- ☐ Mathematics: Teaching Secondary Mathematics (17AB)
- ☐ Music (13AB-MUS)
- ☐ Philosophy (13AB-PHI)
- ☐ Physics (11AB-PHY)
- ☐ Political Science (13AB-PSC)
- ☐ Pre-Dentistry (11AB-DNT)
- ☐ Pre-Medicine (11AB-MED)
- ☐ Pre-Occupational Therapy (11AB-OCC)
- ☐ Pre-Pharmacy (11AB-PHR)
- ☐ Pre-Physical Therapy (11AB-PPT)
- ☐ Pre-Veterinary Medicine (13AB-VET)
- ☐ Psychology (13AB-PSY)
- ☐ Social Work (13AB-SWK)
- ☐ Sociology (13AB-SOC)
- ☐ Theatre (13AB-THE)
- ☐ Transfer degree or courses , undecided subject of study (13AB)

CONTINUING EDUCATION

For personal/professional interest studies.

- ☐ Personal/Fitness/Leisure Courses (VOCRS)
- ☐ Professional/Vocational Programs (VOCRS)
- ☐ Courses to Earn CEUs or CPDUs*
- ☐ Programs for Youth – Xplore! or Fast-Paced Program (PERSN)

** CEU program (Note:Courses that offer CEUs or CPDUs are NOT college credit courses and may not be used for transfer or any degree/certificate program of the college.) CEUs are granted by the International Association of Continuing Education & Training. CPDUs apply for teacher recertification.*

CAREER EDUCATION

- ☐ Accounting (ACC)
- ☐ Administrative Office Systems (AOS)
- ☐ Architectural Technology (ARC)
- ☐ Automotive Collision Repair (ABR)
- ☐ Automotive Technology (AUT)
- ☐ Business Management (BUS)
- ☐ CAD-Drafting Technology (CAD)
- ☐ Cisco Networking (CNA)
- ☐ Civil and Environmental Technology (CIV)
- ☐ Computer Information Technology (CIT)
- ☐ Computerized Numerical Control Programming (CNC)
- ☐ Construction Management Technology (CMT)
- ☐ Criminal Justice (CRJ)
- ☐ Dental Hygiene (DHY)
- ☐ Digital Media and Design (DMD)
- ☐ Early Childhood Education (ECE)
- ☐ Education Paraprofessional (EDU)
- ☐ Electronic Information Technology (EIT)
- ☐ Electronic Systems Technology (EST)
- ☐ Electronics Engineering Technology (ELT)
- ☐ Electrical/Electronic Maintenance (ELC)
- ☐ Electrician Apprenticeship (EAP)
- ☐ Emergency Disaster Management (EDM)
- ☐ Emergency Medical Services (EMT)
- ☐ Fire Science Technology (FST)
- ☐ Food Service (FSM)
- ☐ Health Information Technology (HIT)
- ☐ Horticulture (HRT)
- ☐ Human Services Program (HUS)
- ☐ Library Technical Assistant (LTA)
- ☐ Machine Tool Trades (MTT)
- ☐ Mechanical Engineering Technology (MCD)
- ☐ Medical Assisting (MOA)
- ☐ Medical Imaging (MIM)
- ☐ Nursing/CNA Certified Nurse Assisting (NUR)
- ☐ Paralegal Studies (PLS)
- ☐ Phlebotomy Technician (MLT)
- ☐ Refrigeration & Air Conditioning (RAC)
- ☐ Surgical Technology (SRG)
- ☐ Teaching English to Speakers of Other Languages (ENG)
- ☐ Technical Communication (ENG)
- ☐ Welding (WLD)

Note: Occupational Certificates of less than 16 semester hours may not be eligible for financial aid.

ADULT LITERACY

For students who plan to study basic skills, English as a Second Language, or GED/Adult Secondary Education.

- ☐ Adult Basic Education and Literacy Programs (ABE)
- ☐ GED and High School Completion Programs (ASE)
- ☐ English as a Second Language (ESL)

CONTINUED

25. WHICH OF THE FOLLOWING WAS A SOURCE OF INFORMATION FOR YOU ABOUT CLC?

Please select all that apply.

Major Source of Information	Minor Source of Information	Not a Source of Information	
☐	☐	☐	CLC class schedule or other mailing to your home
☐	☐	☐	High school teacher or counselor
☐	☐	☐	CLC admission representative
☐	☐	☐	Newspaper advertisement
☐	☐	☐	Television advertisement
☐	☐	☐	Radio advertisement
☐	☐	☐	CLC Web site
☐	☐	☐	Parents
☐	☐	☐	Friends

26. ARE YOU INTERESTED IN APPLYING FOR FINANCIAL AID? ☐ YES ☐ NO

If yes, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

27. 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

What do I need to do next?

If you are planning to register for any college credit class, you must show that you are language and math proficient (basic algebra ready). ***Submit one of the following documents*** (official or unofficial) to the Admissions Office as soon as possible to prove proficiency:

- HS transcript showing class rank in top 1/3 after 6 semesters.
- ACT score report showing reading, language and math scores of 17 or above
- SAT score report showing critical reading, writing and math scores of 450 or above
- GED transcript showing 550 or above in reading, language and math
- U.S. college transcript showing completion of an Associates degree or higher
- U.S. college transcript showing completion of 30 credits with no grade less than "C".

OR

- Take CLC's Academic Proficiency Language test (minimum score of 153) and Math Placement test, arithmetic section (minimum score of 56).

Additional admission requirements apply to the following students:

- ***High School Graduates*** from 2006 or 2007 who plan to complete a degree should submit a high school transcript.
- ***International Students*** must contact the International Student Specialist at (847) 543-2733.
- ***Students Under 18*** who have not completed High School must submit a Secondary School Reference Form before enrolling. *Form is available at http://www.clcillinois.edu/depts/adr/forms.asp or call Admissions.*
- ***Nursing, Dental Hygiene, Magnetic Resonance Imaging, Medical Imaging, Medical Assisting, Health Information Technology, Computed Tomography, Surgical Technology, and certificate in Paralegal Studies*** have additional admissions requirements. Contact the Admissions Office.

Learn your CLC Student ID

Allow 2 working days while we process this application and assign you a CLC Student ID and PIN. Your PIN will be your 6-digit date of birth (mmddyy). After 2 working days, call (847) 223-1111 and select 'student id lookup'. Enter your SSN and PIN and you will be told your CLC ID. You will also receive your CLC ID number in the mail.

Sign up for an advisement session

If you are a recent high school graduate planning to attend full-time and complete a degree or certificate at CLC, you should attend a ***New Student Advisement Session***. Call Orientation at (847) 543-2090 to register.

If you are a returning adult or part-time student, you should attend an ***Advisement Information Meeting (A.I.M.)***. Call Counseling at (847) 543-2060 for times.

5/2007