

2008-2010 Catalog

Wilbur Wright College

One of the City Colleges of Chicago
4300 North Narragansett Avenue
Chicago, Illinois 60634
Phone (773) 777-7900
General Fax (773) 481-8185

Humboldt Park
Vocational Education Center
1645 North California
Chicago, Illinois 60647
Phone (773) 489-8989
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This publication is for informational purposes only and does not constitute a contract. It is not intended to be a complete description of all of Wright College's policies and procedures. This catalog and its provisions are subject to change at any time and may be revised in the future without advanced notice.

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Thanks for making the Wright Choice!

When you choose to begin or continue your education at Wright, you're making the right choice. Success starts here, whether you're entering the credit program with a baccalaureate degree in mind, honing your career skills for a better job, preparing to take the GED test, learning English as a second language, or taking one of our life-long learning courses.

Wright offers quality courses taught in small classes by outstanding professors. The College is an active participant in the Illinois Articulation Initiative, which ensures the transferability of pre-baccalaureate courses. Our occupational programs are designed to give you the skills to enter tomorrow's work force and meet the challenges of working with ever-changing technologies. Our non-credit programs offer you the opportunity to expand your personal and professional horizons.

The Humboldt Park Vocational Education Center of Wright College provides career-oriented training programs in Computer Numerical Control, Office Information Processing, Industrial Maintenance, and Practical Nursing. The Center also offers college credit courses, GED and ESL, and Continuing Education courses. Operating in the tradition of Wright College, the Center offers quality education in a small class setting.

In addition to our excellent educational opportunities, Wright offers a wide variety of extracurricular activities and plenty of opportunities to interact with other students, express yourself, and sharpen your leadership skills.

The cultural hub of Chicago's richly diverse Northwest Side, the College is home to Stage Wright, the student theater troupe, the site of many free concerts, poetry readings, and talks by well-known authors, community celebrations, and the forum for town hall meetings that address a variety of civic issues.

The Wright College administration, faculty, and staff are proud of the tradition of excellence established by generations of students served for the past 70 years, and we look forward to helping shape the future excellence of our new students.

We think you'll be happy with the Wright choice.

A handwritten signature in black ink that reads "Guengerich". The signature is written in a cursive, flowing style.

Charles P. Guengerich, Ph. D.

Introducing Wilbur Wright College

A Brief History



Wilbur Wright College was established in 1934 at 3400 N. Austin Ave. with the mission of providing quality education for those who seek higher learning and career advancement. Today it is one of the seven colleges that comprise the City Colleges of Chicago. The City Colleges are under the control of the Board of Trustees of Community College District 508, administrated through a district office headed by the system's chancellor. Wright grants associate degrees, and its credit courses are transferable to most four-year colleges and universities. It is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. No longer a junior college, Wright offers a comprehensive curriculum to students seeking to transfer credit, adult education, or career and technical training.

In 1993, the college moved from 3400 N. Austin Ave. to 4300 N. Narragansett Ave. Nestled in a park-like campus, five interconnected buildings enable students to access classrooms, laboratories and support services without having to go outside. These architecturally significant buildings were designed by Bertrand Goldberg, an award winning architect whose work includes the Marina Towers in downtown Chicago.

An additional campus, the Humboldt Park Vocational Education Center, opened in 1995 at 1645 N. California Ave. This campus serves as a job training and educational center for the Humboldt Park and West Town communities.

Wright College is a place where students can learn in a friendly atmosphere from caring, experienced and knowledgeable faculty, most of whom hold master's or doctoral degrees. Wright's name honors Wilbur Wright, who along with his brother Orville, designed and flew the first powered airplane in 1903, a feat that stretched the boundaries of aviation technology and catapulted the world into a new era of research, education and learning. Wright College is learning-centered. Whatever your goals may be, Wright College is the place to launch your education.

The Mission and Purpose of Wilbur Wright College

OUR MISSION STATEMENT

Wilbur Wright College is a learning-centered, multi-campus institution of higher education offering students of diverse backgrounds, talents, and abilities a quality education leading to baccalaureate transfer, career advancement, and/or personal development.

Introducing the City Colleges of Chicago



Community college education has existed in Chicago since 1911, beginning from classes in a high school.

The City Colleges of Chicago have multiplied to seven community colleges, administrated from a District Office (left) at 226 W. Jackson Blvd. in downtown Chicago, which led to the establishment of Crane Junior College (now Malcolm X College). From this modest beginning, the City Colleges of Chicago (CCC) has grown to a system of seven individually accredited colleges, three learning centers, and three technical institutes.

Clarence Darrow, the renowned Chicago lawyer, argued in the defense of the City Colleges when, during the Depression, its existence was threatened by a financially strapped Board of Education. Darrow stated that higher education in the form of the then "junior college had to endure" because the City Colleges were "for the people."

As a result of state legislative action in the late 1960's, the City Colleges' status as a junior college changed to that of a comprehensive community college. The City Colleges of Chicago, Community College District 508, today reaches more than 200,000 people annually, through the 13 facilities of the City College system, programs conducted in local community centers, public and parochial high schools, social service centers, and branches of the Chicago Public Library. Students can also take internet-based courses via television through CCC's Public Broadcast Station, WYCC-TV Channel 20, and the Center for Distance Learning.

The district offers a variety of Associate Degree Programs that prepare students for transfer with junior level standing to universities. A comprehensive offering of certificate programs also prepares students for immediate entry in their chosen careers.

City Colleges provides specialized training for many workforce development programs, and tuition-free Adult Education courses including English as a Second Language (ESL), Adult Basic Education (ABE), and General Education Equivalency (GED), as well as Continuing Education (CE) programs that add value to the quality of life.

City Colleges continues to serve its community, offering highly qualified faculty, a sustained commitment to affordable tuition and excellence in higher education for all citizens of Chicago.

Visit the City Colleges of Chicago at <http://www.ccc.edu>



BOARD OF TRUSTEES

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City Colleges of Chicago

OFFICERS OF THE DISTRICT

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and Staff Development

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Charles Guengerich, Ph.D.

President, Wilbur Wright College

The City Colleges of Chicago is committed to addressing the diverse needs of our college community by providing the highest levels of service and support to our students, colleagues and anyone else who may be considered a "customer."

Students are always our first priority as customers, but we also realize that anyone who interacts with any member of the faculty, staff, or administration at any of the seven City Colleges of Chicago or the District Office is a customer. This includes our colleagues, area high schools, four-year colleges, local employers, as well as the people who live in our communities. All of our customers are valuable, and they each deserve excellent customer service.

At the City Colleges of Chicago, we are committed to the following Standards of Service Excellence:

Welcoming, Safe and Clean Environment - We will provide an atmosphere that is welcoming and hospitable to every student or other customer who walks through our doors. We will also maintain an environment that is safe for everyone with buildings and properties that are clean at all times.

Accessible Employees and Resources - We will make sure that the various employees and resources that our students or other customers need are accessible and available to them when and where they are needed.

Respectful and Courteous Treatment - We will treat all of our students and other customers with the utmost respect and dignity. We will provide courteous service to all customers with full appreciation for the diverse backgrounds and cultures that are reflected in our college community.

Responsive and Accountable Employees - We will respond to the requests and needs of our students and other customers in a positive, professional and action-oriented manner. We will hold ourselves personally accountable for helping each of our customers resolve their concerns.

Knowledgeable and Informed Employees - We will maintain the necessary expertise in our own jobs and have an understanding of the duties and responsibilities of other areas throughout the entire City Colleges system. If we cannot answer specific issues for our students or other customers, we will locate someone who can answer their questions.

Clear, Concise Instructions and Explanations - We will make sure that any instructions, directions or explanations we provide to our students or other customers are clear and concise and that they fully understand what we are communicating to them.

Accurate and Useful Information - We will make sure that any information we provide to our students or other customers is accurate, up-to-date and useful in helping them resolve their issue.

Continuous Customer Feedback - We will regularly ask our students and other customers for feedback regarding our service so we can continuously improve our performance. We must always know if our customers feel that they are being served in a manner that meets or exceeds their expectations and makes them feel valued as individuals.

Spring 2008 Term

January 7, 2008 (Monday)
January 7 – 12, 2008 (Monday – Saturday)
January 14, 2008 (Monday)
January 14 – 16, 2008 (Monday – Saturday)
January 26, 2008 (Saturday)
January 21, 2008 (Monday)
January 24, 2008 (Thursday)
February 12, 2008 (Tuesday)
March 12, 2008 (Wednesday)
March 17 – 23, 2008 (Monday – Sunday)
April 14, 2008 (Monday)
May 10, 2008 (Saturday)

Summer 2008 Term

June 2, 2008 (Monday)
June 2-3, 2008 (Monday – Tuesday)
June 4, 2008 (Wednesday)
June 4 – 5, 2008 (Wednesday– Thursday)
June 5, 2008 (Thursday)
July 2, 2008 (Wednesday)
July 4, 2008 (Friday)
July 16, 2008 (Wednesday)
July 26, 2008 (Saturday)

Fall 2008 Term

August 11, 2008 (Monday)
August 11 – 16, 2008 (Monday – Saturday)
August 18 – 23, 2008 (Monday – Saturday)
August 25, 2008 (Monday)
August 25 – August 30, 2008 (Monday–Saturday)
September 1, 2008 (Monday)
September 4, 2008 (Thursday)
September 6, 2008 (Saturday)
October 15, 2008 (Wednesday)
November 17, 2008 (Monday)
November 27-28, 2008 (Thursday & Friday)
December 13, 2008 (Saturday)

Activity/Event

Spring 2008 Term begins
Registration for Spring 2008 Term
First day of classes for Spring 2008 Term
Late registration for Spring 2008 Term
Saturday classes begin
Martin Luther King, Jr. Day (Holiday)
STAT date
Lincoln's birthday (Holiday)
Mid-term date for Spring 2008 Term
Spring Break
Last day for student-initiated withdrawals
Last day of Spring 2008 Term

Activity/Event

Summer 2008 Term begins
Registration for Summer 2008 Term
First day of classes for Summer 2008 Term
Late registration for Summer 2008 Term
STAT date
Mid-term date for Summer 2008 Term
Independence day (Holiday)
Last date for student-initiated withdrawal
Last day of Summer 2008 Term

Activity/Event

Fall 2008 Term begins
Early registration for Fall 2008 Term
Registration for Fall 2008 Term
First day of classes for Fall 2008 Term
Late registration for Fall 2008 Term
Labor Day (Holiday)
STAT date
Saturday classes begin
Mid-term date for Fall 2008 Term
Last day for student-initiated withdrawal
Thanksgiving (Holiday)
Fall Term ends

Spring 2009 Term

January 12, 2009 (Monday)
January 12-17, 2009 (Monday – Saturday)
January 19, 2009 (Monday)
January 20, 2009 (Tuesday)
January 20 – 24, 2009 (Tuesday – Saturday)
January 24, 2009 (Saturday)
January 29, 2009 (Thursday)
February 12, 2009 (Thursday)
March 18, 2009 (Wednesday)
April 6-12, 2009 (Monday – Sunday)
April 20, 2009 (Monday)
May 16, 2009 (Saturday)

Summer 2009 Term

June 1, 2009 (Monday)
June 1 – 2, 2009 (Monday – Tuesday)
June 3, 2009 (Wednesday)
June 3 – 4, 2009 (Wednesday – Thursday)
June 4, 2009 (Thursday)
July 1, 2009 (Wednesday)
July 4, 2009 (Saturday)
July 15, 2009 (Wednesday)
July 25, 2009 (Saturday)

Fall 2009 Term

August 10, 2009 (Monday)
August 10 – 15, 2009 (Monday – Saturday)
August 17 – 22, 2009 (Monday – Saturday)
August 24, 2009 (Monday)
August 24 – 29, 2009 (Monday–Saturday)
August 29, 2009 (Saturday)
September 2, 2009 (Wednesday)
September 7, 2009 (Monday)
October 21, 2009 (Wednesday)
November 16, 2009 (Monday)
November 26-27, 2009 (Thursday & Friday)
December 12, 2009 (Saturday)

Activity/Event

Spring 2009 Term begins
Registration for Spring 2009 Term
Martin Luther King Holiday
First day of classes for Spring 2009 Term
Late registration for Spring 2009 Term
Saturday classes begin
STAT date
Lincoln's Birthday (Holiday)
Mid-Term date for Spring 2009 Term
Spring break
Last day for student-initiated withdrawals
Spring 2009 Term ends

Activity/Event

Summer 2009 Term begins
Registration for Summer 2009 Term
First day of classes for Summer 2009 Term
Late registration for Summer 2009 Term
STAT date
Mid-term date for Summer 2009 Term
Independence Day (Holiday)
Last day for student-initiated withdrawals
Last day of Summer 2009 Term

Activity/Event

Fall 2009 Term begins
Early registration for Fall 2009 Term
Registration for Fall 2009 Term
First day of classes for Fall 2009 Term
Late registration for Fall 2009 Term
Saturday classes begin
STAT date
Labor Day (Holiday)
Mid-term date for Fall 2009 Term
Last day for student-initiated withdrawal
Thanksgiving (Holiday)
Fall Term ends

Spring 2010 Term

January 11, 2010 (Monday)
January 11-16, 2010 (Monday – Saturday)
January 18, 2010 (Monday)
January 19, 2010 (Tuesday)
January 19 – 23, 2010 (Tuesday – Saturday)
January 23, 2010 (Saturday)
January 28, 2010 (Thursday)
February 12, 2010 (Friday)
March 3, 2010 (Wednesday)
March 29 – April 4, 2010 (Monday – Sunday)
April 19, 2010 (Monday)
May 15, 2010 (Saturday)

Summer 2010 Term

June 7, 2010 (Monday)
June 7-8, 2010 (Monday – Tuesday)
June 9, 2010 (Wednesday)
June 9-10, 2010 (Wednesday – Thursday)
June 10, 2010 (Thursday)
July 5, 2010 (Monday)
July 7, 2010 (Wednesday)
July 14, 2010 (Wednesday)
July 24, 2010 (Saturday)

Fall 2010 Term

August 9, 2010 (Monday)
August 9-14, 2010 (Monday – Saturday)
August 16 – 21, 2010 (Monday – Saturday)
August 23, 2010 (Monday)
August 23-28, 2010 (Monday–Saturday)
August 28, 2010 (Saturday)
September 1, 2010 (Wednesday)
September 6, 2010 (Monday)
October 20, 2010 (Wednesday)
November 15, 2010 (Monday)
November 25-26, 2010 (Thursday & Friday)
December 18, 2010 (Saturday)

Activity/Event

Spring 2010 Term begins
Registration for Spring 2010 Term
Martin Luther King Holiday
First day of classes for Spring 2010 Term
Late registration for Spring 2010 Term
Saturday classes begin
STAT date
Lincoln's Birthday (Holiday)
Mid-Term date for Spring 2010 Term
Spring break
Last day for student-initiated withdrawals
Spring 2010 Term ends

Activity/Event

Summer 2010 Term begins
Registration for Summer 2010 Term
First day of classes for Summer 2010 Term
Late registration for Summer 2010 Term
STAT date
Independence Day (Holiday)
Mid-term date for Summer 2010 Term
Last day for student-initiated withdrawals
Last day of Summer 2010 Term

Activity/Event

Fall 2010 Term begins
Early registration for Fall 2010 Term
Registration for Fall 2010 Term
First day of classes for Fall 2010 Term
Late registration for Fall 2010 Term
Saturday classes begin
STAT date
Labor Day
Mid-term date for Fall 2010 Term
Last day for student-initiated withdrawal
Thanksgiving (Holiday)
Fall Term ends

Spring 2011 Term

January 10, 2011 (Monday)
January 10-15, 2011 (Monday – Saturday)
January 17, 2011 (Monday)
January 18, 2011 (Tuesday)
January 18-22, 2011 (Tuesday – Saturday)
January 22, 2011 (Saturday)
January 27, 2011 (Thursday)
February 14, 2011 (Monday)
March 16, 2011 (Wednesday)
April 18-24, 2011 (Monday – Sunday)
April 25, 2011 (Monday)
May 14, 2011 (Saturday)

Summer 2011 Term

June 6, 2011 (Monday)
June 6-7, 2011 (Monday – Tuesday)
June 8, 2011 (Wednesday)
June 8-9, 2011 (Wednesday – Thursday)
June 10, 2011 (Thursday)
July 4, 2011 (Monday)
July 6, 2011 (Wednesday)
July 13, 2011 (Wednesday)
July 23, 2010 (Saturday)

Fall 2011 Term

August 8, 2011 (Monday)
August 8-13, 2011 (Monday – Saturday)
August 15 – 20, 2011 (Monday – Saturday)
August 22, 2011 (Monday)
August 22-27, 2011 (Monday–Saturday)
August 27, 2011 (Saturday)
August 31, 2011 (Wednesday)
September 5, 2011 (Monday)
October 19, 2011 (Wednesday)
November 14, 2011 (Monday)
November 24-25, 2011 (Thursday & Friday)
December 17, 2011 (Saturday)

Activity/Event

Spring 2011 Term begins
Registration for Spring 2011 Term
Martin Luther King Holiday
First day of classes for Spring 2011 Term
Late registration for Spring 2011 Term
Saturday classes begin
STAT date
Lincoln's Birthday (Holiday)
Mid-Term date for Spring 2011 Term
Spring break
Last day for student-initiated withdrawals
Spring 2011 Term ends

Activity/Event

Summer 2011 Term begins
Registration for Summer 2011 Term
First day of classes for Summer 2011 Term
Late registration for Summer 2011 Term
STAT date
Independence Day (Holiday)
Mid-term date for Summer 2011 Term
Last day for student-initiated withdrawals
Last day of Summer 2011 Term

Activity/Event

Fall 2011 Term begins
Early registration for Fall 2011 Term
Registration for Fall 2011 Term
First day of classes for Fall 2011 Term
Late registration for Fall 2011 Term
Saturday classes begin
STAT date
Labor Day
Mid-term date for Fall 2011 Term
Last day for student-initiated withdrawal
Thanksgiving (Holiday)
Fall Term ends

NON-DISCRIMINATION POLICIES AND PROCEDURES

Equal Opportunity in Programs, Services and Activities Policy

The Board of Trustees of the City Colleges of Chicago prohibits discrimination, except as allowed by law, by any person with respect to hire, terms and conditions of employment, continued employment, admissions or participation in Board programs, services and activities based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state or federal law.

“Discrimination” includes harassment or the creation of a hostile working or learning environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status or the exercise of rights guaranteed by local, state or federal law. Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service, or activity. Prohibited harassment also includes or where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual’s work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Pursuant to its policy and applicable local, state and federal laws, the Board of Trustees has adopted specific policies that prohibit Sexual Harassment, violations of Title IX of the Education Amendments of 1972 (concerning gender discrimination in education), and disability discrimination.

Discrimination and Harassment Complaint Procedures

Students who believe that they have suffered from a violation of the City Colleges’ equal opportunity policies with respect to non-discrimination or sexual harassment may file a complaint with the District’s EEO Officer who is charged with investigating complaints of this nature. The EEO Officer or designee addresses all equal opportunity concerns of CCC employees, applicants for employment, students or applicants for admission or any other person including complaints of discrimination, harassment or hostile work environment, retaliation, intimidation and requests for accommodation due to religion or disability. With respect to students or other persons, complaints of discrimination may concern admissions, participation, application of academic policies, educational or learning environment, or any other term or condition of participation in Board programs, services and activities. Students who file such complaints are protected from retaliation.

Students may contact the EEO Officer by direct number at (312)553-2538, through the Office of Human Resources at (312)553-2900, via e-mail to eeofficer@ccc.edu or by mail to the City Colleges of Chicago, Attention: EEO Officer, 226 West Jackson Blvd., 12th Floor, Chicago, Illinois 60606

The complete text of the District’s non-discrimination policies are contained in the Student Policy Manual. Copies of the City Colleges of Chicago Equal Opportunity Complaint Procedures and the Discrimination Complaint Form are available in the District Office, Office of Human Resources and in the Personnel Office at each of the seven City Colleges of Chicago locations. The policies and complaint procedures are also available at the City Colleges Website at www.ccc.edu/studentpolicy.

Prohibition Against Retaliation and Intimidation

Retaliation against and/or intimidation of employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited. Anyone who feels he or she is the victim of retaliation or intimidation should contact the EEO Officer to report such incidents immediately.

SMOKE FREE WORKPLACE

City Colleges of Chicago is a smoke-free environment.

PROHIBITION ON UNLAWFUL DRUG & ALCOHOL USE

The City Colleges of Chicago prohibits the use or distribution of alcoholic beverages in or on college property, or in conjunction with any college activities, except as authorized by state law and specifically approved by the college president or the chancellor. The unlawful manufacture, distribution, dispensation, use or possession of controlled substances (as defined in the Controlled Substances ACT, 21 U.S.C. 812, section 202, schedules I through V) in or on college property is strictly prohibited.

The Board of Trustees of the Community College District No. 508, is governed by the Illinois Public Community College Act (110 ILCS 805/1-1, et seq.) and the Rules for the Management and Government of the City Colleges of Chicago, with any amendments enacted or thereafter.

A student or employee who is found to be in violation of the above-stated prohibitions will be subject to disciplinary action, up to and including expulsion and/or dismissal from employment.

PRIVACY OF EDUCATIONAL RECORDS

Pursuant to the Family Educational Rights and Privacy Act, the Board of Trustees has adopted a policy with respect to students' rights of access to their educational records, and the disclosure of educational records to third parties. The policy is published in the Student Policy Manual.

Disclaimer

Any item in this catalog is subject to change by the Board of Trustees for Community College District No. 508.

This catalog contains information regarding City Colleges of Chicago, which is current at the time of publication. It is not intended to be a complete description of all City Colleges of Chicago policies and procedures, nor is it intended to be a contract. This catalog and its provisions are subject to change at any time, and may be revised by City Colleges of Chicago in the future without advance notice.

THIS IS NOT A CONTRACT

Wilbur Wright College

General Catalog 2008-2010 ACCREDITED BY

The Higher Learning Commission

A Commission of the North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(800) 621-7440 – www.ncacihe.org

Commission on Accreditation of Allied Health Education Programs

35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208

The Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 285
Chicago, IL 60606-3182

The Association of Collegiate Business Schools and Programs

7007 College Blvd., Suite 420,
Overland Park, KS 66211
(913) 339-3956

Accreditation Council for Occupational Therapy Education

4720 Montgomery Lane
Bethesda, MD 20824-1220
301-652-2682
E-mail: accred@aota.org
website: www.aota.org

Council on Occupational Education

41 Perimeter Center, NE Suite 640
Atlanta, GA 30334
770-396-3898

Wilbur Wright College has

Memberships in:

The American Association of Community and Junior Colleges
The Council of North Central Community and Junior Colleges
American Association for Paralegal Education.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

WILBUR WRIGHT COLLEGE is an equal opportunity institution with an Affirmative Action Policy which will be followed. It supports the goals of equal opportunity and affirmative action in its educational programs and activities.

Both in terms of staff and programs, the College endorses the principles, goals, and objectives of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended. The College continues to take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, creed, color, sex, age, disability or national origin. Further, no person in any educational program or activity conducted by the College shall be discriminated against or denied equal access or equal opportunity.

College Offices	Location*	Phone
Activities	Room S134	481-8143
Academic Support Center	Room A245	481-8976
Admissions	Room A120	481-8200
Adult Education	Room A205	481-8822
Business and Industry Services	Room A139	481-8840
Business Services	Room A138	481-8500
College Advising	Room A120	481-8200
Computer Support Services	Room L101	481-8750
Continuing Education	Room A139	481-8800
Dean of Allied Health	Room A141	481-8920
Dean of Instruction	Room A113	481-8260
Dean of Student Services	Room L131	481-8451
Dean of Career Programs	Room A110	481-8737
Disability Access Center	Room L135	481-8015
Financial Aid	Room A128	481-8100
Human Resources	Room A108	481-8229
Job Placement	Room S130	481-8527
Learning Resource Center- Library	Room L100	481-8400
Main Office	Room A101	481-8000
President's Office	Room A103	481-8183
Records Office	Room A129	481-8060
Registrar's Office	Room A129	481-8060
Security	Campus Center	481-8970
Student Academic Success Center	Room A120	481-8200
Testing Office	Room L131	481-8450
Veteran's Office	Room A128	481-8100
Vice President's Office	Room A107	481-8180
Writing Center	Room L212	481-8336

*Room numbers begin with the letter designating the building: A=Arts; E=Events; L=Learning Resource Center; S=Science.

** All area codes are 773

Academic Departments

Biological Sciences	Room L280	481-8470
Business	Room L374	481-8325
<i>(Accounting, Computer Information Systems, Management/Marketing, Paralegal Program)</i>		
Computer Security & Forensic Investigation	Room A110	481-8738
Humanities and Foreign Language	Room L227	481-8640
Information Technology (C.I.S.)	Room L374	481-8270
English, Literature and Reading	Room L323	481-8570
Environmental Technology	Room A141	481-8610
<i>(Building Energy Technologies, Emergency Management, Emergency Preparedness, Homeland Security, and Incident Command)</i>		
Library	Room L200	481-8400
<i>(Library Technical Assistant)</i>		
Mathematics	Room L320	481-8485
Medical Careers	Room A141	481-8920
<i>(Nurse Assistant)</i>		
Occupational Therapy Assistant	Room L281	481-8875
Physical Education	Room E026	481-8435
Physical Science	Room L378	481-8376
Pre-Credit	Room A113	481-8622/ 8250
Radiography	Room L281	481-8800
Social Science	Room L228	481-8345
<i>(Addictions Studies, Anthropology, Criminal Justice, Economics, Geography, History, Political Science, Psychiatric Rehabilitation, Psychology, and Sociology)</i>		
Social Service	Room A113	481-8250
<i>(Gerontology, HIV/STI Prevention Education, Nursing Home Administrator, Property Management, and Desk Clerk/Leasing Specialist)</i>		
Visual & Performing Arts	Room E204	481-8863
<i>(Architecture/Mechanical Technology, Art, Communications Media, Music, Speech Theater, and Photography)</i>		

Humboldt Park – South Campus (1645 N. California Ave, Chicago, IL 60647)

Administrative Offices

Administrative Offices	Location	Phone
Admissions	Room 109	489-8945
Assistant Dean of Humboldt Park	Room 120	489-8942
Business Services	Room 124	489-8925
Computer Support Services	Room 304	489-8931
Dean of Humboldt Park	Room 109	489-8945
Financial Aid	Room 109	489-8923
Main Office	Room 117A	489-8989
Security		489-8921/8922

Academic Departments

Academic Departments	Location	Phone
Computer Numerical Control	Room 110	489-8989
Information Processing	Room 214	489-8989
Industrial Maintenance	Room 211	489-8989
LPN Program	Room 302	489-8917/8915

Wilbur Wright College is a comprehensive community college offering students a variety of educational opportunities. Many students come to Wright to earn an associate's degree that leads to a satisfying career. Others come to complete a two-year degree and transfer to a senior institution to complete a bachelor's degree. Still others come to improve their ability to speak and write in English, to develop specific job skills, to continue the process of lifelong learning, or to take a new career direction.

This section summarizes the many educational opportunities available at Wright College:

College Credit

Transfer Education

Some students come to Wright to earn a two-year associate's degree in order to transfer to a four-year college or university. Wright's transfer-oriented degrees include: an Associate in Arts (AA), an Associate in Science (AS), an Associate in Engineering Science (AES), an Associate in Fine Arts (AFA), and an Associates in General Studies (AGS). Since requirements vary from one university to another, student should consult with the university they wish to transfer to and/or a college advisor to see which degree program best meets their needs. Four year articulation information can also be obtained in the Transfer Center, Room A120, or through the Illinois Articulation Initiative by accessing the website <http://www.iTransfer.org>.

Career Occupational Education

Many students at Wright are working to gain the necessary skills and knowledge to prepare for a job in a career area. Some students take only a few courses to reinforce and improve skills they already possess. Others are re-educating themselves to keep up with the changes in the workplace. Career occupational programs prepare students for the world of work. Students can enroll in a two-year Associate in Applied Science (AAS) degree program or enter a shorter sequence leading to a basic or advanced certificate.

Pre-Credit Program

The Pre-Credit Program is an innovative developmental bridge program for individuals who wish to attend college but test below the minimum college entry levels. The program combines intensive course work in reading, writing, critical thinking, and math skills with academic advisement and career planning. Students are placed in two- or three-course language arts blocks and/or two-course math skills blocks at either a beginning or an advanced level. Cut-off scores in accordance with the Wright College/CCC Placement Testing guidelines determine course placement. Students receive grades of Satisfactory (S) or Failure (F) at the end of each semester. Students' advancement to the next level of pre-credit or entry into the credit division is determined both by their course grades and by their scores on progress tests that correspond to placement testing materials used in the College's placement process. To advance into Wright's collegiate programs, Pre-Credit students must pass the progress test at the same level as new students who test directly into the Credit division.

Distance Learning Credits

Over 50 college-credit courses in over 20 different disciplines are available through the City Colleges of Chicago Center for Distance Learning (CDL). CDL uses a range of delivery mediums including the Internet and the Internet combined with television. Distance Learning students must meet the same academic requirements as students enrolling in campus-based courses. Those who successfully complete distance-learning courses earn the same credit from the City Colleges of Chicago as those enrolled in classroom-based courses. Many students combine media courses with traditional classroom courses to fulfill degree and certificate requirements. The credit earned is generally transferable to four-year colleges and universities.

Credit for Prior Learning

College credit may be granted for college level knowledge and skills acquired outside the classroom including on-the-job training and courses taken at non-collegiate institutions. The evaluation and awarding of credit is conducted by the City Colleges of Chicago, District Office of Student Development. These credits can be assessed in several ways:

Credit by Examination

A student may earn college credit by successfully completing one or more of the following examinations: College Level Examination Program (CLEP) (Wright College accepts up to 30 hours of General Education credits for CLEP as well as credit in several subject areas), Criminal Justice/Police Proficiency Examinations, DANTES Examination, and Medical Terminology Examination.

Credit by Portfolio Evaluation

Credit for life experience can also be obtained through Portfolio Assessment. Students assemble a portfolio equating their experiences to specific skills and learning outcomes related to a specific course offered at the college.

Credit by Evaluation

Students may request an evaluation of various credentials: Military credits, Advanced Placement credits (AP), Foreign credentials, Certified Child Development Credentials, Emergency Medical Services (paramedic certification), and Licensed/ Practical Nursing certifications.

Information and applications for credit for prior learning can be obtained from a college advisor. Standard fees may apply. Credits for prior learning will not be posted on a student's record until 15 credit hours of college-level coursework have been completed.

University Partnerships

Wright College has developed partnerships with two area universities. Interested students should see a college advisor.

DePaul Adult Bridge Program

Students who are 24 years and older and who are interested in transferring to DePaul University's School of New Learning (a program with emphasis on life and work experience competencies) can enroll in these specialized courses team taught by Wright College and De Paul faculty.

Middle School Teacher Quality Education Program (MSTQE)

This is a partnership program with the College of Education at Northeastern Illinois University. This program is geared towards students seeking a math or science middle school/elementary endorsement. Math and Science courses are paired and team taught by Wright, Truman, and Northeastern faculty.

The Undergraduate Research Collaborative (URC)

The Undergraduate Research Collaborative (URC) is part of a National Science Foundation grant program involving both community colleges and bachelariate institutions. Students who are admitted to the program have the opportunity to do independent scientific research. Students receive college credit as well as a stipend.

Programs for High School Students

Wright College works with area high schools to offer academically-qualified, in-district, high school juniors and seniors **dual credit** (students earn both high school and college credit) and **dual enrollment** (only college credit is given) courses. Interested students should consult with their high school counselors. In addition to the permission of their high school, students must take placement tests and score at college level in reading, writing, and/or math.

Adult Education

The Adult Education division offers free English as a Second Language (ESL) courses, basic literacy and math skills (ABE), preparation for the high school equivalency (GED) exam in English and Spanish, and preparation for the U.S. Citizenship Exam. Classes are offered on our main campus, at Humboldt Park Vocational Education Center, and at many off campus sites.

Continuing Education

The Department of Continuing Education offers short-term certificate programs and individual classes designed to meet the needs of adult learners who want to enhance current skill sets or create a new career. Classes for leisure, personal enrichment, self or professional development are also available. Programs and classes are offered during the day, evening and on weekends.

Family College is also a part of the Continuing Education division. Family College offers a wide range of classes for toddlers and their parents, pre-schoolers, pre-teens and teens. Classes include crafts, music, and academic enrichment for elementary school children. An array of gym and swim activities are offered throughout the year, and a variety of camps are offered during the summer.

Business and Industry Services

Business and Industry Services provides high quality, specialized services to businesses. Those services include: needs analysis for the organization; development of customized programming; delivery of customized workshops, seminars, and courses; and evaluation of those offerings. The department has developed relationships with a variety of funding sources at the city, state and federal level to support training programs for those business partners who qualify.

Admission to the Credit Program

Admission is open to graduates of accredited high schools; recipients of General Education Development (GED) certificates; transfer students from other colleges and universities; adult students 18 years and older who have not earned a high school diploma or a GED but otherwise demonstrate an ability to benefit from college program offerings as determined by the college placement exam; and students 16-18 years of age recommended by their principal or accepted for participation in a special area of study, and who score at college level on the placement exam.

1. Contact the Office of Admissions at Wright College and ask that an application form and procedures for admission and registration be sent to you, or visit the website at <http://wright.ccc.edu>.
2. Contact the high school you attended and request that an official transcript of your work be sent to the Office of Admissions at Wright College.
3. If you have attended any other colleges, contact each one and have an official transcript of your work sent to the Office of Admissions at Wright College.
4. Residents outside of Chicago who plan to enroll in a program at the City Colleges of Chicago not available at the community college in their district should apply for tuition assistance through their local community college board.

Admission to the College does not ensure acceptance into a particular program or course. Students may be admitted to the College as full-time or part-time students. Full-time students carry a course load of 12 or more semester hours.

Placement Testing

All new students seeking admission to any college credit course must meet federal ability-to-benefit standards on an approved test.

Entering students are required to attend special orientation and testing sessions where they are introduced to the College and where they are carefully tested to determine their academic skills. The COMPASS tests evaluate students' skills in reading

and math. Students are also required to complete a writing sample which is needed for English course placement.

In the event that a student does not meet the academic criteria for college credit admission, a customized Academic College Preparatory Program is offered. Students not meeting these criteria will be referred to a pre-collegiate program designed to help them meet the federal ability-to-benefit standards. All required testing is offered to students on a cost-free basis.

Credit students may obtain a waiver from placement testing if they have received a grade of "C" or better in a college-level English or math course or have already earned an Associate Degree or higher. Students requesting a waiver must provide appropriate documentation of successful completion of college-level course work. Students who have an ACT score of 19 in Reading and 21 or above in math, or who have successfully received Advanced Placement (AP) Credit, or who have a bachelor's degree may be exempted from taking the placement test. Exceptions will be made on a case-by-case basis. For more information, call the Testing Office, located in Room L131, at 773-481-8450. Students with disabilities anticipating enrollment at Wright College should contact the Disability Access Center for information and services available to them. No accommodations for placement testing will be given without approval from the Disability Access Center.

Transfer Credit

Students transferring credit to Wright College are required to submit official college transcripts reflecting all credits earned at other regionally accredited institutions previously attended. Successful completion of courses with a grade of "C" or better will be evaluated. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation. Transfer credits will not be calculated into Wright College's Grade Point Average (GPA). A transfer student must complete at least 15 credit hours of residency at Wright College to be eligible for graduation.

Health Requirements

Students must comply with the requirements of the Department of Health of the City of Chicago as a pre-condition to their admission or continuance as students of the City Colleges of Chicago and must submit to a health examination when directed to do so by the college president. This is in compliance with Board Rule 3-4.

International Students

It is expected that international students will have successfully completed the equivalent of primary and secondary education prior to enrollment. Students must comply with the following requirements:

1. Submit an International Student Admissions Application Packet.
2. Submit transcripts from all secondary institutions attended, with certified English translations.
3. Pay the I-20 student visa processing fee (non-refundable).
4. Achieve a minimum score of 450 on the Test of English as a Foreign Language (TOEFL) written test or a minimum score of 166 on the computerized test
5. Show proof of health insurance. - *All International students with F-1 non-immigrant student visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board of Trustees. Such students must present proof of this insurance upon every registration and/or upon request.*

International students already in the United States on F-1 non-immigrant student visas must:

1. Complete the International Student Application Packet.
2. Complete the transfer verification form.
3. Send an official copy of all transcripts from universities or colleges attended.
4. Pay the I-20 student visa processing fee (non-refundable).
5. Show proof of health insurance - *All International students with F-1 non-immigrant student visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board of Trustees. Such students must present proof of this insurance upon every registration and/or upon request.*

High School Students

Students 16 years of age or older still enrolled in a high school in the Chicago District may be considered for enrollment in credit courses at the College. Students must have the written consent of their high school principal or counselor and have qualified for college classes through placement testing or previous course completion. (College course credit will be held in escrow until the student has graduated from high school.)

The following tuition, fees, and charges have been adopted by the Board of Trustees of Community College District No. 508. This tuition, fee, and charge schedule is subject to change at any time by the Board of Trustees.

All tuition, fees, and charges are payable at the time of registration. Acceptable payment includes cash, check, money order, or credit card. Failure to make payment arrangements within two business days of enrollment will result in the initiation of drop processing of all enrolled classes.

There will be a \$25.00 fee assessed for any returned credit card charge, a check returned for Non-Sufficient Funds (NSF) or a stop-payment check. Any student who has once given the City Colleges of Chicago either a NSF or stop-payment check will not be allowed to make any subsequent payment by check at any of the City Colleges of Chicago. Consult the College Business Office for details.

Tuition

Chicago Residents:

\$72.00 per credit hour.

Residents of Illinois:

\$117.95 for each credit hour per semester or term **in addition** to the tuition paid by Chicago residents.

Non-Residents of Illinois:

\$237.76 for each credit hour per semester or term **in addition** to the tuition paid by Chicago residents.

Refunds and Withdrawals

Administrative Withdrawal

1. If the administration cancels a class, all tuition and fees, including non-resident tuition, paid by students for that class, shall be fully refunded.
2. If a student does not show (NSW) for a class and does not withdraw officially from the class, and is therefore marked NSW at the beginning of a semester, no refund will be issued, except as required by law.

Student-Initiated Withdrawal

1. If a student registers and withdraws formally from the College prior to the first day of class, all tuition and non-resident tuition and fees shall be refunded in full, except for the \$25 non-refundable registration fee.
2. If a student withdraws formally from a 16-week class within the first 7 days of the class (including weekends and holidays), 100% of applicable tuition shall be refunded.
3. If a student withdraws formally from a class after the first 7 days of the semester, no refund will be made.
4. Add/Drop students may add or drop courses during the first 7 days from the start of class without incurring a penalty. After the first seven days of the class, no refunds will be allowed.

Please allow four to six weeks from the start of the semester to receive your refund.

Waiver of Tuition and Fees

If seats are available, Senior Citizens (65 years of age or older) can register and shall not be charged for up to six regular college credits. Proof of senior citizen status includes birth or baptismal certificates, driver's license, or RTA Special Users' Pass. Proof **MUST** be presented at time of registration. All miscellaneous fees and charges apply.

Public Aid Recipients who are not eligible for financial aid may register for up to five credit hours free with a Public Aid card. Recipients with a Public Aid card with numbers beginning in "0" are eligible. Recipients with a Public Aid card with numbers beginning in "9" are ineligible. No waiver is applicable when six or more credit hours are scheduled. All miscellaneous fees and charges apply.

Other Waivers: Students enrolled in six or more regular college credit hours may add any of the Continuing Education or Adult Education courses on the Illinois Community College Board (ICCB) state-approved computer list without tuition.

Tuition Chargeback

Chicago residents who wish to enroll in a program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered. Applications may be obtained by contacting the Chargeback Office, The City Colleges of Chicago, 226 W. Jackson Blvd., Chicago, IL 60606, 312-553-2718, at least 30 days prior to the beginning date of the semester or term of enrollment at the college the student plans to attend.

Non-Chicago residents who plan to enroll in a college program that is not available at a community college in their district should apply for tuition assistance to their local community college board of office or to their high school district in those districts having no community college board.

U-Pass

Public transportation can get expensive for a full-time student. An option may be the U-Pass. The Chicago Transit Authority makes discounted access to transportation available to City Colleges' students by offering the U-Pass to students enrolled full time with the City Colleges. Students can utilize their U-Pass to travel throughout the city. For more information contact Business Services in Room A138.

Residency

Enrollment of students is classified, for the purpose of determining fees and tuition, as in-district, out-of-district, out-of-state students, and international students.

In-District Students

To qualify as in-district, students must reside within the City of Chicago for at least 30 days immediately prior to the date established by the District for classes to begin.

Out-of-district students working more than 35 hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Verification must occur for each enrollment.

Out-of-District Students

Students who reside in Illinois but outside Chicago for at least 30 days prior to the date established by the District for classes to begin are considered out-of-district students. Students may be required to furnish legal evidence proving residence.

Out-of-district students who want to obtain a degree or certificate offered by one of the City Colleges of Chicago, and not their own district community college, should refer to the Tuition Chargeback section of this manual.

Out-of-State Students

Students who legally reside outside of Illinois are considered out-of-state students.

International Students

Students holding F-1 non-immigrant student visas are considered international students, regardless of residency.

Financial Obligation

Students who have a delinquent account with the District will have a financial hold placed against all records. Students with financial holds will not be allowed to register or receive transcripts, degrees or certificates until the hold is resolved. Refunds will not be made to students who have any outstanding obligations to the District.

Miscellaneous Fees and Charges

Non-Refundable Registration Charge:

\$25.00 per registration in each semester or term.

Lab Fee:

\$20.00 fee for all classes with labs.

Center for Distance Learning:

\$30.00 licensing fee per CDL course in addition to above tuition.

Other Course Fees

Specific fees related to the cost of individual courses may be assessed in addition to tuition and the above listed fees. Such fees will be listed at the appropriate place in the schedule.

I-20 Processing

\$100.00 non-refundable one-time charge at the time of I-20 application; \$50 is applicable to tuition at registration.

Non-Refundable Activity Fee:

Spring / Fall

\$50.00 part-time students (11 hours or less)

\$100.00 full-time students (12 hours or more)

Summer

\$25.00 part-time students (5 hours or less)

\$50.00 full-time students (6 hours or more)

Books and Supplies

Varies. Students provide books and supplies at their own expense.

Transcript Charge

Each student is entitled to one free transcript. A \$5.00 charge shall be applied for each additional transcript. Same day service is \$10.00.

Tuition and fees are subject to change as approved by Board of Trustees District 508. Tuition and fees for Continuing Education, Vocational, and Allied Health courses vary.

Students and their families have the ultimate responsibility for their college expenses. Financial Aid may be available to cover college credit and some occupational program expenses. A student who needs financial assistance in paying these expenses should apply for financial aid. Wright College works with a variety of federal, state, and private funding sources. The federal government uses family size, income, and other data to calculate students' eligibility. All students seeking federal and state financial assistance should fill out the Free Application for Federal Student Aid (FAFSA) and indicate Wright College (FAFSA number 001655) as one of their schools of choice. Because funds for the various financial aid programs available at Wright are depleted early, it is wise to apply for financial aid as early as possible. Applications are available through Wright College's Financial Aid Office after January 1st of each year for the following academic year.

What Financial Aid is Available:

1. **The Pell Grant** is awarded by the federal government to eligible undergraduate students who have not earned a bachelor's degree. Eligibility is based on financial need. The award may be used to pay tuition, books, and indirect educational expenses. This award is a grant and does not have to be repaid.*
2. **The Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP)** grant is awarded to eligible Illinois resident students to cover tuition and fees. The maximum MAP award will depend on the number of hours for which the student registers. This award is a grant and does not have to be repaid.
3. **The Illinois Incentive for Access Program (IIAP)** is available only to eligible Illinois residents. It is a one-time award for freshmen who demonstrate maximum financial need. This award is a grant and does not have to be repaid.
4. **The Federal Supplemental Educational Opportunity Grant (SEOG)** is available to students who have exceptional need and is based on the availability of funds. This award is a grant and does not have to be repaid.
5. **The Federal Work-Study Program (FWS)** provides funds for the part-time employment of a student on campus or at a not-for-profit

off-campus agency approved as a FWS site. A student eligible for FWS should work with the Career Planning and Placement Office to find out about job opportunities. FWS jobs fill up quickly, so students should apply early.

Return of Financial Aid

Students who officially withdraw (WTH), are administratively withdrawn (ADW), and/or no-showed (NSW/NS1) from their classes prior to completing 60% of the period of enrollment, will be required to return a portion of the funds received. Students are responsible to return this money. Students who do not repay these funds will be placed on hold prohibiting future registrations, denied requests for academic transcripts from any City College of Chicago, and denied financial aid in the future.

Loans

Wright College does not participate in the Federal Direct Loan or Stafford Loan Programs. Loans must be repaid in full with interest charges applied. For those seeking a loan, a list of available banks and lenders can be obtained from the Financial Aid Office or visit: <http://wright.ccc.edu/admissions/finaid.asp>. *Wright College does not endorse the use of any financial institution.*

Other Scholarships and Awards

The Financial Aid Office keeps a current file of special interest scholarships offered by groups such as public service agencies, educational institutions, and charitable foundations. In addition, a number of reference books and periodicals are on reserve in the college library. Information can also be obtained on the Internet.

Veterans' or Military Benefits

Wright College is approved by the Illinois Department of Veterans' Affairs (DVA). Eligible veterans may use their Federal Educational Benefits at Wright College. The Veterans' Affairs Office, located in Room A128, will assist veterans in applying for these benefits.

Note: Monetary awards are usually given for an academic year. Students need to reapply to determine additional eligibility. Students' satisfactory progress is also considered.

The City Colleges of Chicago Student Policy Manual provides additional and more detailed information regarding general policies and procedures as well as students' rights and responsibilities. It is available through the City Colleges of Chicago website at <http://ccc.edu>, a college advisor, and/or the Dean of Student Services.

Students with Disabilities

It is the policy of the City Colleges of Chicago that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. Our goal is to promote equality of opportunity and full participation in our services, programs and activities. We will endeavor to provide reasonable modifications and/or accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations or modifications are responsible for requesting such accommodation or modification and are responsible for providing all requisite documentation to verify eligibility to the Disability Access Center. The Disability Access Center will make every effort to accommodate qualified students with disabilities as required by law.

Safety and Security Policy

Wright College has the responsibility of providing a safe environment for all students, faculty, and staff. It is the intention of the Security Department to enforce all state statutes, city ordinances, and Chicago City College policies and guidelines. All security issues should be directed to this department (773-481-8970).

Student Conduct

Student conduct at the College or at any college-sponsored activity shall be governed by federal, state, and local statutes as well as by City Colleges of Chicago policy. Students are expected to conduct themselves in a manner that is not detrimental to the general welfare of the College and that does not interfere with the orderly and proper operation of the College. Inappropriate conduct shall include, but is not limited to, academic dishonesty, falsifica-

tion of any student record, possession of or use of alcoholic beverages or illegal substances, and any form of disruptive behavior.

Improper Academic Behavior

Wilbur Wright College is committed to providing opportunities for every student to achieve the highest possible accomplishments through each student's own best efforts in study, research, written work, and examinations. At all times each student is expected to do his or her own work free of plagiarism or other inappropriate assistance. Such behavior detracts from the desired learning environment. Penalties will range from an F on the assignment to failure in the course.

The City Colleges of Chicago Student Policy Manual provides additional and more detailed information regarding academic policies and Satisfactory Academic Progress requirements. It is available through the City Colleges of Chicago website at <http://ccc.edu>, a college advisor, and/or the Dean of Student Services.

Grade Designations

Grades are awarded to students based on academic performance and attendance. Grade points are numerical values that indicate the scholarship level of letter grades. Grade points are used to calculate the student's Grade Point Average (GPA). Grade Points at Wright are assigned on the following scale:

Credit courses		
Grade	Description	Grade Points
A	superior	4
B	good	3
C	average	2
D	poor	1
F	failure	0
Pre-credit courses		
S	successful completion	
F	unsuccessful completion	

Non-Grade Designations

Non-grade designations are recorded on the students' transcript, and unless otherwise noted, are not used towards the calculation of the student's grade point average.

No-Show Withdrawal - NSW/NS1

Students who do not attend at least two of the first three class sessions (or the first session of a week-end college class) will be withdrawn from the class by the instructor and issued an NSW/NS1. Center for Distance Learning (CDL) students who do not log in at least once on two different days in the first week of class will also be withdrawn (NSW). No tuition will be refunded. Financial aid does not pay for courses in which a student receives an NSW/NS1. The financial aid student becomes personally responsible for tuition. A student who has been issued an NSW/NS1 may be reinstated in the class at the instructor's discretion and request. NSW/NS1's are not counted as registered hours for academic warning and exclude status.

Administrative Withdrawal - ADW

Students who have been continuously absent during the three-week period immediately prior to midterm will be issued a grade of ADW by their instructor, unless the instructor has documentation that the student is actively pursuing the course, as evidenced by completed papers, exams, quizzes or projects. An ADW may also be issued to a student who has been in attendance, but has not demonstrated active pursuit. The ADW policy applies to both credit and pre-credit courses. Center for Distance Learning (CDL) students who fail to actively pursue a CDL course will also be issued an ADW. A student who has been issued an ADW may be reinstated in the class at the instructor's discretion and request no later than two weeks after the midterm date (one week during the summer term). A student who is reinstated after receiving an ADW may not elect to withdraw from the class at a later time. If a student receiving an ADW repeats that course, only the last grade received will be calculated in the student's grade point average although both grades will appear on the student's permanent academic record and will be counted as registered hours to determine satisfactory academic progress. Note: ADW's received from Fall 1982 through Spring 1988 will be counted as F's in a student's grade point average.

Student-initiated Withdrawals – WTH

It is the students' responsibility to officially withdraw from courses. A student-initiated withdrawal must be requested on the college's withdrawal form and contain the student's signature. A student may withdraw from a course up to the published withdrawal date (see class schedule). The WTH grade designation will appear on the student's permanent record, but will not be used to calculate the GPA. Failure to withdraw may result in a failing grade. Student-initiated Withdrawals are counted as registered hours to determine satisfactory progress, academic warning, and exclude status. If a student withdraws formally from a 16-week class within the first 7 days of the class (including weekends and holidays), 100% of applicable tuition shall be refunded. If a student withdraws formally from a class after the first 7 days of the semester, no refund will be made.

Audit – AUD

Students may register for courses as auditors (that is, without receiving credit) if space is available after all credit-earning students have been placed. Auditors must follow all registration procedures and pay all appropriate tuition, fees and charges. A student who audits a class will be issued the final grade of AUD. This grade will not be calculated in the student's grade point average or as registered hours for the purpose of academic warning and exclude status. Students who audit a class may not subsequently register for the class for credit.

Incomplete (I)

Students who have actively pursued a course and are passing the course, but have not completed the final examination and/or other specific course assignments, may be issued an incomplete at the instructor's discretion. To remove an incomplete grade, a student must make arrangements with the instructor to complete the coursework and/or to take the final examination by the mid-point of the following semester (excluding the summer term). If the instructor does not receive the coursework by this deadline, the incomplete grade will automatically convert to an F grade. If the instructor is not available, the student should contact the department chairperson. A student who has an incomplete grade may not re-register for that course. However, if the incomplete grade is changed to a D or F grade, the student may then re-register for the course.

Notification of Grades

Midterm grades are available via My.CCC.edu to students one week after the mid-point of the semester or term. Students receiving midterm grades below a C should meet with their instructor immediately to seek ways to improve their standing in the course. A student whose midterm grade is not a C or better in the first course in a sequence will not be allowed to register early for the next course in that sequence, or for any course having a similar prerequisite.

Final grades are recorded and made available via My.CCC.edu to students at the end of each semester or term.

Final Grade Appeals

Students have the right to appeal a final grade. Final grade appeals should be submitted as soon as possible. If an instructor is no longer available, the student may appeal to the department chairperson.

Class Attendance

Students are expected to attend all sessions of a course. In case of illness or other mitigating circumstances, students have the responsibility to contact their instructors. Make-up work is arranged at the instructor's discretion and convenience. Repeated failure to attend class may result in a student being withdrawn from class or failing the course. See explanation of No-Show Withdrawal (NSW) and Administrative Withdrawal (ADW) in student policy manual.

Class Standing

A freshman is defined as a student who has earned fewer than 29 semester hours. A sophomore is defined as a student who has earned 29 or more semester hours. Hours approved to be transferred to Wright are included in a student's class standing.

Student Records Policies

The Family Educational Rights and Privacy Act of 1974 establishes the right of students to inspect their educational records and limits the disclosure of those records to other individuals.

Transcript Requests

Wright will send official transcripts of a student's academic record to other institutions only upon the student's written request.

Student Records on Hold

Wright will not release the academic records of students who have outstanding financial obligations to the College. Students who have been excluded from the College for disciplinary reasons are prevented from enrolling in the College. The Registrar's Office may restrict a student who has not fulfilled a duly established condition of registration.

Constitution Examination

The School Code of Illinois states that students planning to graduate from Wright must receive a passing grade on an examination that tests knowl-

edge of the United States Constitution, the Illinois Constitution, the Declaration of Independence and the Code of the American Flag. The requirement may be met if the student graduated from an Illinois high school, earned a GED certificate in Illinois, or by successfully completing History 111, Political Science 201 or Social Science 102. Students who apply for graduation and do not meet the above criteria will be required to successfully complete an examination on this material prior to graduation.

Re-Admitted Students

Students who re-enter the College after an absence of one full academic year must meet the graduation requirements of the current catalog.

Academic Standing

To remain in good academic standing, a student must maintain a minimum cumulative Grade Point Average (GPA) of 2.0

Academic Warning

Students who do not achieve the minimum required GPA at the end of each term will be placed on academic warning for the following term. Currently enrolled students on academic warning will not be allowed to register early for the next term. Students on academic warning, who are not currently enrolled, are permitted to register early.

Exclusion

Students on academic warning who do not achieve the minimum required cumulative grade point average by the end of the warning term will be placed in exclude status. Students with an exclude status must petition to be re-admitted. A petition is valid only for the semester for which it is submitted. A petition may be approved for good and sufficient reasons. Further, a re-admitted student may be subject to specific course and credit hour restrictions.

Petition Waiver Exclude

A re-admitted student whose cumulative grade point average has not yet reached 2.0, but earns a minimum 2.25 semester grade point average while taking at least six credit hours is not required to petition for the next semester.

Graduation

Students must apply for graduation by completing a graduation application form with a college advisor. Students will be informed by letter if they meet all graduation requirements and/or what courses they still need in order to graduate. This process should take place before the student registers for the final semester to reduce the possibility of a deficiency in graduation requirements.

To be eligible for graduation in all credit degree and certificate programs, students must complete all general education and required core course work with a grade of "C" or better and hold a minimum graduation GPA of 2.0. This policy is effective for all students entering or returning to the City Colleges of Chicago after May 1, 1998. Students transferring to Wright College from other accredited institutions of higher learning must earn a minimum of 15 semester hours at Wright College to be eligible for the associate degree. Former Wright College students may transfer back, from another accredited institution to Wright College, up to six credit hours to apply towards their associate's degree.

Assessment of Student Learning

The highest standard of student achievement is one of Wright College's hallmarks. The College believes in an ongoing process that systematically works to understand and improve student learning. Faculty and departments are expected to make their expectations of student learning explicit and public, to set appropriate criteria for gathering, analyzing and interpreting evidence of student learning, and to use the resulting information to document, explain and improve performance. This commitment to student learning is embedded in every College system and has as its central goals the examination of assumptions about education and the ability to create a shared academic culture dedicated to assuring and improving the quality of a Wright College education.

Sunset Policy

In the event that the College discontinues a program of study, the college will work with the students enrolled in that program to complete the program before the withdrawal date and, if that is not possible, to assist the students to transition to another curriculum.

The Student Academic Success Center offers an array of support services for students in all divisions of the college:

Academic Advising

Professionally trained college advisors are available to provide admissions, academic, and transfer advising to prospective, current, and returning students to facilitate their successful matriculation through the higher education process. College advisors assist students in determining their educational goals, exploring career choices, selecting courses to fulfill degree requirements, registering for classes, withdrawal, reinstatement, readmission, and may refer students to community agencies as appropriate.

New Student Orientation

Orientation is mandatory for students who plan to enroll full time (12 credit hours or more). For part-time students, orientation is strongly recommended. The New Student Orientation session presents a framework for understanding the policies, procedures, rules, programs, and services offered at Wright College.

Career Planning

The Career Exploration Workshop is designed to assist students who are undecided about a major, as well as students who have chosen a major but are unsure as to a specific career. Students can take a career interest inventory and explore careers using computerized career exploration software.

Transfer Center

Students who plan to transfer to a four-year institution should use the services provided by the Transfer Center. The services include but are not limited to:

- general transfer information
- transfer guides and course equivalencies
- scholarship information
- computer access to online applications and other transfer information

The Transfer Center sponsors college fairs, college tours, informational sessions, and visits from four-year colleges and universities.

Career Planning and Placement Center (CPPC)

The CPPC provides advisement and assistance to students, alumni, and community residents interested in obtaining part-time/full-time employment. Services include: career counseling; job search assistance (Work Study as well as on and off campus employment); interviewing, resume and cover letter assistance; online career and job exploration; and job fairs.

Disability Access Center

The Disability Access Center provides support services to students with documented disabilities. Based on the documentation received and the individual needs of the student, reasonable accommodations are determined. These accommodations ensure that the student, who is otherwise qualified, receives equal access to all of the College's programs, activities and services.

Some of the services and accommodations provided include: extended time on tests, note takers, readers, scribes, sign language interpreters, and referral to community agencies. Adaptive equipment available includes: assistive listening devices, talking calculators, tape recorders and talking dictionaries. Computer adaptations include screen readers and enlargers and software for students with learning disabilities.

The campus is fully wheelchair accessible to such areas as parking lots, restrooms, the swimming pool, classrooms, locker rooms, and the theater. Braille and raised letter signs are posted on all of the rooms and buildings. Maps are available for campus orientation.

Students with disabilities who are anticipating enrollment at Wright College and may need accommodations should contact the Disability Access Center prior to placement testing and admission.

Academic Support Center

The Academic Support Center provides free tutoring services on a one-to-one basis to aid students with specific class work. Students should report to the Center and arrange for a tutor.

TRiO Student Support Services

TRiO is a federally funded student support services program designed to assist in the development of skills necessary to gain entry and graduate from college. TRiO staff work with at risk students providing: academic advising, supplemental skills instruction, financial aid counseling, scholarship and grant assistance, one-on-one tutoring, career guidance, admissions and transfer assistance to bacheloriolate institutions, and internship and job placement.

Writing Center

The Writing Center is staffed by full- and part-time faculty. The Writing Center assists students from all disciplines and at all stages in the writing processes from brainstorming to research, from draft to final project.

Instructional Support Center

The Instructional Support Center assists students and faculty in the use of Web-based instruction (Center for Distance Learning courses) as well as Web-enhanced instruction (BlackBoard).

<http://ccc.blackboard.com/>

The Learning Resources Center (LRC)

The Wright College Library is fully automated and maintains an outstanding collection of materials that have been carefully selected to complement both academic and leisure pursuits of students and faculty. Resources include more than 60,000 volumes and 200 periodicals in addition to microfilms, pamphlets, government documents, maps, recordings, audio and video tapes, microfiche, slides, and motion pictures. Full text indexes are available via the Internet and on CD-ROM. Students can access on-line resources from home via the library's homepage at <http://wright.ccc.edu/library/index.asp>. The Library also houses a CD-ROM version of catalogs representing all colleges and universities in the state and throughout the nation. Career information is also available for those interested in seeking out data on occupations. Professional assistance is provided to all students and faculty upon request.

Media Services provides support to the College in many ways: in-house viewing and listening in the audio, video, laser disc and DVD formats; training and assistance on the proper use of equipment and various software applications; technical support to enhance classroom instruction and coordination of media for all events held at the College.

The Computer Resource Center at Wright College provides students and faculty an opportunity to integrate computers into a variety of classes. In addition, students have access to an open lab where computers are available during the week and on the weekends.

Wilbur Wright College is dedicated to providing diverse programs and services that help students develop the ability to meet their educational and personal goals. We recognize that student success is a shared responsibility of both employees and students, and believe that to succeed students must be involved as active partners in their education.

Employees are committed to:

1. Making every effort to provide accurate, timely information regarding access to the College's programs, services and amenities.
2. Providing quality student services and making knowledgeable and accurate inter-office referrals.
3. Reviewing and updating student services and procedures based on feedback from students.
4. Treating students with respect, courtesy and dignity.
5. Practicing behavior that is interpersonally effective such as friendliness, patience and sensitivity to the feelings of others.
6. Being open to nontraditional requests and seeking resolution when possible.
7. Providing learning opportunities for students to acquire life management skills such as realistic goal setting, time management, stress management, and social skills.
8. Recognizing that academic progress and intellectual growth are the student's primary goals, and providing services that will promote such progress.

Students are expected to:

1. Read and review printed materials and ask questions regarding access and services in a timely manner.
2. Follow through on suggested referrals and identify the referring office or employee.
3. Use and evaluate student services and procedures in order to provide meaningful feedback.
4. Treat employees with respect, courtesy and dignity.
5. Recognize efforts to accommodate their needs or requests, and show patience and sensitivity to employees who are following procedures.
6. Communicate their needs and let employees know the perceived barriers to meeting their requests.
7. Be aware of and select those personal growth opportunities that will help them develop life and social management skills.
8. Make a commitment to their own academic and intellectual growth and to use those services that will help them achieve their goals.

Student Activities and Organizations

Wright College offers a variety of extra-curricular and co-curricular activities:

The Wright College

Student Government Association (SGA)

SGA is the main vehicle for student input on the activities of the college and in policies affecting student life. SGA members are student representatives who are elected by the student body and advised by faculty and the Dean of Student Services. Any student with a 2.0 GPA is eligible for general membership. Students with a 2.2 GPA are eligible for cabinet positions and may apply for these positions through the Student Government office. Elections are held for the offices of president and vice president and for senatorial positions. A variety of cabinet officers are appointed by the SGA president as well as student representatives to college committees.

Clubs and Organizations

Wright College students can choose from a variety of clubs and organizations or form their own. Club membership and participation enhances the academic experience by providing opportunities for students to actively engage in the college community. Some of the student clubs and organizations at Wright include: The Society for Hispanic Engineers, Future Teachers of Chicago, the History Club, the Psychology Club, the Radiography Club, the Polish Club, the Music Club, Students for Peace and Justice, Circle K, and the Latino American Student Association.

Honor Society

Phi Theta Kappa (PTK) is an international honor society for two-year colleges. Its purpose is to recognize scholarship, to promote leadership, and to serve the college community in various ways. Membership, which is invitational, is based on students' academic averages. Exact requirements can be learned by contacting club members and/or advisors.

Athletics

Wright College offers intercollegiate athletics and intramural sports. Wright College participates in men's and women's basketball and wrestling. The Intramural Program offers young men and women the opportunity to manage, officiate, direct, and participate in physical activities.

Music Organizations

Wright College sponsors a chorus and orchestra, both open to all students. These performing groups give concerts several times each year. The Music Club also sponsors visiting performers.

Wright Newspaper

The Wright Times offers students an opportunity to learn and use journalistic skills in a practical setting on a student-run publication. Staff members gain experience in newspaper writing, layout, editing, advertising, and photography.

Literary Magazine

The Wright Side, Wright's literary magazine, is sponsored by the English Department. It has been a stepping-stone to national recognition for many of our student writers. Students, faculty, and staff can submit fictional, poetic, or critical original works.

Stage Wright Theater

Stage Wright was founded at Wright College in 1999 to establish college theater productions featuring students. All students are invited to join this theater company. Stage Wright produces two major productions annually including serious dramas, light-hearted comedies, and musicals.

Most Illinois colleges and universities, including Wilbur Wright College, participate in the Illinois Articulation Initiative (IAI), a state-wide program, to insure the smooth transfer of courses and general education requirements among institutions. The IAI became effective for students entering a participating college or university as first-time freshmen the summer of 1998. Benefits for students are:

- Students who complete the A.A. and A.S. degree, and who meet the admission requirements for the IAI-participating baccalaureate degree granting institution to which they transfer, will have completed the lower-division general education requirements for an associate or baccalaureate degrees in lieu of the receiving institution's general education requirements.
- Students who complete the IAI General Education Core Curriculum (GECC) and transfer to participating institutions have the assurance that lower-division general education requirements for an associate or baccalaureate degree have been satisfied.

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

The IAI Website (www.itransfer.org) includes information on requirements for general education and specific majors, course descriptions, and a student planning worksheet.

Note: IAI numbers (General Education and major numbers) are listed next to the General Education Courses and after the course descriptions.

Wright College	Course No. and Course Title	IAI Code	Sem.Hrs.	Gen ED or Majors
332-300	Introduction to CAD	MTM 911	3	Majors
332-301	CNC Operations	MTM 915	3	Majors
332-304	CAD/CAM Numerical Control	MTM 933	3	Majors
332-764	Machine Shop Technology	MTM 921	4	Majors
332-770	Machine Shop Operations	MTM 921	3	Majors
ANTH 201	Introduction to Bio & Cult Evol of Humans	S1 900 N	3	GECC
ANTH 202	Cultural Anthropology	S1 901 N	3	GECC
ART 103	Art Appreciation	F2 900	3	GECC
ART 131	General Drawing I	ART 904	3	Majors
ART 132	Advanced General Drawing	ART 905	3	Majors
ART 142	Figure Drawing and Composition	ART 906	3	Majors
ART 143	Advanced Figure Drawing	ART 960	3	Majors
ART 144	Two-Dimensional Design	ART 907	3	Majors
ART 145	Three-Dimensional Design	ART 908	3	Majors
ART 166	Oil Painting Techniques	ART 911	3	Majors
ASTR 201	Descriptive Astronomy I	P1 906	3	GECC
BIO 106	Environmental Biology	L1 905	3	GECC
BIO 114	General Education Biology	L1 900L	4	GECC
BIO 115	Human Biology	L1 904L	4	GECC
BIO 119	Environmental Biology (with lab)	L1 905L	4	GECC
BIO 121	Biology I	BIO 910	5	Majors
BIO 122	Biology II, Organismal Biology, Ecology	BIO 910	5	Majors
BIO 226	Human Structure & Function I	CLS 903	4	Majors
	Human Structure & Function I	NUR 903	4	Majors
BIO 227	Human Structure & Function II	CLS 904	4	Majors
	Human Structure & Function II	NUR 904	4	Majors
BOT 201	General Botany I	L1 901L	4	GECC
BUS 111	Introduction to Business	BUS 911	3	Majors
BUS 181	Financial Accounting	BUS 903	4	Majors
BUS 182	Managerial Accounting	BUS 904	4	Majors
BUS 211	Business Law I	BUS 912	3	Majors
BUS 214	Legal & Social Envir. of Business	BUS 913	3	Majors
CHDEV 101	Human Growth & Development I	ECE 912	4	Majors
CHDEV 205	Develop. of the Exceptional Child	SED 904	3	Majors
CHEM 121	Basic Chemistry I	P1 902L	4	GECC
CHEM 201	General Chemistry I	P1 902L	5	GECC
	General Chemistry I	BIO 906	5	Majors
	General Chemistry I	CHM 911	5	Majors
	General Chemistry I	NUR 906	5	Majors
	General Chemistry I	EGR 961	5	Majors
	General Chemistry I	CLS 906	5	Majors

CHEM 203	General Chemistry II	BIO 907	4	Majors
	General Chemistry II	CHEM 912	5	Majors
	General Chemistry II	EGR 962	5	Majors
	General Chemistry II	NUR 907	4	Majors
	General Chemistry II	CLS 907	4	Majors
CHEM 205	Organic Chemistry I	BIO 908	6	Majors
	Organic Chemistry I	CHM 913	6	Majors
	Organic Chemistry I	EGR 963	6	Majors
	Organic Chemistry I	NUR 908	6	Majors
CHEM 207	Organic Chemistry II	BIO 909	6	Majors
	Organic Chemistry II	CHM 914	6	Majors
	Organic Chemistry II	EGR 964	6	Majors
CIS 101	Introduction To Computer Info. Systems	CS 910	3	Majors
CIS 120	Introduction to Microcomputers	BUS 902	3	Majors
CIS 135	COBOL	CS 913	3	Majors
CIS 142	Introduction to C or C++ Language	CS 911	3	Majors
CIS 144	Introduction To JAVA Programming Lang.	CS 911	3	Majors
CIS 203	Advanced Basic Programming	CS 914	3	Majors
CIS 235	Advanced COBOL Programming	CS 913	3	Majors
CIS 244	Advanced JAVA Programming Language	CS 912	3	Majors
COMMED 161	Beginning Photography	ART 917	3	Majors
COMREL 106	Compar. Religions (Eastern Religion)	H5 904N	3	GECC
CRJ 102	Administration Criminal Justice	CRJ 901	3	Majors
CRJ 114	Administration Juvenile Justice	CRJ 914	3	Majors
CRJ 155	Introduction to Corrections	CRJ 911	3	Majors
CRJ 234	Criminal Law & Procedure	CRJ 913	3	Majors
CRJ 250	Introduction to Criminology	CRJ 912	3	Majors
ECON 101	Elements of Economics	S3 900	3	GECC
ECON 201	Principles of Economics I	S3 901	3	GECC
ECON 202	Principles of Economics II	S3 902	3	GECC
ELEC 206	Digital Circuits and Systems	EGR 932L	4	Majors
ENGL 101	Composition	C1 900	3	GECC
ENGL 102	Composition	C1 901R	3	GECC
ENGLISH 151	News Reporting and Writing	MC 919	3	Majors
ENGLISH 152	Introduction to Mass Communications	MC 911	3	Majors
ENGR 215	Computer Applications in Engineering	EGR 921	3	Majors
	Computer Applications in Engineering	EGR 922	3	Majors
ENGR 215	Electrical Circuit Analysis	EGR 931L	5	Majors
ENVTECH 105	Introduction to Atmospheric Sciences	P1 905	3	GECC
ENVTECH 107	Environmental Geology	P1 908	3	GECC
FNART 107	History of Arch., Paint Sculp I	F2 901	3	GECC
	History of Arch., Painting Sculpture I	ART 901	3	Majors

FNART 108	History of Arch., Paint Sculp II	F2 902	3	GECC
	History of Arch., Paint Sculpture II	ART 902	3	Majors
FNART 109	History of Cinema	F2 909	3	GECC
FREN 104	Fourth Course French	H1 900	4	GECC
FREN 214	Readings in French Literature	H3 916	3	GECC
GEOG 101	World Geography	S4 900N	3	GECC
GEOG 102	Economic Geography	S4 903N	3	GECC
HIST 111	History of the Amer. People to 1865	S2 900	3	GECC
	History of the Amer. People to 1865	HST 911	3	Majors
HIST 112	History of the Amer. People from 1865	S2 901	3	GECC
	History of the Amer. People from 1865	HST 912	3	Majors
HIST 141	History World Civilization to 1500	S2 912N	3	GECC
HIST 142	History World Civilization Since 1500	S2 913N	3	GECC
HIST 215	History of Latin America	S2 910N	3	GECC
HIST 243	Far East in the Mod. World	S2 909N	3	GECC
HIST 247	African History To Colonial Period	S2 906N	3	GECC
HIST 248	African History Modern Period	S2 907N	3	GECC
HUM 123	Introduction to Arts and Ideas	HF 900	3	GECC
HUM 201	General Course I Humanities	HF 900	3	GECC
HUM 202	General Course II Humanities	HF 901	3	GECC
HUM 204	General Course III Humanities	HF 903	3	GECC
HUM 205	World Literature I	H3 906	3	GECC
HUM 208	Women in the Creative/Performing Arts	HF 907D	3	GECC
HUM 210	Comparative Mythology	H9 901	3	GECC
HUM 212	Non-Western Humanities	HF 904N	3	GECC
LIT 110	Introduction to Literature	H3 900	3	GECC
LIT 111	Poetry	H3 903	3	GECC
	Poetry	EGL 915	3	Majors
LIT 112	Drama	H3 902	3	GECC
	Drama	EGL 916	3	Majors
LIT 113	Fiction	H3 901	3	GECC
	Fiction	EGL 917	3	Majors
LIT 116	American Lit. Colonial-Civil War	H3 914	3	GECC
	American Lit. Col. Days to Civil War	EGL 911	3	Majors
LIT 117	American Lit. Col. Days to 20th Century	H3 915	3	GECC
	American Lit. Col. Days to 20th Century	EGL 912	3	Majors
LIT 118	English Lit. Begin to Johnson	H3 912	3	GECC
	English Lit. Begin to Johnson	EGL 913	3	Majors
LIT 119	English Lit. Romantic Revival to 20th Century	H3 913	3	GECC
LIT 121	Contemporary African-American Lit	H3 910D	3	GECC
LIT 128	Latin-American Literature	H3 908N	3	GECC
	Latin-American Literature	EGL 919	3	Majors

LIT 129	United State Latino/a Literature	EGL 918	3	Majors
LIT 150	Womens Literature	H3 911D	3	GECC
LIT 155	Literature and Film	F2 908	3	GECC
LIT 156	Creative Nonfiction	H3 904	3	GECC
LIT 211	Shakespeare	H3 905	3	GECC
MATH 118	General Education Math	M1 904	4	GECC
MATH 122	Math for Elementary Teachers II	M1 903	4	GECC
MATH 125	Introductory Statistics	M1 902	4	GECC
	Introductory Statistics	BUS 901	4	Majors
MATH 144	Finite Math	M1 906	4	GECC
MATH 146	Discrete Mathematics	CS 915	4	Majors
MATH 204	Calculus for Business & Social Science	M1 900-B	5	GECC
MATH 207	Calculus & Analytic Geometry I	M1 900-1	5	GECC
	Calculus & Analytic Geometry I	EGR 901	5	Majors
	Calculus & Analytic Geometry I	MTH 901	5	Majors
MATH 208	Calculus & Analytic Geometry II	M1 900-2	5	GECC
	Calculus & Analytic Geometry II	EGR 902	5	Majors
	Calculus & Analytic Geometry II	MTH 902	5	Majors
MATH 209	Calculus & Analytic Geometry III	M1 900-3	5	GECC
	Calculus & Analytic Geometry III	EGR 903	5	Majors
	Calculus & Analytic Geometry III	MTH 903	5	Majors
MATH 210	Differential Equations	EGR 904	3	Majors
	Differential Equations	MTH 912	3	Majors
MATH 212	Linear Algebra	MTH 911	3	Majors
MATH 216	Statistics for Business	BUS 901	4	Majors
MICRO 233	General Microbiology	NUR 905	4	Majors
MUS 102	Music Theory I	MUS 901	3	Majors
MUS 103	Music Theory II	MUS 902	3	Majors
MUS 105	Group Piano I	MUS 901	2	Majors
MUS 106	Group Piano II	MUS 902	2	Majors
MUS 111	Aural & Keyboard Skills I	MUS 901	2	Majors
MUS 112	Aural & Keyboard Skills II	MUS 902	2	Majors
MUS 121	Introduction to Music	F1 900	3	GECC
MUS 133	Concert Band	MUS 908	1	Majors
MUS 134	Orchestra	MUS 908	1	Majors
MUS 135	Instrumental Ensembles	MUS 908	1	Majors
MUS 181	Applied Music - Freshman Level I	MUS 909	2	Majors
MUS 182	Applied Music - Freshman Level II	MUS 909	2	Majors
MUS 201	Music Theory III	MUS 903	3	Majors
MUS 202	Music Theory IV	MUS 904	3	Majors
MUS 223	Music History to 1750	F1 901	3	GECC
MUS 224	Music History from 1750	F1 902	3	GECC

MUS 281	Applied Music - Sophomore Level I	MUS 909	2	Majors
MUS 282	Applied Music - Sophomore Level II	MUS 909	2	Majors
OCEA 101	Oceanography	P1 905	3	GECC
PHIL 105	Logic	H4 906	3	GECC
PHIL 106	Introduction to Philosophy	H4 900	3	GECC
PHIL 107	Ethics	H4 904	3	GECC
PHIL 108	Philosophy of Religion	H4 905	3	GECC
PHIL 110	Social and Political Philosophy	PLS 913	3	Majors
PHYS 215	Statics	EGR 942	3	Majors
PHYS 216	Dynamics	EGR 943	8	Majors
PHYS 217	Mechanics of Materials	EGR 945	3	Majors
PHYS 221	Mechanics and Heat	P1 900L	4	GECC
PHYS 235	Engr. Physics I: Mech. & Wave Motion	BIO 903	4	Majors
PHYS 236	Engr. Physics II: Elec. & Magnetism	BIO 904	4	Majors
PHYS 236	Engr. Physics II: Elec. & Magnetism	EGR 912	4	Majors
PHYS 237	Engr. Physics III: Head, Light, Modern Phys	EGR 914	4	Majors
PHYSICI 101	General Course Physical Science	P9 900	3	GECC
PHYSICI 102	General Course Physical Science II	P9 900	3	GECC
PHYSICI 111	General Course I Physical Science	P9 900L	4	GECC
PHYSICI 112	General Course II Physical Science	P9 900L	4	GECC
PLSH 104	Fourth Course Polish	H1 900	4	GECC
PLSH 214	Readings in Polish Literature	H3 916	3	GECC
POLSCI 200	Principles Of Political Science	S5 903	3	GECC
POLSCI 201	The National Government	S5 900	3	GECC
	The National Government	PLS 911	3	Majors
POLSCI 203	Comparative Government	S5 905	3	GECC
	Comparative Government	PLS 914	3	Majors
POLSCI 204	International Relations	S5 904N	3	GECC
	International Relations	PLS 912	3	Majors
POLSCI 207	U.S. State and Local Government	S5 902	3	GECC
PSYC 201	General Psychology	S6 900	3	GECC
PSYC 201	General Psychology	SPE 912	3	Majors
PSYC 206	Business and Industrial Psychology	PSY 906	3	Majors
PSYC 207	Child Psychology	S6 903	3	GECC
	Child Psychology	PSY 901	3	Majors
PSYC 211	Social Psychology	S8 900	3	GECC
	Social Psychology	PSY 908	3	Majors
PSYC 213	Abnormal Psychology	PSY 905	3	Majors
PSYC 214	Adolescent Psychology	S6 904	3	GECC
	Adolescent Psychology	PSY 902	3	Majors
PSYC 215	Psychology of Personality	PSY 907	3	Majors
PSYC 222	Adult Development and Aging	S6 905	3	GECC

	Adult Development and Aging	PSY 903	3	Majors
PSYC 224	Life Span Developmental Psychology	S6 902	3	GECC
	Life Span Developmental Psychology	PSY 904	3	Majors
SOC 201	Intro. To Study of Society	S7 900	3	GECC
SOC 203	Marriage and the Family	S7 902	3	GECC
	Marriage and Family	SOC 912	3	Majors
SOC 205	Social Problems	S7 901	3	GECC
SOC 211	Race and Ethnic Relations	S7 903D	3	GECC
	Race and Ethnic Relations	SOC 913	3	Majors
SOCSCI 101	General Course I Social Science	S9 900	3	GECC
SOCSCI 102	General Course II Social Science	S9 901	3	GECC
SPAN 104	Fourth Course Spanish	H1 900	4	GECC
SPAN 214	Readings in Spanish Literature	H3 916	3	GECC
SPCH 101	Fund. of Speech Communication	C2 900	3	GECC
SPCH 102	Public Speaking	SPC 911	3	Majors
SPCH 104	Group Communication	SPC 920	3	Majors
SPCH 131	Introduction to the Theater	F1 907	3	GECC
SPCH 144	Oral Reading and Interpretation	TA 916	3	Majors
SPCH 160	Business and Professional Speech	SPC 914	3	Majors
THEA 130	Stagecraft	TA 911	3	Majors
THEA 133	Acting I	TA 914	3	Majors
THEA 134	Theater in the Modern World	F1 907	3	GECC
THEA 235	Acting II	TA 915	3	Majors
THEA 242	Improvitational Theater Workshop	TA 918	3	Majors
ZOO 211	General Zoology	L1 902 L	4	GECC

Wright College is strongly committed to a comprehensive educational program that combines opportunities for intellectual, cultural, and social growth with specialized training. To provide a broad educational base, the College requires students in all degree programs to take courses in communications, math, biological sciences, humanities, the physical sciences, and the social sciences. These courses constitute the General Education Core of Wright's various degree programs. The faculty in these General Education disciplines have developed the following list of abilities Wright students should demonstrate upon successful completion of their Core courses. Some of these abilities are cross-curricular, i.e., developed in varying degrees by all general education courses. Others are discipline-specific, i.e., produced by curricula particular to one of the broad subject areas included in the Core. Completion of the General Education Core in Wright's transfer degree programs leading to the Associate of Arts and the Associate of Science degrees will also meet requirements for general education in the first two years of all public colleges and universities in Illinois, and the requirements of more than 45 private colleges that have agreed to participate in the State of Illinois' Articulation Initiative project to provide a model general education program for the state.

Cross-Curricular General Education Abilities

By completing their general education requirements, associate degree candidates will be able to do the following:

- Think and read critically so that they can solve problems using appropriate information resources and reasoning processes.
- Read, write, speak, and listen effectively so that the expectations of appropriate audiences in the academic, public, and private sectors are met.
- Demonstrate quantitative and technological literacy, especially computer literacy, for interpreting data, reasoning, and problem-solving.
- Understand and appreciate diversity in gender, race, age, class, and culture as well as differences in physical abilities in a global society.
- Understand and develop ethical values, life goals, and interpersonal skills that will prepare them for life-long learning, employability, and effective citizenship.

The Associate in Arts (A.A.) Degree Requirements (Program code: 0210)

The Associate in Arts Degree requires a total of 62 credits hours to be distributed as follows:

General Education (see list below)	38 credit hours
Additional required courses	7 credit hours
Electives*	17 credit hours
Total	62 credit hours

General Education The courses listed below may be used to satisfy the general education requirements: communications, humanities, math, natural sciences, and social sciences for the associate in arts degree.

COMMUNICATIONS - Required: 9 Hours

English 101 – Composition I (3 Hrs) – C1 900
English 102 – Composition II (3 Hrs) – C1 901R
Speech 101 – Fundamentals of Speech Communications (3 Hrs) – C2 900

MATHEMATICS - Required: 4 Hours

Choose from:

Math 118 – General Education Math (4 Hrs) – M1 904
Math 122 – Mathematics for Elementary School Teachers II (4 Hrs) – M1 903
(Transfer credit will only be given if both Math 121 and 122 are taken)
Math 125 – Introductory Statistics (4 Hrs) – M1 902
Math 144 – Finite Mathematics (4 Hrs) – M1 906
Math 204 – Calculus for Business and Social Sciences (5 Hrs) – M1 900-B
Math 207 – Calculus and Analytic Geometry I (5 Hrs) – M1 900-1
Math 208 – Calculus and Analytic Geometry II (5 Hrs) – M1 900-2
Math 209 – Calculus and Analytic Geometry III (5 Hrs) – M1 900-3

NATURAL SCIENCES - Required: 7 Hours

Choose at least one course from Group A and one course from Group B. At least one course must be a lab class.

Group A:

Biology 114 – General Biology (lab) (4 Hrs) – L1 900L
Biology 115 – Human Biology (lab) (4 Hrs) – L1 904L
Biology 119 – Environmental Biology (lab) (4 Hrs) – L1 905L
Biology 121 – General Biology I (lab) (5 Hrs) – BIO 910
Botany 201 – General Botany I (lab) (4 Hrs) – L1 901L
Zoology 211 – General Zoology (lab) (4 Hrs) – L1 902L

Associate Degree Requirements

Group B:

Astronomy 201 – Descriptive Astronomy (3 Hrs) – P1 906

Physical Science 101 – General Course (3 Hrs) – P9 900

or

Physical Science 111 – General Course I (lab) (4 Hrs) – P9 900L

Physical Science 102 – General Course (3 Hrs) – P9 900

or

Physical Science 112 – General Course II (lab) (4 Hrs) – P9 900L

Chemistry 121 – Basic Chemistry I (lab) (4 Hrs) – P1 902L

Chemistry 201 – General Chemistry I (lab) (5 Hrs) – P1 902L

Physics 221 – Mechanics and Heat (lab) (4 Hrs) – P1 900L

Oceanography 101 – Introduction to Oceanography (3 Hrs) – P1 905

Environmental Tech 107 – Environmental Geology (3 Hrs) – P1 908

HUMANITIES - Required: 9 Hours

Choose one from Group A:

Humanities 123 – Introduction to Arts and Ideas (3 Hrs) – HF 900

or

Humanities 201 – General Course I (3 Hrs) – HF 900

Choose one from Group B:

Art 103 – Art Appreciation (3 Hrs) – F2 900

Fine Arts 107 – History of Architecture, Painting and Sculpture I (3 Hrs) – F2 901

Fine Arts 108 – History of Architecture, Painting and Sculpture II (3 Hrs) – F2 902

Humanities 202 – General Course II (3 Hrs) – HF 901

Humanities 208 – Women in Creative and Performing Arts (3 Hrs) – HF 907D****

Humanities 212 – Non-Western Humanities (3 Hrs) – HF 904N****

Literature 155 – Literature and Film (3 Hrs) – F2 908

Music 121 – Introduction to Music (3 Hrs) – F1 900

Music 223 – Music History to 1750 (3 Hrs) – F1 901

Music 224 – Music History from 1750 (3 Hrs) – F1 902

Speech 131 – Introduction to Theater (3 Hrs) – F1 907

Theater 134 – Theater in the Modern World (3 Hrs) – F1 907

Choose one from Group C:

Art 103 – Art Appreciation (3 Hrs) – F2 900

Comparative Religions 106 – Comparative Religions I (3 Hrs) – H5 904N****

Humanities 202 – General Course II (3 Hrs) – HF 901

Humanities 205 – World Literature (3 Hrs) – H3 906

Humanities 208 – Women in Creative and Performing Arts (3 Hrs) – HF 907D****

Humanities 210 – Comparative Mythology (3 Hrs) – H9 901

Humanities 212 – Non-Western Humanities (3 Hrs) – HF 904N****

Philosophy 105 – Logic (3 Hrs) – H4 906

Philosophy 106 – Introduction to Philosophy (3 Hrs) – H4 900

Philosophy 107 – Ethics (3 Hrs) – H4 904

Philosophy 108 – Philosophy of Religion (3 Hrs) – H4 905

Fine Arts 107 – History of Architecture, Painting and Sculpture I (3 Hrs) – F2 901
Fine Arts 108 – History of Architecture, Painting and Sculpture II (3 Hrs) – F2 902
Literature 110 – Introduction to Literature (3 Hrs) – H3 900
Literature 111 – Poetry (3 Hrs) – H3 903
Literature 112 – Drama (3 Hrs) – H3 902
Literature 113 – Fiction (3 Hrs) – H3 901
Literature 116 – American Literature from Colonial Days to Civil War (3 Hrs) – H3 914
Literature 117 – American Literature from the Civil War to the Twentieth Century (3 Hrs) – H3 915
Literature 118 – English Literature from its Beginnings to the Age of Johnson (3 Hrs) – H3 912
Literature 119 – English Literature from the Romantic Revival to the Twentieth Century (3 Hrs) – H3 913
Literature 121 – Contemporary African-American Literature (3 Hrs) – H3 901D****
Literature 128 – Latin American Literature (3 Hrs) – H3 908N, EGL 919
Literature 150 – Women’s Literature (3 Hrs) – H3 911D****
Literature 155 – Literature and Film (3 Hrs) – F2 908
Literature 211 – Shakespeare (3 Hrs) – H3 905
Foreign Language 104 – Fourth Course (4 Hrs) – H1 900
Foreign Language 214 – Readings in Literature (3 Hrs) – H3 916
Music 121 – Introduction to Music (3 Hrs) – F1 900
Music 223 – Music History to 1750 (3 Hrs) – F1 901
Music 224 – Music History from 1750 (3 Hrs) – F1 902
Speech 131 – Introduction to Theater (3 Hrs) – F1 907
Theater 134 – Theater in the Modern World (3 Hrs) – F1907

SOCIAL SCIENCES - Required: 9 Hours

Choose at least one course from each group below.

Group A:

Social Science 101 – General Course I (3 Hrs) – S9 900
Anthropology 201 – Introduction to Biological and Cultural Evolution of Humans (3 Hrs) – S1 900N****
Anthropology 202 – Cultural Anthropology (3 Hrs) – S1 901N****
Psychology 201 – General Psychology (3 Hrs) – S6 900
Psychology 211 – Social Psychology (3 Hrs) – S8 900
Psychology 207 – Child Psychology (3 Hrs) – S6 903
Psychology 214 – Adolescent Psychology (3 Hrs) – S6 904
Psychology 222 – Adult Development and Aging (3 Hrs) – S6 905
Psychology 224 – Life Span Development Psychology (3 Hrs) – S6 902
Sociology 201 – Introduction to the Study of Society (3 Hrs) – S7 900
Sociology 203 – Marriage and the Family (3 Hrs) – S7 902
Sociology 205 – Social Problems (3 Hrs) – S7 901

Group B:

Social Science 102 – General Course II (3 Hrs) – S9 901
Economics 101 – Elements of Economics (3 Hrs) – S3 900
Economics 201 – Principles of Economics I (3 Hrs) – S3 901
Economics 202 – Principles of Economics II (3 Hrs) – S3 902
History 111 – History of the American People to 1865 (3 Hrs) – S2 900
History 112 – History of the American People from 1865 (3 Hrs) – S2 901
History 141 – The History of World Civilization to 1500 (3 Hrs) – S2 912N****
History 142 – The History of World Civilization from 1500 (3 Hrs) – S2 913N****

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History 215 – History of Latin America (3 Hrs) – S2 910N****
History 243 – The Far East in the Modern World (3 Hrs) – S2 909N****
History 247 – African History to Colonial Period (3 Hrs) – S2 906N****
History 248 – African History-Modern Period (3 Hrs) – S2 907N****
Geography 101 – World Geography (3 Hrs) – S4 900N****
Geography 102 – Economic Geography (3 Hrs) – S4 903N****
Political Science 200 – Principles of Political Science (3 Hrs) – S5 903
Political Science 201 – The National Government (3 Hrs) – S5 900
Political Science 203 – Comparative Government (3 Hrs) – S5 905
Political Science 204 – International Relations (3 Hrs) – S5 904N****

Additional Required courses:

Math/Science

In addition to meeting the minimum number of required credit hours in math (4 credit hours) and science (7 credit hours), the total number of credit hours for math and science combined must equal 15 credit hours. In most cases this will mean that, in addition to the minimums, the student needs to take an extra math or science class.

Social Science/Humanities

In addition to meeting the minimum number of required credit hours in social science (9 credit hours) and humanities (9 credit hours) the total number of credit hours for social science and humanities combined must equal 21 credit hours. This means that, in addition to the minimums, the student needs to take an additional social science or humanities course.

** In choosing their elective courses, transfer students should consult the transfer guide for the school they wish to transfer to and should try to take courses corresponding to the required major course listed for the first two years.*

The Associate in Science (A.S.) Degree Requirements (Program code: 0211)

The Associate in Science Degree requires a total of 64 credit hours to be distributed as follows:

General Education (see list below)	39 credit hours
Additional Sciences course requirements	14 credit hours
Electives*	11 credit hours
Total	64 credit hours

General Education: The courses listed below may be used to satisfy the communications, humanities, math, natural sciences, and social sciences general education requirements for the Associate in Science degree.

COMMUNICATIONS - Required: 9 Hours

English 101 – Composition I (3 Hrs) – C1 900
English 102 – Composition II (3 Hrs) – C1 901R
Speech 101 – Fundamentals of Speech Communications (3 Hrs) – C2 900

MATHEMATICS - Required: 5 Hours

Choose from:

Math 204 – Calculus for Business and Social Sciences (5 Hrs) – M1 900

Math 207 – Calculus and Analytic Geometry I (5 Hrs) – M1 900

Math 208 – Calculus and Analytic Geometry II (5 Hrs) – M1 900-2

Math 209 – Calculus and Analytic Geometry III (5 Hrs) - M1 900-3

NATURAL SCIENCES - Required: 7 – 8 Hours

Choose one course from Group A**

Group A:

Biology 114 – General Biology (lab) (4 Hrs) – L1 900L

Biology 115 – Human Biology (lab) (4 Hrs) – L1 904L

Biology 119 – Environmental Biology (lab) (4 Hrs) – L1 905L

Biology 121 – General Biology I (lab) (5 Hrs) – BIO 912

Botany 201 – General Botany I (4 Hrs) (lab) – L1 901L

Zoology 211 – General Zoology (4 Hrs) (lab) – L1 902L

Choose at least one course from Group B**

Group B:

Astronomy 201 – Descriptive Astronomy (3 Hrs) – P1 906

Chemistry 121 – Basic Chemistry I (lab) (4 Hrs) – P1 902L

Chemistry 201 – General Chemistry I (lab) (5 Hrs) – P1 902L

Physical Science 101 – General Course (3 Hrs) – P9 900

or

Physical Science 111 – General Course I (lab) (4 Hrs) – P9 900L

Physical Science 102 – General Course (3 Hrs) – P9 900

or

Physical Science 112 – General Course II (lab) (4 Hrs) – P9 900L

Physics 221 – Mechanics and Heat (lab) (4 Hrs) – P1 900L

** One lab course is required from either Group A or Group B.

HUMANITIES - Required: 9 Hours

Choose one course from Group A: Humanities

Humanities 123 – Introduction to Arts and Ideas (3 Hrs) – HF 900

or

Humanities 201 – General Course I (3 Hrs) – HF 900

Choose one course from Group B: Fine Arts

Art 103 – Art Appreciation (3 Hrs) – F2 900

Fine Arts 107 – History of Architecture, Painting and Sculpture I (3 Hrs) – F2 901

Fine Arts 108 – History of Architecture, Painting and Sculpture II (3 Hrs) – F2 902

Humanities 202 – General Course II (3 Hrs) – HF 901

Humanities 208 – Women in Creative and Performing Arts (3 Hrs) – HF 907D****

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Humanities 212 – Non-Western Humanities (3 Hrs) – HF 904N****
Literature 155 – Literature and Film (3 Hrs) – F2 905
Music 121 – Introduction to Music (3 Hrs) – F1 900
Music 223 – Music History to 1750 (3 Hrs) – F1 901
Music 224 – Music History from 1750 (3 Hrs) – F1 902
Speech 131 – Introduction to Theater (3 Hrs) – F1 907
Theater 134 – Theater in the Modern World (3 Hrs) – F1 907

Choose one course from Group C:

Art 103 – Art Appreciation (3 Hrs) – F2 900
Comparative Religions 106 – Comparative Religions I (3 Hrs) – H5 904N****
Humanities 202 – General Course II (3 Hrs) – HF 901
Humanities 205 – World Literature (3 Hrs) – H3 906
Humanities 208 – Women in Creative and Performing Arts (3 Hrs) – HF 907D****
Humanities 210 – Comparative Mythology (3 Hrs) – H9 901
Humanities 212 – Non-Western Humanities (3 Hrs) – HF 904N****
Philosophy 105 – Logic (3 Hrs) – H4 906
Philosophy 106 – Introduction to Philosophy (3 Hrs) – H4 900
Philosophy 107 – Ethics (3 Hrs) – H4 904
Philosophy 108 – Philosophy of Religion (3 Hrs) – H4 905
Fine Arts 107 – History of Architecture, Painting and Sculpture I (3 Hrs) – F2 901
Fine Arts 108 – History of Architecture, Painting and Sculpture II (3 Hrs) – F2 902
Literature 110 – Introduction to Literature (3 Hrs) – H3 900
Literature 111 – Poetry (3 Hrs) – H3 903
Literature 112 – Drama (3 Hrs) – H3 902
Literature 113 – Fiction (3 Hrs) – H3 901
Literature 116 – American Literature from Colonial Days to Civil War (3 Hrs) – H3 914
Literature 117 – American Literature from the Civil War to the Twentieth Century (3 Hrs) – H3 915
Literature 118 – English Literature from its Beginnings to the Age of Johnson (3 Hrs) – H3 912
Literature 119 – English Literature from the Romantic Revival to the Twentieth Century (3 Hrs) – H3 913
Literature 121 – Contemporary African-American Literature (3 Hrs) – H3 901D****
Literature 128 – Latin American Literature (3 Hrs) – H3 908N, EGL 919****
Literature 150 – Women’s Literature (3 Hrs) – H3 911D****
Literature 155 – Literature and Film (3 Hrs) – F2 905
Literature 211 – Shakespeare (3 Hrs) – H3 905
Foreign Language 104 – Fourth Course (4 Hrs) – H1 900
Foreign Language 214 – Readings in Literature (3 Hrs) – H3 916
Music 121 – Introduction to Music (3 Hrs) – F1 900
Music 223 – Music History to 1750 (3 Hrs) – F1 901
Music 224 – Music History from 1750 (3 Hrs) – F1 902
Speech 131 – Introduction to Theater (3 Hrs) – F1 907
Theater 134 – Theater in the Modern World (3 Hrs) – F1 907

SOCIAL SCIENCES - Required: 9 Hours

Select at least one course from each group below.

Group A:

Social Science 101 – General Course I (3 Hrs) – S9 900
Anthropology 201 – Introduction to Biological and Cultural Evolution of Humans (3 Hrs) – S1 900N****
Anthropology 202 – Cultural Anthropology (3 Hrs) – S1 901N****
Psychology 201 – General Psychology (3 Hrs) – S6 900
Psychology 211 – Social Psychology (3 Hrs) – S8 900
Psychology 207 – Child Psychology (3 Hrs) – S6 903
Psychology 214 – Adolescent Psychology (3 Hrs) – S6 904
Psychology 222 – Adult Development and Aging (3 Hrs) – S6 905
Psychology 224 – Life Span Development Psychology (3 Hrs) – S6 902
Sociology 201 – Introduction to the Study of Society (3 Hrs) – S7 900
Sociology 203 – Marriage and the Family (3 Hrs) – S7 902
Sociology 205 – Social Problems (3 Hrs) – S7 901

Group B:

Social Science 102 – General Course II (3 Hrs) – S9 901
Economics 101 – Elements of Economics (3 Hrs) – S3 900
Economics 201 – Principles of Economics I (3 Hrs) – S3 901
Economics 202 – Principles of Economics II (3 Hrs) S3 902
Geography 101 – World Geography (3 Hrs) – S4 900N****
Geography 102 – Economic Geography (3 Hrs) – S4 903N****
History 111 – History of the American People to 1865 (3 Hrs) – S2 900
History 112 – History of the American People from 1865 (3 Hrs) – S2 901
History 142 – The History of World Civilization from 1500 (3 Hrs) – S2 913N****
History 215 – History of Latin America (3 Hrs) – S2 910N****
History 243 – The Far East in the Modern World (3 Hrs) – S2 909N****
History 247 – African History to Colonial Period (3 Hrs) – S2 906N****
History 248 – African History-Modern Period (3 Hrs) – S2 907N****
Political Science 200 – Principles of Political Science (3 Hrs) – S5 903
Political Science 201 – The National Government (3 Hrs) – S5 900
Political Science 203 – Comparative Government (3 Hrs) – S5 905
Political Science 204 – International Relations (3 Hrs) – S5 904N****

ADDITIONAL SCIENCE COURSE REQUIREMENTS – Required 14 hours

Choose additional hours from:

Astronomy 201 – Descriptive Astronomy (3 Hrs) – P1 906
Biology 122 – General Biology II (lab) (4 Hrs) – BIO 910
Biology 226 – Human Structure and Function I (lab) (4 Hrs) – CLS 903; NUR 903
Biology 227 – Human Structure and Function II (lab) (4 Hrs) – CLS 904; NUR 904
Botany 201 – General Botany I (4 Hrs) (lab) – L1 901L
Chemistry 201 – General Chemistry I (lab) (5 Hrs) – P1 902L
Chemistry 203 – General Chemistry II (lab) (4 Hrs) – BIO 907; CHM 912; ENG 962; NUR 907
Chemistry 205 – Organic Chemistry I (lab) (4 Hrs) – BIO 908; CHM 913; ENG 963; NUR 908
Chemistry 207 – Organic Chemistry II (lab) (4 Hrs) - - BIO 909; CHM 914; ENG 964
Math 208 – Calculus and Analytic Geometry II (5 Hrs) – MI 900-2

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Math 209 – Calculus and Analytic Geometry III (5 Hrs) - MI 900-3
Math 210 – Differential Equations (3 Hrs) – ENG 904; MTH 912
Math 212 – Linear Algebra (3 Hrs) – MTH 911
Math 216 – Statistics for Business Majors (4Hrs) – BUS 901
Microbiology 233 – General Microbiology (lab) (4 Hrs) – NUR 901
Physics 235 – Engineering Physics I (lab) (4 Hrs) – BIO 903
Physics 236 - Engineering Physics II (lab) (4 Hrs) – BIO 904; ENG 912
Physics 237 – Engineering Physics III (lab) (4 Hrs) – ENG 914
Physics 215 – Statics (3 Hrs) – EGR 942
Physics 216 – Dynamics (3 Hrs) – ENG 943
Physics 217 – Mechanics of Materials (3 Hrs) – ENG 945
Zoology 211 – General Zoology (4 Hrs) (lab) – L1 902L

** In choosing electives, transfer students should consult the transfer guide for the school they wish to transfer to and should try to take courses corresponding to the required major courses listed for the first two years.*

*****All students must take one of these courses to meet the Human Diversity requirement.*

The Associate in Engineering Science (A.E.S.) (Program code: 0100)

The Associate in Engineering Science Degree requires a total of 64 credit hours to be distributed as follows:

Required courses	46-47 credit hours
Additional General Education courses	15 credit hours
Elective	2 - 3 credit hours
Total	64 credit hours

General Education: The courses listed below may be used to satisfy the general education requirements in communications, humanities, and social science.

COMMUNICATIONS - Required: 6 Hours

English 101 – Composition I (3 Hrs) – C1 900
English 102 – Composition II (3 Hrs) – C1 901R

HUMANITIES - Required: 6 Hours

Courses should be from 2 different disciplines

Choose from:

Comparative Religions 106 – Comparative Religions I (3Hrs) – H5 904N****
Fine Arts 107 – History of Architecture, Painting and Sculpture I (3 Hrs) – F2 901
Fine Arts 108 – History of Architecture, Painting and Sculpture II (3 Hrs) – F2 902
Foreign Language 104 – Fourth Course (4 Hrs) – H1 900
Foreign Language 214 – Readings in Literature (3 Hrs) – H3 916
Humanities 123 – Introduction to Arts and Ideas (3 Hrs) – HF 900

or

Humanities 201 – General Course I (3 Hrs) – HF 900

Humanities 202 – General Course II (3 Hrs) – HF 901
Humanities 205 – World Literature (3 Hrs) – H3 906
Humanities 208 – Women in Creative and Performing Arts (3 Hrs) – HF 907D****
Humanities 210 – Comparative Mythology (3 Hrs) – H9 901
Humanities 212 – Non-Western Humanities (3 Hrs) – HF 904N****
Literature 110 – Introduction to Literature (3 Hrs) – H3 900
Literature 111 – Poetry (3 Hrs) – H3 903
Literature 112 – Drama (3 Hrs) – H3 902
Literature 113 – Fiction (3 Hrs) – H3 901
Literature 116 – American Literature from Colonial Days to Civil War (3 Hrs) – H3 914
Literature 117 – American Literature from the Civil War to the Twentieth Century (3 Hrs) – H3 915
Literature 118 – English Literature from its Beginnings to the Age of Johnson (3 Hrs) – H3 912
Literature 119 – English Literature from the Romantic Revival to the Twentieth Century (3 Hrs) – H3 913
Literature 121 – Contemporary African-American Literature (3 Hrs) – H3 901D****
Literature 128 – Latin American Literature (3 Hrs) – H3 908N, EGL 919****
Literature 150 – Women’s Literature (3 Hrs) – H3 911D****
Literature 155 – Literature and Film (3 Hrs) – F2 905
Literature 211 – Shakespeare (3 Hrs) – H3 905
Music 121 – Introduction to Music (3 Hrs) – F1 900
Music 223 – Music History to 1750 (3 Hrs) – F1 901
Music 224 – Music History from 1750 (3 Hrs) – F1 902
Philosophy 105 – Logic (3 Hrs) – H4 906
Philosophy 106 – Introduction to Philosophy (3 Hrs) – H4 900
Philosophy 107 – Ethics (3 Hrs) – H4 904
Philosophy 108 – Philosophy of Religion (3 Hrs) – H4 905

SOCIAL SCIENCES – Required: 3 hours

Choose from:

Anthropology 201 – Introduction to Biological and Cultural Evolution of Humans (3 Hrs) – S1 900N****
Anthropology 202 – Cultural Anthropology (3 Hrs) – S1 901N****
Psychology 201 – General Psychology (3 Hrs) – S6 900
Psychology 211 – Social Psychology (3 Hrs) – S8 900
Psychology 207 – Child Psychology (3 Hrs) – S6 903
Psychology 214 – Adolescent Psychology (3 Hrs) – S6 904
Psychology 222 – Adult Development and Aging (3 Hrs) – S6 905
Psychology 224 – Life Span Development Psychology (3 Hrs) – S6 902
Sociology 201 – Introduction to the Study of Society (3 Hrs) – S7 900
Sociology 203 – Marriage and the Family (3 Hrs) – S7 902
Sociology 205 – Social Problems (3 Hrs) – S7 901
Social Science 101 – General Course I (3 Hrs) – S9 900
Social Science 102 – General Course II (3 Hrs) – S9 901
Economics 101 – Elements of Economics (3 Hrs) – S3 900
Economics 201 – Principles of Economics I (3 Hrs) – S3 901
Economics 202 – Principles of Economics II (3 Hrs) S3 902
History 111 – History of the American People to 1865 (3 Hrs) – S2 900
History 112 – History of the American People from 1865 (3 Hrs) – S2 901
History 141 – The History of World Civilization to 1500 (3 Hrs) – S2 912N****
History 142 – The History of World Civilization from 1500 (3 Hrs) – S2 913N****
History 215 – History of Latin America (3 Hrs) – S2 910N****

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History 243 – The Far East in the Modern World (3 Hrs) – S2 909N****
History 247 – African History to Colonial Period (3 Hrs) – S2 906N****
History 248 – African History-Modern Period (3 Hrs) – S2 907N****
Geography 101 – World Geography (3 Hrs) – S4 900N****
Geography 102 – Economic Geography (3 Hrs) – S4 903N****
Political Science 200 – Principles of Political Science (3 Hrs) – S5 903
Political Science 201 – The National Government (3 Hrs) – S5 900
Political Science 203 – Comparative Government (3 Hrs) – S5 905
Political Science 204 – International Relations (3 Hrs) – S5 904N****

Required courses:

Math 207 – Calculus and Analytic Geometry I (5 Hrs) – M1 900
Math 208 – Calculus and Analytic Geometry II (5 Hrs) – M1 900
Math 209 – Calculus and Analytic Geometry III (5 Hrs) – M1 900
Math 210 – Differential Equations (3 Hrs) – MTH 912; ENG 904
Physics 235 – Engineering Physics I – Mechanics and Wave Motion (4 Hrs) – BIO 903
Physics 236 – Engineering Physics II – Electricity and Magnetism (4 Hrs) – BIO 904
Chemistry 201 – General Chemistry I (4 Hrs) – P1 902L
Chemistry 203 – General Chemistry II (5 Hrs) – EGR 962
or
Physics 237 – Engineering Physics III – Heat, Light and Modern Physics (4 Hrs)
Physics 215 – Statics – (3 Hrs) – EGR 942
Physics 216 – Dynamics – (3 Hrs) – EGR 943
Engineering 190 – Computer Applications in Engineering (3 Hrs)
CAD Technology (Mechanical Technology) 170 – Computer Aided Design I (3 Hrs)

****All students must take one of these courses to meet the Human Diversity requirement.

The Associate in Fine Arts (A.F.A.) – Music Performance Degree Requirements (Program code: 0205)

The Associate in Fine Arts – Music Performance Degree requires a total of 64 - 66 credits hours to be distributed as follows:

General Education (see list below)	30 - 31 credit hours
Music Requirements	35 credit hours
Music Electives	2-3 credit hours
Total	64 - 66 credit hours

General Education* The courses listed below may be used to satisfy the general education requirements: communications, humanities, math, natural sciences, and social sciences for the associate in fine arts degree.

COMMUNICATIONS - Required: 6 Hours

English 101 – Composition I (3 Hrs) – C1 900
English 102 – Composition II (3 Hrs) – C1 901R

MATHEMATICS - Required: 4 - 5

Choose from:

Math 118 – General Education Math (4 Hrs) – M1 904
Math 122 – Mathematics for Elementary School Teachers II (4 Hrs) – M1 903
(Transfer credit will only be given if both Math 121 and 122 are taken)
Math 125 – Introductory Statistics (4 Hrs) – M1 902
Math 144 – Finite Mathematics (4 Hrs) – M1 906
Math 204 – Calculus for Business and Social Sciences (5 Hrs) – M1 900-B
Math 207 – Calculus and Analytic Geometry I (5 Hrs) – M1 900-1

NATURAL SCIENCES - Required: 7 – 8 Hours

Choose at least one course from Group A and one course from Group B. At least one course must be a lab class.

Group A:

Biology 114 – General Biology (lab) (4 Hrs) – L1 900L
Biology 115 – Human Biology (lab) (4 Hrs) – L1 904L
Biology 119 – Environmental Biology (lab) (4 Hrs) – L1 905L
Biology 121 – General Biology I (lab) (5 Hrs) – BIO 910
Botany 201 – General Botany I (lab) (4 Hrs) – L1 901L
Zoology 211 – General Zoology (lab) (4 Hrs) – L1 902L

Group B:

Astronomy 201 – Descriptive Astronomy (3 Hrs) – P1 906
Physical Science 101 – General Course (3 Hrs) – P9 900
or
Physical Science 111 – General Course I (lab) (4 Hrs) – P9 900L
Physical Science 102 – General Course (3 Hrs) – P9 900
or
Physical Science 112 – General Course II (lab) (4 Hrs) – P9 900L
Chemistry 121 – Basic Chemistry I (lab) (4 Hrs) – P1 902L
Chemistry 201 – General Chemistry I (lab) (5 Hrs) – P1 902L
Environmental Technology 105 – Introduction to Atmospheric Science (3 Hrs) – P1 905
Environmental Technology 107 – Environmental Geology (3 Hrs) – P1 908
Physics 221 – Mechanics and Heat (lab) (4 Hrs) – P1 900L
Oceanography 101 – Introduction to Oceanography (3 Hrs) – P1 905

HUMANITIES - 6 Hours

Choose either:

Humanities 123 – Introduction to Arts and Ideas (3 Hrs) – HF 900
or
Humanities 201 – General Course I (3 Hrs) – HF 900

Associate Degree Requirements

Choose one from:

Art 103 – Art Appreciation (3 Hrs) – F2 900
Comparative Religions 106 – Comparative Religions I (3 Hrs) – H5 904N****
Humanities 202 – General Course II (3 Hrs) – HF 901
Humanities 205 – World Literature (3 Hrs) – H3 906
Humanities 208 – Women in Creative and Performing Arts (3 Hrs) – HF 907D****
Humanities 210 – Comparative Mythology (3 Hrs) – H9 901
Humanities 212 – Non-Western Humanities (3 Hrs) – HF 904N****
Philosophy 105 – Logic (3 Hrs) – H4 906
Philosophy 106 – Introduction to Philosophy (3 Hrs) – H4 900
Philosophy 107 – Ethics (3 Hrs) – H4 904
Philosophy 108 – Philosophy of Religion (3 Hrs) – H4 905
Fine Arts 107 – History of Architecture, Painting and Sculpture I (3 Hrs) – F2 901
Fine Arts 108 – History of Architecture, Painting and Sculpture II (3 Hrs) – F2 902
Literature 110 – Introduction to Literature (3 Hrs) – H3 900
Literature 111 – Poetry (3 Hrs) – H3 903
Literature 112 – Drama (3 Hrs) – H3 902
Literature 113 – Fiction (3 Hrs) – H3 901
Literature 116 – American Literature from Colonial Days to Civil War (3 Hrs) – H3 914
Literature 117 – American Literature from the Civil War to the Twentieth Century (3 Hrs) – H3 915
Literature 118 – English Literature from its Beginnings to the Age of Johnson (3 Hrs) – H3 912
Literature 119 – English Literature from the Romantic Revival to the Twentieth Century (3 Hrs) – H3 913
Literature 121 – Contemporary African-American Literature (3 Hrs) – H3 901D****
Literature 128 – Latin American Literature (3 Hrs) – H3 908N, EGL 919****
Literature 150 – Women’s Literature (3 Hrs) – H3 911D****
Literature 155 – Literature and Film (3 Hrs) – F2 908
Literature 211 – Shakespeare (3 Hrs) – H3 905
Foreign Language 104 – Fourth Course (4 Hrs) – H1 900
Foreign Language 214 – Readings in Literature (3 Hrs) – H3 916
Music 121 – Introduction to Music (3 Hrs) – F1 900
Music 223 – Music History to 1750 (3 Hrs) – F1 901
Music 224 – Music History from 1750 (3 Hrs) – F1 902
Speech 131 – Introduction to Theater (3 Hrs) – F1 907
Theater 134 – Theater in the Modern World (3 Hrs) – F1907

SOCIAL SCIENCES - Required: 3 Hours

Choose one course from:

Social Science 101 – General Course I (3 Hrs) – S9 900
Anthropology 201 – Introduction to Biological and Cultural Evolution of Humans (3 Hrs) – S1 900N****
Anthropology 202 – Cultural Anthropology (3 Hrs) – S1 901N****
Psychology 201 – General Psychology (3 Hrs) – S6 900
Psychology 211 – Social Psychology (3 Hrs) – S8 900
Psychology 207 – Child Psychology (3 Hrs) – S6 903
Psychology 214 – Adolescent Psychology (3 Hrs) – S6 904
Psychology 222 – Adult Development and Aging (3 Hrs) – S6 905
Psychology 224 – Life Span Development Psychology (3 Hrs) – S6 902
Sociology 201 – Introduction to the Study of Society (3 Hrs) – S7 900
Sociology 203 – Marriage and the Family (3 Hrs) – S7 902
Sociology 205 – Social Problems (3 Hrs) – S7 901

Social Science 102 – General Course II (3 Hrs) – S9 901
Economics 101 – Elements of Economics (3 Hrs) – S3 900
Economics 201 – Principles of Economics I (3 Hrs) – S3 901
Economics 202 – Principles of Economics II (3 Hrs) – S3 902
History 111 – History of the American People to 1865 (3 Hrs) – S2 900
History 112 – History of the American People from 1865 (3 Hrs) – S2 901
History 141 – The History of World Civilization to 1500 (3 Hrs) – S2 912N****
History 142 – The History of World Civilization from 1500 (3 Hrs) – S2 913N****
History 215 – History of Latin America (3 Hrs) – S2 910N****
History 243 – The Far East in the Modern World (3 Hrs) – S2 909N****
History 247 – African History to Colonial Period (3 Hrs) – S2 906N****
History 248 – African History-Modern Period (3 Hrs) – S2 907N
Geography 101 – World Geography (3 Hrs) – S4 900N****
Geography 102 – Economic Geography (3 Hrs) – S4 903N****
Political Science 200 – Principles of Political Science (3 Hrs) – S5 903
Political Science 201 – The National Government (3 Hrs) – S5 900
Political Science 203 – Comparative Government (3 Hrs) – S5 905
Political Science 204 – International Relations (3 Hrs) – S5 904N****

Required Music Core:

Music 102 – Music Theory I (3 Hrs) – MUS 901
Music 103 – Music Theory II (3 Hrs) – MUS 902
Music 201 – Music Theory III (3 Hrs) – MUS 903
Music 202 – Music Theory IV (3 Hrs) – MUS 904
Music 221 – Music Literature and History (3 Hr)
Music 105 – Group Piano I (2 Hrs) – MUS 901
Music 106 – Group Piano II (2 Hrs) – MUS 902
Music 111 – Aural and Keyboard Skills I (2 Hrs) – MUS 901
Music 112 – Aural and Keyboard Skills II (2 Hrs) – MUS 902
Music 211 – Aural and Keyboard Skills III (2 Hrs)
Music 212 – Aural and Keyboard Skills IV (2 Hrs)
Music 133 – Concert Band (1 Hr) – MUS 908
Music 134 – Orchestra (1 Hr) – MUS 908
Music 135 – Instrumental Ensemble (1Hr) – MUS 908
Music 136 – Vocal Ensembles (1 Hr)
Music 181 – Applied Music/Freshman Level I (1Hr) – MUS 909
Music 182 Applied Music/Freshman Level II (1Hr) – MUS 909
Music 281 Applied Music/Sophomore Level I (1Hr) – MUS 909
Music 182 Applied Music/Sophomore Level II (1Hr) – MUS 909

Music Electives: Choose from

Music 107, 108, 113, 114, 115, 119, 150, 151

** Since completion of the A.F.A. degree does not fulfill the requirements of the IAI General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer.*

The Associate in General Studies (AGS) (Program Code: 0203)

The Associate in General Studies degree is designed for students who have chosen to pursue a broad general program or whose occupational goals or transfer requirements do not fit into any of the other degree programs. Since completion of the A.G.S. degree does not fulfill the requirements of the IAI General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer.

The Associate in General Studies Degree requires a total of 60 credits hours to be distributed as follows:

General Education courses (see list below)	30 credit hours
Elective*	30 credit hours
Total	60 credit hours

COMMUNICATIONS – Required 9 hours

English 101 – Composition I (3 Hrs) – C1 900

Choose 6 hours from:

English 102 – Composition II (3 Hrs) – C1 901R

English 105 – Business Writing (3 Hrs)

English 107 – Report Writing (3 Hrs)

English 151 – New Reporting and Writing (3 Hrs) - MC 919

English 241 – Creative Writing (3 Hrs)

Literature 110 – Introduction to Literature (3 Hrs) – H3 900

Literature 113 – Fiction (3 Hrs) – H3 901; EGL 917

Speech 101 – Fundamentals of Speech Communication (3 Hrs) – SPC 914

MATHEMATICS AND NATURAL SCIENCES – Required 9 hours

Courses must be chosen from at least two of the following areas:

Math 118 or above

Astronomy

Biology

Botany

Chemistry

Environmental Technology 105 – Introduction to Atmospheric Science (3 Hrs) – P1 905

Environmental Technology 107 – Environmental Geology (3 Hrs) – P1 908

Physical Science

Oceanography

Physics

Zoology

HUMANITIES – Required 6 credit hours

Courses must be chosen from the following areas:

Humanities
Fine Arts
Philosophy
Music
Foreign Language

SOCIAL SCIENCES – Required 6 credit hours

Courses must be chosen from the following areas:

Anthropology
Economics
Geography
History
Political Science
Psychology
Social Science
Sociology

** Electives can be chosen from any college level course. In choosing elective courses, transfer students should consult the transfer guide for the school they wish to transfer to and should try to take courses corresponding to the required major course listed for the first two years.*

Wright College offers several optional focuses in the General Education areas. These concentrations meet only part of the General Education degree requirements:

Great Books

The Great Books Program offers college credit courses in a variety of general education areas. At least half of the assigned readings for a Great Books course are from a core of Great Books authors listed by the Encyclopedia Britannica. Students who complete a minimum of four Great Books courses with a grade point average of at least 2.5 earn a special certification on their transcripts. In addition, the Great Books Curriculum offers extra curricular scholarly opportunities such as publication in the student written scholarly journal Symposium, field trips to classical drama performances, and participation in student and faculty symposiums.

Latin American and Latino Studies

The Latin American and Latino Studies Program is a multidisciplinary program of study that covers four general education areas: Humanities, English/Literature, Social Science, and Spanish language. It introduces students to the culture, language, literature, history and political systems of Latin America and the Latino United States. Students completing the Latin American and Latino Studies courses earn a special certification on their transcript.

Global Studies

The Global Studies Program is a multidisciplinary program that offers college credit courses in a variety of general education areas. The program is designed to lead students to an understanding of the contemporary and historical interconnected, global context in which we live our lives.

City Colleges of Chicago: Active Programs November 2007

Hrs=credit hours, DA= Richard J. Daley College, HW =Harold Washington College, KK=Kennedy-King College, MX=Malcolm X College, OH=Olive-Harvey College TR=Truman College, WR=Wilbur Wright College

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0752	Electrical Construction Technology	AAS	65							
0766	Electrical Line Worker (Overhead)	AC	35	x						
0761	Elevator Construction Technology	AAS	64			x				
0762	Elevator Construction Technology	AC	48			x				
0763	Elevator Construction Technology	BC	24			x				
0373	Painting & Decorating Technology	AAS	66			x				
0374	Painting & Decorating Technology	AC	50			x				
0753	Plumbing & Fire Protection	BC	16			x				
0774	Roadway Basic Skills	BC	6			x				
0772	Roadway Construction (Careers in)	BC	16			x				
0773	Roadwork Construction (Carpentry in)	BC	16			x				
0758	Welder (Combination)	BC	16			x				

Construction (cont.)

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0716	Community Health Care Worker	AAS	63	x						
0717	Community Health Care Worker	AC	47	x						
0718	Community Health Care Worker	BC	18	x					x	
0349	Cosmetology	AC	36							x
0339	Gerontology Aide	BC	12							x
0340	Gerontology Specialist	AAS	61							x
0195	HIV/STI Prevention Education	BC	24							x
0241	Horticulture	AAS	63		x					
0303	Library Technical Assistant	AAS	60							x
0330	Library Technical Assistant	BC	12							x
0341	Nursing Home Administration	BC	12							x
0304	Paralegal	AAS	63							x
0368	Property Management/Desk Clerk	BC	12							x
0369	Property Management/Leasing Specialist	BC	12							x
0258	Psychiatric Rehabilitation	BC	14							x
0313	Social Work - Generalist	AAS	66							x
0317	Social Work - Generalist	AC	37							x
0370	Social Work-Youth Work	AC	63							x
0371	Social Work-Youth Work	AC	31		x					
0372	Social Work-Youth Work	BC	15		x					
0884	Travel Agent	BC	3	x						

Consumer & Social Services

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0365	Baking & Pastry Arts	AAS	60			x				
0366	Baking & Pastry Arts	AC	38			x				
0367	Baking & Pastry Arts	BC	15			x				
0362	Culinary Arts	AAS	66			x				
0363	Culinary Arts	AC	44			x				
0364	Culinary Arts	BC	16			x				
0253	Food Sanitation	BC	2		x					x
0891	Food Service Sanitation - Recertification	BC	1		x					x
0746	L'Art de la Patisserie	BC	24							

Culinary Arts/
Food Technology

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0275	Child Care (School Age)	AAS	61		x					
0293	Child Development	BC	10						x	
0280	Child Development Elem Educ	AAS	61		x					
0284	Child Development Elem Educ	AC	33		x					
0300	Child Development -IDC Level I	AC	41	x						
0331	Child Development - Infant Toddler Care	AAS	62							x
0332	Child Development - Infant Toddler Care Educ/Infant Toddler	AC	32		x					
0286	Child Development - Pre-School Education	BC	10							x
0277	Child Development - Pre-School Education	AAS	62		x					x
0282	Child Development - Pre-School Education	AC	32		x					x
0281	Child Development Special Educ	AAS	63							x
0285	Child Development Special Educ	AC	33							x
0055	Teaching, Leadership & Support Professionals	AAS	63		x					
0057	Teaching, Leadership & Support Professionals	AC	35		x					

Education/Child Development

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0122	Architectural Drafting	AAS	63		x					x
0124	Architectural Drafting	BC	16		x					x
0350	Digital Multimedia Design	AAS	67		x					
0351	Digital Multimedia Design	AC	36		x					
0354	Digital Multimedia - Interactive Media	BC	18		x					
0353	Digital Multimedia - 3D Graphics	BC	21		x					
0352	Digital Multimedia - Video & Sound	BC	18		x					
0083	Media Communications	AAS	60			x				
0093	Music Business	BC	21		x					
0094	Music Technology	BC	26		x					
0085	Theater Arts	AAS	62			x				
0086	Theater Technology	AC	35			x				
0165	Visual Media Communications (Vis Med Com)	AAS	60			x				
0166	Visual Media Communications (Vis Med Com)	AC	30			x				
0194	Vis Med Com-Animation	BC	15			x				
0191	Vis Med Com-Electronic Pre-Press Publishing	BC	15			x				
0190	Vis Med Com-General Technician	BC	15			x				
0189	Vis Med Com-Offset Pressman	BC	12			x				
0192	Vis Med Com-Page Layout	BC	15			x				
0193	Vis Med Com-Web Page Design	BC	15			x				

Art Media & Communication

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0210	Associate in Arts	AA	62	x	x	x	x			x
0212	Associate of Arts in Teaching - Secondary Math	AAT	62						x	
0100	Associate in Engineering Science	AES	64	x					x	
0217	Associate in Fine Arts-Art (Education)	AFA	60		x					x
0216	Associate in Fine Arts-Art (Studio)	AFA	61		x					x
0208	Associate in Fine Arts - Music Education	AFA	63		x					x
0205	Associate in Fine Arts - Music Performance	AFA	68		x					x
0203	Associate in General Studies	AGS	60	x	x	x	x			x
0211	Associate in Science	AS	64	x	x	x	x			x

Baccalaureate/Transfer

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0001	Accounting	AAS	60	x	x	x			x	x
0002	Accounting	BC	17	x	x	x			x	x
0003	Accounting	AC	30	x	x	x			x	x
0861	Bank Teller (Professional)	BC	17	x	x					
0042	Business Admin - General Business	AC	30	x					x	
0062	Hospitality Front Office	AC	32		x					
0061	Hospitality	AAS	63		x					
0021	Management/Marketing	AAS	61	x	x	x			x	x
0022	Management/Marketing	AC	34	x	x	x			x	x
0023	Management/Marketing	BC	18	x	x	x			x	x
0794	Medical Office Technology	BC	24	x	x	x				
0883	Office Specialist	BC	20	x						
0882	Real Estate Broker	BC	5	x						
0008	Real Estate Management	BC	17		x				x	
0874	Secretary (Unit)	BC	9							
0886	Skills Enhancement	BC	6		x					

Business, Marketing, & Management

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0760	Bricklayer	BC	16			x				
0159	Building Energy Technologies	BC	21							x
0750	Carpentry	AC	37			x				
0759	Concrete Masonry	BC	16			x				
0775	Construction Carpentry	BC	16			x				
0779	Construction (Exterior)	BC	29			x				
0778	Construction (Interior)	BC	24			x				
0768	Construction Painter	BC	16			x				

Construction

City Colleges of Chicago: Active Programs November 2007

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Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0153	Air Conditioning - Commercial Refrigeration	BC	17			x				
0177	Air Conditioning - Domestic Refrigeration	BC	17			x				
0117	Air Conditioning & Refrigeration	AAS	62			x				
0118	Air Conditioning & Refrigeration	AC	36			x				
0348	Appliance Technology	AC	41						x	
0137	Chemical Laboratory Technology	AAS	62						x	
0748	Computerized Numerical Control	AC	41							x
0160	Environmental Technology	AAS	68							x
0161	Environmental Technology	BC	18							x
0790	Industrial Maintenance	AC	36	x						x
0770	Manufacturing Tech - Maintenance Mechanic	AAS	64	x						x
0771	Manufacturing Tech - Maintenance Mechanic	AC	37	x						x
0163	Mechanical Technology CAD	BC	9							x
0787	Precision Metalworking	AC	30	x						

Manufacturing, Engineering & Applied Technology

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0299	Criminal Justice - Private Police Services	BC	9	x						
0319	Criminal Justice - Private Police Services	AC	30	x						
0326	Criminal Justice - Private Police Services	BC	15	x						
0294	Criminal Justice - Public Police Services	AAS	60	x		x			x	
0295	Criminal Justice - Public Police Services	AC	30	x		x			x	
0296	Criminal Justice - Public Police Services	BC	15	x		x			x	
0324	Criminal Justice - Public Police Services	BC	9	x		x			x	
0355	Emergency Management	AAS	64							x
0358	Emergency Preparedness	BC	18							x
0336	Fire Science & Technology	AAS	60		x					
0356	Homeland Security	BC	18							x
0357	Incident Command	BC	18							x
0347	Police Recruit	BC	16		x					

Public Safety

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0112	Auto Body Reconstruction Technology	BC	23			x				
0111	Auto Body Repainting Technology	BC	24			x				
0133	Automotive Body Technology	AC	46			x				
0128	Automotive Maintenance	BC	27			x				
0185	Automotive Parts Specialists	BC	21			x				
0116	Automotive Technology	BC	20			x			x	
0125	Automotive Technology	AAS	66			x			x	
0130	Automotive Technology	AC	41			x			x	
0134	Chassis Maintenance	BC	19			x				
0875	Commercial Passenger Driver - Class B	BC	6						x	
0890	Defensive Driving - Attitudinal	BC	1		x					
0848	Forklift Operation & Safety	BC	2						x	
0136	Fuel Management Technology	BC	25							
0889	Limousine - Residential Chauffeur Training	BC	1							
0713	Logistics/Transportation/Distribution	AAS	63	x						
0715	Public Passenger Vehicle Training - Taxi	BC	6		x					
0877	Railroad Conductor Training	BC	10		x					
0346	Transit Management	BC	15		x					
0712	Transportation & Distribution Logistics	AC	36	x						
0876	Truck Driving	BC	12							x

Transportation

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0343	Addictions Studies	AC	37		x	x				
0344	Addictions Studies	AAS	63		x	x				
0345	Addictions Studies	BC	18		x	x				x
0218	Bioinformatics	AC	32		x				x	
0215	Biotechnology	AAS	67						x	
0236	Clinical Laboratory Technology	AAS	65				x			
0868	Dental Assistant	BC	4							x
0222	Dental Hygiene	AAS	72			x				
0867	Emergency Medical Technician (EMT)	BC	9					x		
0252	Emergency Medical Technician I (Ambulance)	BC	6				x			
0263	EMT II Paramedic	AAS	61			x				
0265	EMT II Paramedic	AC	31			x				
0804	Medical Billing/Coding	BC	2	x				x		
0862	Medical Billing/Coding (Computerized)	BC	7						x	
0869	Medical Coding (Basic)	BC	17							x
0870	Medical Transcription Program	BC	12							x
0257	Mortuary Science	AAS	62				x			
0247	Nephrology - Renal Technology	AAS	66							x
0700	Nephrology - Renal Technology	BC	7		x					
0801	Nurse Assistant (Certified Patient)	BC	12	x		x			x	
0239	Nursing	AAS	68		x	x			x	
0240	Nursing - Practical	AC	40		x	x			x	
0221	Obstetrics & Gynecologic Technology	BC	11			x				x
0259	Occupational Therapy Assistant (Certified)	AAS	73							x
0802	Pharmacy Technician	BC	3	x					x	
0871	Pharmacy Technician (Advanced)	BC	10		x					
0254	Pharmacy Technology	AC	33				x			
0219	Phlebotomy	BC	11							x
0866	Phlebotomy (Accelerated)	BC	15							x
0803	Phlebotomy Technician	BC	12	x					x	
0262	Physician Assistant	AAS	78			x				
0246	Radiography	AAS	75							x
0248	Renal Dialysis Technology	AC	37			x				
0234	Respiratory Care	AAS	68						x	
0269	Sterile Processing Clinical	BC	11							x
0267	Surgical Technology	AAS	65							x

Health

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0806	A+ Certified Computer Technician	BC	6	x						x
0132	Architectural CAD	BC	9							x
0138	CAD Technology	AC	34						x	
0139	CAD Technology	BC	16						x	
0144	CAD Technology	AAS	60							x
0863	Computer Applications (Basic)	BC	6							x
0864	Computer Applications (Comprehensive)	BC	9							x
0011	Computer Information Systems	AAS	60	x						x
0012	Computer Information Systems	BC	12	x						x
0013	Computer Information Systems	AC	30	x						x
0852	Computer Literacy	BC	7							x
0297	Computer Security & Forensic Investigation	BC	20							x
0719	Information Processing	AC	31							x
0141	Networking Systems & Technologies	AAS	60	x						x
0142	Networking Systems & Technologies	AC	30	x						x
0143	Networking Systems & Technologies	BC	18	x						x
0152	Web Development	BC	16							x
0155	Web Development	AC	31							x

Information Technology/ Computer Networking

The Associate in Applied Science Degree (A.A.S.) and Occupational Certificate Programs are designed for students primarily interested in acquiring technical/occupational skills in order to enter the job market. Although not intended as a transfer degree, some of the courses in these curricula are transferable. Students should check with an advisor, transfer guides, and/or the baccalaureate institutions regarding transferability of courses. Unless otherwise indicated, programs are located at the Wright's main campus on Narragansett.

Areas of concentration:

Accounting (Associate in Applied Science, Basic and Advanced Certificates)
Addictions Studies (Basic Certificate)
Architectural Drafting (Associate in Applied Science and Basic Certificate)
Architecture CAD (Basic Certificate)
Building Energy Technologies (Basic Certificate)
Computer Information Systems (Associate in Applied Science, Basic and Advanced Certificates)
Computerized Numerical Control Program (Advanced Certificate) – Humboldt Park Campus
Computer Security and Forensic Investigation (Basic Certificate)
Criminal Justice (Associate in Applied Science, Recognition, Basic and Advanced Certificates)
Industrial Maintenance Technology (Advanced Certificate) – Humboldt Park Campus
Emergency Management (Associate in Applied Science)
Emergency Preparedness (Basic Certificate)
Environmental Technology (Associate in Applied Science and Basic Certificate)
Gerontology (Associate in Applied Science and Basic Certificate)
HIV/STI Prevention Education (Basic Certificate)
Homeland Security (Basic Certificate)
Information Processing Technology (Advanced Certificate) – Humboldt Park Campus
Incident Command (Basic Certificate)
Library Technical Assistant (Associate in Applied Science and Basic Certificate)
Management/Marketing (Associate in Applied Science, Basic and Advanced Certificates)
Mechanical Technology (CAD) (Basic and Advanced Certificates)
Nurse Assistant (Basic Certificate) – Both Campuses
Nursing Home Administrator (Basic Certificate)
Occupational Therapy (Associate in Applied Science)
Paralegal Program (Associate in Applied Science)
Practical Nursing (Associate in Applied Science and Advanced Certificate) – Humboldt Park Campus
Property Management/Desk Clerk (Basic Certificate)
Property Management/Leasing Specialist (Basic Certificate)
Psychiatric Rehabilitation (Basic Certificate)
Radiography (Associate in Applied Science)

General Education Requirements – AAS degree

COMMUNICATIONS - Required: 6 credit hours

English 101 Composition 1 (3 Hrs) – CI 900

Choose one course from the following disciplines:

English
Literature
Speech

CONSUMER EDUCATION - Required: 3 credit hours

Choose one course from the following disciplines

Business
Computer Information Systems (CIS)
Economics

NATURAL SCIENCES - Required: 3 to 4 credit hours

Choose one course from the following disciplines

Astronomy
Biology
Botany
Chemistry
Mathematics
Oceanography
Physics
Physical Science
Zoology

SOCIAL SCIENCES - Required: 3 credit hours

Choose one course from the following disciplines

Anthropology
Economics
Geography
History
Political Science
Psychology
Social Science
Sociology

HUMANITIES - Required: 3 credit hours

Choose one course from the following disciplines

Fine Arts
Foreign Languages
Humanities
Music
Philosophy

Occupational Program Guarantee for Employed Graduate

The City Colleges of Chicago will provide an employed graduate of an Occupational Program (AAS, Advanced Certificate or Basic Certificate) up to nine additional, post graduation credit hours or the equivalent at no charge for tuition and specified fees. The Educational Guarantee applies to graduates who lack the skills consistent with the position for which their AAS degree or certificate is a requirement of employment. Graduates may apply for an educational guarantee through a written notice to the Office of the Vice President of Academic Affairs. The skills deficiency must be certified in writing by the employer within 90 days of initial employment. The Office of the President is responsible for the final approval of the graduate's retraining plan. Please refer to the Student Policy Manual for specific conditions and procedures guiding the Occupational Program Educational Guarantee.

ACCOUNTING

(Associate in Applied Science Degree, Code 0001)

(60 credit hours minimum)

Study of basic accounting skills which can lead to employment as a junior member of an accounting staff, an estimator, credit analyst, budget accountant, or general accountant.

Required core courses		credit hours
Bus	141 Business Math <i>(may substitute Math 118 or higher)</i>	3
Bus	111 Introduction to Business	3
Bus	181 Financial Accounting	4
Bus	182 Managerial Accounting I	4
Bus	205 Intermediate Accounting I	3
Bus	208 Federal Income Tax	3
Bus	241 Introduction to Finance	3
Bus	269 Principles of Management	3
Bus	211 Business Law I	3
	or	
Bus	214 The Legal and Social Environment of Bus.	
Bus	212 Business Law II	3
CIS	120 Introduction to Microcomputers	3

Additional Accounting Course			
Choose one of the following:			3
Bus	203	Introductory Cost Accounting	
		or	
Bus	206	Auditing	
		or	
Bus	250	Computerized Accounting Systems	

General Education **18**
(see Gen Ed requirements for AAS degree Page 62)

Electives			4
Recommended Electives:			
Bus	203	Introductory Cost Accounting	
		or	
Bus	244	Fundamentals of Investment	
		or	
Bus	250	Computerized Accounting Systems	
CIS	123	Intro. to Spreadsheets on Microcomputers	
<hr/>			
Total Hours			60

ACCOUNTING

(Basic Certificate, Code 0002)

(17 credit hours minimum)

Required Courses:			
Bus	111	Introduction to Business	3
Bus	181	Financial Accounting	4
Bus	182	Managerial Accounting	4
Bus	205	Intermediate Accounting I	3
CIS	120	Introduction to Microcomputers	3
<hr/>			
Total Hours			17

ACCOUNTING

(Advanced Certificate, Code 0003)

(30 credit hours minimum)

Required core courses

Bus	111	Introduction to Business	3
Bus	181	Financial Accounting	4
Bus	182	Managerial Accounting	4
Bus	205	Intermediate Accounting I	3
Bus	208	Federal Income Tax	3
Bus	211	Business Law I	3
Bus	241	Introduction to Finance	3

Electives

7

Choose elective hours from:

Bus	203	Introductory Cost Accounting
Bus	212	Business Law II
Bus	244	Fundamentals of Investments
Bus	250	Computerized Accounting Systems
Bus	269	Principles of Management
CIS	123	Intro. to Spreadsheets on Microcomputers

Total Hours 30

ADDICTIONS STUDIES

(Basic Certificate, Code 0345)

(18 credit hours minimum)

Prepares students to counsel individuals with substance abuse and dependency issues and their family members using various preventive strategies and treatment regimes. This program provides individuals with the academic requirements needed in the application for the Certified Alcohol and Other Drugs Counselor (CADC) examination.

Required courses

Mental Hlth	223	Intro to Addictions Studies	3
Mental Hlth	224	Principles & Practices in Addictions Treatment	3
Mental Hlth	230	Addictions & the Family: Treatment	3
Mental Hlth	231	Addictions Treatment of Special Populations	3
Mental Hlth	229	Practicum in Addictions Treatment	6
Total Hours			18

ARCHITECTURAL DRAFTING

(Associate in Applied Science Degree, Code 0122)

(63 credit hours minimum)

Study of techniques necessary to produce working drawings by which a building is constructed or remodelled. Completion of this program leads to employment as a draftsman or detailer in architecture or design firms or contractors, material suppliers or construction related companies. Study may include Computer Aided Design or Drafting.

Required core courses

Arch	121	Architectural Drawing I	4
Arch	122	Architectural Drawing II	4
Arch	123	Architectural Drawing III	4
Arch	166	Concepts of Planning	5
Arch	266	Architectural Planning	5
Arch	202	General Construction	4
Arch	204	Advanced General Construction	4
Arch	170	CAD I	3
Arch	171	CAD II	3
Arch	172	CAD III	3
Art		Any Drawing Course	2
Math	143	Pre-calculus	6

General Education:

English	101	Composition I	3
English	102	Composition II	3
Physics	222	Electricity, Sound & Lights	4
Arch	104	History of Architecture I	3
		or	
Arch	105	History of Architecture II	
Soc Sci		See Gen Ed for AAS	3

Total Hours 63

ARCHITECTURAL DRAFTING

(Architectural Drafting Basic Certificate, Code 0124)

(16 credit hours minimum)

Required core courses.

Arch	121	Architectural Drawing I	4
Arch	122	Architectural Drawing II	4
Arch	202	General Construction	4
Arch	204	Advanced General Construction	4
Total Hours			16

ARCHITECTURE CAD AND MECHANICAL TECHNOLOGY CAD

(Architecture CAD Basic Certificate, Code 0132)
(Mechanical Technology CAD Basic Certificate, Code 0163)

(9 credit hours required)

The certificate is the same as Code 0132 listed above with the exception that the classes are 049-Mechanical Technology.

Arch	170	Computer Aided Design I Architecture	3
Arch	171	Computer Aided Design II Architecture	3
Arch	172	Computer Aided Design III Architecture	3
Total Hours			9

BUILDING ENERGY TECHNOLOGIES PROGRAM

(Basic Certificate, Code 0159)

(21 Credit Hours minimum)

The Building Energy Technologies Program offers an occupational certificate to students seeking expertise in the practical application of energy efficiency and renewable energy systems in the building construction industries. Those with interest in building operation and assessment, the construction trades, contracting, energy consulting, and related occupations will obtain the knowledge to plan, implement, audit, operate, and optimize energy systems within a wide range of new and retrofit building types. An emphasis on integration into traditional building construction and operation allows the student to effectively coordinate with architects, engineers, and contractors on the installation and operation of those systems.

(Building Energy Technologies Certificate, Code 159)

Envr Tec	104	Energy Systems Fundamentals	3
Envr Tec	114	Renewable Energy Systems	4
Envr Tec	144	Building Systems Maintenance	4
Envr Tec	204	Residential Energy Systems	3
Envr Tec	214	Institutional Energy Systems	3
Envr Tec	244	Energy Equipment Troubleshooting	4
Total Hours			21

COMPUTER INFORMATION SYSTEMS

(Associate in Applied Science Degree, Code 0011)

(60 credit hours minimum)

Study of basic principles and technical skills used in programming and operating electronic data processing equipment; software management skills taught.

Required core courses:

CIS	101	Introduction to Computer Information Systems	3
CIS	120	Introduction to Microcomputers	3
CIS		CIS Electives	9
CIS		Advanced CIS Electives*	6
Math		Any Math Course 118 or above	4
Bus	111	Introduction to Business	3
Bus	181	Financial Accounting	4
Bus	182	Managerial Accounting	4

General Education 18

(see Gen Ed requirements for AAS degree Page 62)

Electives 6

Total Hours 60

*Students should check with a CIS faculty member or an advisor to determine the Computer courses that will count as advanced CIS electives.

COMPUTER INFORMATION SYSTEMS

(Advanced Certificate, Code 0013)

(30 credit hours minimum)

Required core courses

Bus	181	Financial Accounting	4
Bus	182	Managerial Accounting	4
		Four CIS Electives	12
CIS	120	Intro to Microcomputers	3
CIS	101	Introduction to Computer Information Systems	3
General Education and Electives			4
Total Hours			30

COMPUTER INFORMATION SYSTEMS

(Basic Certificate, Code 0012)

Students may earn a Basic Certificate in Computer Information Systems by completing 12 credit hours as outlined below.

Required core courses

CIS	101	Introduction to Computer Information Systems	3
CIS	120	Intro to Microcomputers	3
CIS		CIS Electives	6
Total Hours			12

COMPUTER SECURITY AND FORENSIC INVESTIGATION PROGRAM

(Basic Certificate, Code 0297)

(20 credit hours minimum*)

The Computer Security and Forensic Investigation (CSFI) program is a 24 credit hour program with two tracks: (1) Information Security and (2) Computer Forensic. CSFI includes a required core group of courses, expands on the forensic concentration of the FCI program, and adds an Information Security component. All students are required to complete the core course group prior to selecting the one track that fits their objective.

Information Security focuses on design, implementation and management of information security in corporate environment. Students will be prepared for the nationally recognized Certified Information Systems Security Professional (CISSP) Exam. CISSP designation can provide career enhancement,

increase marketability, and ensure prospective employers of a certain level of information security knowledge.

Computer Forensics focuses on computer forensic investigation and provides law enforcement personnel, Criminal Justice majors, and other interested parties with the procedures and methodology for investigating computer crimes, and handling electronic evidence as it relates to the criminal procedure.

*Students may opt to test out of CSFI-101 General Technology Essentials if they have extensive computer and networking education/experience.

A Basic Certificate in Computer Security and Forensic Investigation is awarded to students who complete the following requirements:

Required core courses for either track

CSFI	101	General Technology Essentials	4
CSFI	102	Introduction to Information Security	4
CSFI	202	Introduction to Cybercrime	3
Total Hours			11

Track I: Information Security Track*

CSFI	213	Information Security Technology	3
CSFI	214	Information Security System Analysis	4
CSFI	215	Information Security Domains-CISSP Exam Prep	3
CSFI	216	Information Security Program Management	3
Total Hours			13

Track II: Computer Forensic/Law Enforcement Track*

CSFI	203	Financial Cybercrime	3
CSFI	204	Introduction to Computer Forensics & the Law	3
CSFI	205	Computer Forensic Technology	3
CSFI	206	Internet Vulnerabilities, Criminal Activities & Investigative Procedures	4
Total Hours			13

*Upon completion of the core courses, students may pursue either or both tracks.

CRIMINAL JUSTICE—PUBLIC POLICE SERVICES (Associate in Applied Science Degree, Code 0294)

(60 credit hours minimum)

Study of theory and practices of contemporary criminal justice for those who plan careers as police officers or for police who wish to advance in rank or into administrative levels of criminal justice.

Required core courses

Crj Jus	102	Administration of Criminal Justice	3
Crj Jus	114	Administration of Juvenile Justice	3
Crj Jus	202	Issues in Criminal Justice	3
Crj Jus	211	Introduction to Investigation	3
Crj Jus	221	Police Organization and Management	3
Crj Jus	222	Professional Responsibilities in Criminal Justice	3
Crj Jus	234	Criminal Law and Procedure	3
Crj Jus	256	Constitutional Law	3

Choose 2 courses from:

Pol Sci	201	National Government	6
Psych	201	General Psychology	
Soc	201	Introduction to the Study of Society	

General Education:

English	101	Composition I	3
English	102	Composition II	3
		or	
English	107	Report Writing	3
CIS	120	Introduction to Microcomputers	3
Soc Sci			3
		(see Gen Ed requirements for AAS degree Page 62)	
Hum			3
		(see Gen Ed requirements for AAS degree Page 62)	
Ntrl Sci/Math			3
		(see Gen Ed requirements for AAS degree Page 62)	
Electives			12
Total Hours			60

CRIMINAL JUSTICE—PUBLIC POLICE SERVICES (Advanced Certificate—Public Police, Code 0295)

(30 credit hours minimum)

Required core courses

Crj Jus	102	Administration of Criminal Justice	3
Crj Jus	114	Administration of Juvenile Justice	3
Crj Jus	202	Issues in Criminal Justice	3
Crj Jus	211	Introduction to Investigation	3
Crj Jus	221	Police Organization and Management	3
Crj Jus	222	Professional Responsibilities in Criminal Justice	3
Crj Jus	234	Criminal Law and Procedure	3
Crj Jus	256	Constitutional Law	3

Related Field Courses

English	107	Report Writing	3
CIS	120	Introduction to Microcomputers	3
Total Hours			30

CRIMINAL JUSTICE—PUBLIC POLICE SERVICES (Basic Certificate—Public Police, Code 0296)

(15 credit hours minimum)

Required core courses

Crj Jus	102	Administration of Criminal Justice	3
Crj Jus	114	Administration of Juvenile Justice	3
Crj Jus	202	Issues in Criminal Justice	3
Crj Jus	211	Introduction to Investigation	3
Crj Jus	234	Criminal Law and Procedure	3
		or	
Crj Jus	256	Constitutional Law	3
Total Hours			15

CRIMINAL JUSTICE—PUBLIC POLICE SERVICES

(Basic Certificate—Public Police, Code 0324)

(9 credit hours minimum)

Required core courses

Crm Jus	102	Administration of Criminal Justice	3
Crm Jus	114	Administration of Juvenile Justice	3
Crm Jus	256	Constitutional Law	3
Total Hours			9

EMERGENCY MANAGEMENT

(Associate in Applied Science Degree, Code 0355)

(64 credit hours minimum)

The Emergency Management degree was developed in response to a long recognized need for a systematized approach to preparing emergency managers. Following the recommendations of the model curriculum of the Federal Emergency Management Agency's Higher Education Program, students choose from one of the three Emergency Management tracks: Homeland Security, Incident Command, or Emergency Preparedness.

Required core courses

Choose one of the following three tracks:

Homeland Security

Required core courses

EM	100	Introduction to Emergency Management	3
EM	101	Basic Skills in Emergency Management	3
EM	106	Introduction to Terrorism	3
EM	115	Introduction to WMD	3
EM	205	Terrorism Planning	3
EM	215	Advanced WMD*	3
Total Hours			18

or

Incident Command

Required core courses

EM	100	Introduction to Emergency Management	3
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EM	101	Basic Skills in Emergency Management	3
EM	102	Leadership, Influence and Communication	3
EM	111	Basic Incident Command	3
EM	212	Advanced Incident Command	3
EM	221	Emergency Management Operations I	3
Total Hours			18

or

Emergency Preparedness

Required core courses:

EM	100	Introduction to Emergency Management	3
EM	101	Basic Skills in Emergency Management	3
EM	103	Introduction to Emergency Planning	3
EM	108	Mitigation Management	3
EM	113	Emergency Resource Management	3
EM	203	Advanced Emergency Planning	3
Total Hours			18

Additional required core courses

EM	112	Disaster Response and Recovery	3
EM	225	Psychology of Terrorism	3
or			
EM	226	Disaster Psychology	3
EM	222	Emergency Management Operations II (capstone internship)	4

General Education

Chem	121	Basic Chemistry I	4
CIS	120	Introduction to Microcomputers	3
English	101	Composition	3
Speech	101	Fundamentals of Speech Communication	3
Psych	201	General Psychology	3
Hum		Elective	3

Electives			17
Total Hours			64

*Weapons of Mass Destruction

Recommended Core Electives

EM 122, 123

Recommended Non-Core Electives

CSFI 102, 213

EMT-B Emergency Medical Technician

ET 121, 131, 141, 181

CIS 116

EMERGENCY MANAGEMENT

Emergency Preparedness

(Basic Certificate, Code 0358)

(18 credit hours minimum)

This track is intended for those individuals whose function would be in the planning and support sectors of the emergency response field. This is a broad field of activity as it addresses the common needs of all emergency situations, but includes the unique needs of specific types of emergencies, i.e., the needs of planning and response to a hurricane vs. a terrorist attack involving WMD.

Required core courses:

EM	100	Introduction to Emergency Management	3
EM	101	Basic Skills in Emergency Management	3
EM	103	Introduction to Emergency Planning	3
EM	108	Mitigation Management	3
EM	113	Emergency Resource Management	3
EM	203	Advanced Emergency Planning	3

Total Hours **18**

EMERGENCY MANAGEMENT

Homeland Security

(Basic Certificate, Code 0356)

(18 credit hours minimum)

Provides the student with the basic knowledge and tools required of the emergency manager whose task would be to plan for, or respond to a purely terrorism related emergency. For those who work in security or law enforcement or persons seeking to enter the field.

Required core courses

EM	100	Introduction to Emergency Management	3
EM	101	Basic Skills in Emergency Management	3
EM	106	Introduction to Terrorism	3
EM	115	Introduction to WMD	3
EM	205	Terrorism Planning	3
EM	215	Advanced WMD	3

Total Hours **18**

EMERGENCY MANAGEMENT

Incident Command

(Basic Certificate, Code 0357)

(18 credit hours minimum)

This certificate is designed to meet new federal requirements for those in law enforcement, emergency response, and public safety fields who would perform response activities at the emergency scene relating to the needs of on-scene emergency response regardless of the type of emergency.

Required core courses

EM	100	Introduction to Emergency Management	3
EM	101	Basic Skills in Emergency Management	3
EM	102	Leadership, Influence and Communication	3
EM	111	Basic Incident Command	3
EM	212	Advanced Incident Command	3
EM	221	Emergency Management Operations I	3

Total Hours **18**

ENVIRONMENTAL TECHNOLOGY

(Associate in Applied Science Degree Code 0160)

(68 credit hours minimum)

The study of Environmental Technology prepares students for work in a wide variety of environmental fields. The courses are designed to prepare students with the skills and knowledge needed to participate in environmental careers including environmental compliance in public and private sector organizations, pollution prevention, environmental remediation, workplace health and safety, and emergency response preparedness. Students will study the various methods used for pollution prevention and the regulations that apply in various types of facilities. Students will learn to develop procedures for proper hazardous materials handling techniques and design training programs used to implement existing and future regulatory requirements to insure compliance. This program prepares students to work in the environmental, health and safety field in such positions as a compliance officer, environmental safety specialist, laboratory technician, hazardous materials emergency response technician and environmental coordinator.

Required core courses

Envr Tec	121	Introduction to Hazardous Materials Management	3
Envr Tec	131	Environmental Health and Safety	3
Envr Tec	141	Site Investigation and Sampling	3
Envr Tec	151	Intro. to Environmental Laws and Policies	3
Envr Tec	175	Hazardous Materials Handling and Transportation	3
Envr Tec	211	Recycling and Hazardous Materials Minimization	3
Envr Tec	241	Environmental Sampling	3
Envr Tec	243	Environmental Analysis	4
Envr Tec	261	Concepts of Hazardous Waste Management	3
Envr Tec		Envr Tech Electives	6
Bio	119	Environmental Biology	4
Bio	226	Human Structure and Function I	4
Math		A college level math class	4
English	107	Report Writing or	3
English	102	Composition II	

General Education

English	101	Composition	3
Speech	101	Fundamentals of Speech Communication	3
Chem	121	Basic Chemistry I	4
CIS	120	Introduction to Microcomputers	3
Soc Sci			3
<i>(see Gen Ed requirements for AAS degree Page 62)</i>			
Hum			3
<i>(see Gen Ed requirements for AAS degree Page 62)</i>			
Total Hours			68

ENVIRONMENTAL TECHNOLOGY

(Basic Certificate Code 0161)

(18 credit hours minimum)

The basic certificate program is designed to provide students with the fundamentals of Environmental Technology. It is appropriate for people with job responsibilities in the environmental, health and safety area who want to increase their knowledge and learn needed skills. Students who have already received undergraduate degrees, and would like to improve their work skills in Environmental Technology are also welcome to enroll in the program.

Envr Tec	121	Introduction to Hazardous Materials Management (required)	3
Envr Tec	131	Environmental Health and Safety (required)	3
Envr Tec		100 level Envr Tec electives	6
Envr Tec		200 level Envr Tec electives	6
Total Hours			18

GERONTOLOGY

(Associate in Applied Science Degree, Code 0340)

(61 credit hours minimum)

This degree program will prepare students for the entry level position of Gerontology Specialist, a human services position that qualifies the individual for work in federal, state, and local agencies, both private and public, that provide outreach services for the elderly.

Required core courses

Soc Ser	102	Introduction to Gerontology	3
Soc Ser	103	Aging and Social Policy	3
Soc Ser	105	Physiology of Aging	3
Soc Ser	106	Aging and the Family	3
Soc Ser	107	Aging and Leisure	3
Soc Ser	202	Aging and Human Services	3
Soc Ser	203	Interpersonal Communication with the Elderly	3
Soc Ser	204	Cross-Cultural Studies in Gerontology	3
Soc Ser		Gerontology Electives	6
Soc Ser	250	Practicum I	3
Soc Ser	251	Practicum II	3
Psych	222	Adult Development and Aging	3
Psych	223	Death, Dying and Bereavement	3

General Education

English	101	Composition I	3
		Communications	3

(see Gen Ed requirements for AAS degree Page 62)

Bio	115	Human Biology	4
CIS	120	Introduction to Microcomputers	3
Psych	201	Introduction to Psychology	3
Hum			3

(see Gen Ed requirements for AAS degree Page 62)

Total Hours **61**

GERONTOLOGY

(Basic Certificate, Code 0339)

(12 credit hours minimum)

This certificate is designed to create the credentials needed to become a Gerontology Aide, or to provide extra credentialing for individuals already in a related field who wish to add Gerontology coursework to their credentials.

Required courses:

Soc Ser	102	Introduction to Gerontology	3
Psych	222	Adult Development and Aging	3
Soc Ser	105	Physiology of Aging	3
Soc Ser	250	Practicum I	3
Total Hours			12

HIV/STI PREVENTION EDUCATION

(Basic Certificate, Code 0195)

(24 credit hours minimum)

This 24 credit hour program will increase program participants' knowledge and skills regarding HIV/STI prevention, counseling, assessment, and case management. The objective of this program is to provide consistent up-to-date training to those individuals who provide services and case management to individuals with HIV/AIDS or Sexually Transmitted Infections.

Required courses:

Soc Sci	115	Introduction to Health Education and Prevention	3
Soc Sci	116	HIV/STI Prevention Education	3
Soc Sci	117	HIV/STI and Special Populations	3
Soc Sci	120	HIV/STI Outreach Skills	3
Soc Sci	121	Case Management/Individual Intervention	3
Soc Sci	118	The ABCs of STIs	3
Soc Sci	119	HIV/STI and GLBT Health	3
Soc Sci	201	Group Facilitation	3
Total Hours			24

LIBRARY TECHNICAL ASSISTANT

(Associate in Applied Science Degree, Code 0303)

(60 credit hours minimum)

Study of technical skills of Library Science can lead to employment as an assistant to a professional librarian in cataloging periodicals, multi-media or information services of public, private, industrial, or school libraries.

Required core courses

Lib Tec	101	Introduction to Library Procedures	3
Lib Tec	102	Multimedia Procedures	3
Lib Tec	201	Library Public Service	3
Lib Tec	203	Materials Preparation Procedures	3
Lib Tec	250	Systems and Computer Technology of Libraries	3
Lib Tec	125	Library Practicum	6
CIS	120	Introduction to Microcomputers	3

General Education

18
(see Gen Ed requirements for AAS degree Page 62)

Electives

18

Total Hours 60

LIBRARY TECHNICAL ASSISTANT

(Basic Certificate, Code 0330)

(12 credit hours minimum)

Lib Tec	101	Introduction to Library Procedures	3
Lib Tec	102	Multimedia Procedures	3
Lib Tec	201	Library Public Service	3
Lib Tec	203	Materials Preparation Procedures	3
Total Hours			12

MANAGEMENT / MARKETING

(Associate in Applied Science Degree Code 0021)

(61 credit hours minimum)

Study of basic business skills along with more in-depth study in a chosen field such as management, marketing, or entrepreneurship which can lead to employment as assistant, trainee, supervisor or manager of manufacturing, merchandising or service firms, or government service. It also prepares students to start a business or improve the operation of an existing business. All programs offered through Wright's Business Department are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Required core courses

Bus	111	Introduction to Business	3
Bus	141	Business Math (may substitute Math 118 or higher)	3
Bus	181	Financial Accounting	4
Bus	182	Managerial Accounting	4
Bus	231	Principles of Marketing	3
Bus	241	Introduction to Finance	3
Bus	269	Principles of Management	3
CIS	120	Introduction to Microcomputers	3

Choose one from the following:

Bus	211	Business Law I	3
Bus	212	Business Law II	3
Bus	214	Legal & Social Environment of Business	3

General Education

English	101	Composition I	3
Speech	101	Introduction to Speech	3
Speech	160	Business and Professional Speech	3
		Consumer Education	3

(see Gen Ed requirements for AAS degree Page 62)

Natural Science/Math 3

(see Gen Ed requirements for AAS degree Page 62)

Social Science 3

(see Gen Ed requirements for AAS degree Page 62)

Humanities 3

(see Gen Ed requirements for AAS degree Page 62)

Electives			
Recommended Electives:			
Bus	208	Federal Income Tax	3
One of the following Business Law Course:			
Bus	211	Law I	
		or	
Bus	212	Law II	
		or	
Bus	214	The Legal and Social Environment of Business	
Bus	232	Fundamentals of International Business	3
Bus	236	Advertising	3
Bus	237	Selling	3
Bus	244	Fundamentals of Investments	3
Bus	257	Retailing	3
Bus	258	Small Business	3
Bus	271	Human Resource Management	3
CIS	123	Introduction to Spreadsheets on Microcomputers	3
CIS	145	Introduction to Database on Microcomputers	3
CIS	158	Beginning Internet & Networking	3
Math	125	Introductory Statistics	4
Total Hours			61

MANAGEMENT / MARKETING

Basic Certificate, Code 0023

(18 credit hours minimum)

A Basic Certificate in Management / Marketing is awarded to students who complete the following required credit hours.

Required core courses

Bus	111	Introduction to Business	3
Bus	141	Business Math	
		(may substitute Math 118 or higher)	3
Bus		Any Business elective	3

Choose 2 courses from the following 6

Bus	231	Principles of Marketing	
Bus	236	Advertising	
Bus	237	Selling	
Bus	258	Small Business	
Bus	269	Principles of Management	

Choose one of the following			3
English	101	Composition I	
Speech	101	Introduction to Speech	
Speech	160	Business and Professional Speech	
Total Hours			18

MANAGEMENT / MARKETING

Advanced Certificate, Code 0022

(35 credit hours minimum)

An Advanced Certificate in Management / Marketing is awarded to students who complete the following required credit hours.

Required core courses

Bus	111	Introduction to Business	3
Bus	141	Business Math	
		(may substitute Math 118 or higher)	3
Bus	181	Financial Accounting	4
Bus	182	Managerial Accounting	4

Choose one of the following: 3

Bus	211	Business Law I	
		or	
Bus	212	Business Law II	
		or	
Bus	214	Legal & Social Environment of Business	
Bus	231	Principles of Marketing	3
Bus	241	Introduction to Finance	3
Bus	269	Principles of Management	3
CIS	120	Introduction to Microcomputers	3
English	101	Composition	3
Speech	101	Fundamentals of Speech Communication	3
		or	
Speech	160	Business and Professional Speech	
Total hours			35

NURSING HOME ADMINISTRATION CERTIFICATE

(Basic Certificate, Code 341)

(12 credit hour minimum)

The Nursing Home Administration certificate program addresses the educational needs of managers who will work with the elderly population in health care settings. The program will prepare the student for employment in long-term care facilities, as well as to sit for the nursing home administrator licensure exam. Included are both gerontology and business coursework, based on the requirements of the nursing home administrator's job description. The four courses which comprise the certificate are:

Soc Ser	102	Introduction to Gerontology	3
Soc Ser	252	Nursing Home Administration	3
Soc Ser	253	Accounting for Long Term Care	3
Bus	271	Personnel Management	3
Total Hours			12

OCCUPATIONAL THERAPY ASSISTANT

(Associate in Applied Science Degree, Code 259)

(75 credit hours minimum)

Study of occupational therapy as a skilled health-care service that uses occupation to promote meaningful living. Occupations, the key tools of occupational therapy, are the clusters of meaningful doing that all people express in their day-to-day living through their roles and activities. Occupational therapy assistants, under the guidance of occupational therapists, adapt activities, tasks, and the environment in order to enable people of all ages and backgrounds to fulfill their chosen occupations and life roles. Career options can include employment in hospitals, clinics, schools, specialized community care settings, and wellness programs.

The program's mission is to prepare competent and effective occupational therapy practitioners who value occupation as both a means and as an end to quality living for self and others through a sound educational experience that includes preparation in:

- The occupational therapy process
- The impact of culture
- Use of self as an agent of change
- Ethical professional practice
- Teaching and learning processes

- Collaborating as a healthcare professional
- Working in a variety of practice environments
- Oral and written communication skills

Students can make formal application to the program when all pre-admission coursework is completed, or when pre-admission coursework completion will occur before the beginning of Semester I of the program. A minimum grade of "C" is required in each pre-admission and general education course. If more candidates apply than the program can accept, the best qualified will be admitted.

Wright's Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education. (Address: AOTA Accreditation Dept., 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220; Phone: (301) 652-2682). Program participants are eligible for graduation from the Wright College OTA Program with an A.A.S. degree upon successful completion of all required academic courses and fieldwork. Graduates of the program are eligible to sit for the National Certification Exam for Occupational Therapy Assistants administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). After successful completion of this exam, an individual becomes a Certified Occupational Therapy Assistant. Determination of exam eligibility for applicants who have a felony related charge or conviction requires individualized review by NBCOT, Inc. Most states require licensure in order to practice. Illinois license issuance is based upon the results of the NBCOT Certification exam.

Required courses before formal admission to the OTA Program.

(these hours count towards the OTA degree)

OTA	106	Foundations of Human Occupation	3
English	101	Composition	3
Psych	201	General Psychology	3
Psych	207	Child Psychology <i>(may substitute Child Dev. 101)</i>	3
CIS	120	Introduction to Microcomputers	3
Total Hours			15

Associate in Applied Science Degrees(AAS) and Occupational Program

Additional required courses (may be taken before or during the first year of the OTA program):

Bio	226	Human Structure and Function I*	4
Bio	227	Human Structure and Function II	4
Soc	201	Introduction to the Study of Society	3

Choose one from the following

Psych	222	Adult Development and Aging	3
		or	
Soc Ser	102	Introduction to Gerontology	3
		or	
Chld Dev	102	Human Growth and Development II	3

OTA sequence requirements

First semester

OTA	107	Occupations of Childhood	5
OTA	108	Practice Skills for the OTA I	2

Second Semester

OTA	109	Occupations of Adolescence and Early Adulthood	5
OTA	110	Practice Skills for the OTA II	2

Third Semester

OTA	209	Occupations of Middle Adulthood	5
OTA	210	Practice Skills for the OTA III	2
OTA	211	Special Topics for the OTA I	**2/3

Fourth Semester

OTA	212	Occupations of Later Adulthood	5
OTA	213	Practice Skills for the OTA IV	2
OTA	214	Special Topics for the OTA II	**2/3

Summer Term***

OTA	215	Fieldwork Level 2A /Professional Seminar	6
OTA	216	Fieldwork Level 2B /Professional Seminar	6
Total Hours			73-75

* Biology 226 has a prerequisite of Biology 121.

**Students must complete a minimum of 6 cr. hrs. in OTA 211 and OTA 214.

***All academic coursework must be completed and an exit exam passed in order for students to proceed to the fieldwork component of the program.

PARALEGAL PROGRAM

(Associate in Applied Science Degree, Code 0304)

(65 credit hours)

The study of paralegal is designed to prepare students with the necessary skills to become highly trained paralegals to meet the needs of corporations, law firms and offices, and other sectors where law related work is performed. This degree requires 21 hours of credit from the General Education Core and 44 credit hours of core paralegal courses for a total of 65 credit hours. Students completing an A.A.S. in Paralegal will find themselves employable in any area where law related work is conducted. A significant component of the paralegal program will be a mandatory internship, which will be required during the last semester of a student's program.

Introductory Courses (may be taken concurrently)

Bus	147	Introduction to Paralegal Studies	3
Bus	148	Civil Litigation	3
Bus	149	Family Law	3

Advanced Courses:

Bus	150	Legal Research & Writing I	3
Bus	219	Real Estate Law for the Paralegal	3
Bus	220	Criminal Law for the Paralegal	3
Bus	222	Business Law for the Paralegal	3
Bus	223	Tort Law	3
Bus	224	Wills, Trusts & Probate	3
Bus	225	Legal Research & Writing II	3

Choose two courses from:

Bus	227	Elder Law	6
Bus	228	Environmental Law for the Paralegal	6
Bus	229	Immigration Law	6
Bus	238	Legal Ethics	6
Bus	239	Business Organization	6

Choose one course from:

Bus	226	Internship for the Paralegal	3
Bus	240	Computers in the Law office	

General Education:

English	101	Composition I	3
English	102	Composition II	3
Speech	101	Fundamentals of Speech Communication	3
Pol Sci	201	The National Government	3
Soc Sci	102	General Course II/Social Science	3
CIS	120	Introduction to Microcomputers	3

Choose one course from:

Hum	123	Introduction to Arts and Ideas	3
Hum	201	General Humanities I	

Choose one course from:

Phil	105	Logic	3
Phil	106	Introduction to Philosophy	
Phil	107	Ethics	

Total Hours **63**

PROPERTY MANAGEMENT CLERK CERTIFICATE

(Basic Certificate, Code 0368)

(12 credit hours minimum)

Provides the student with the basic knowledge of the property management field and prepares students for entry level positions in the area of affordable and supportive housing. Program includes computer skills training and an internship.

Required courses:		credit hours	
SOC SER	110	Introduction to Property Management	3
SOC SER	111	Tenant Services & Communications	2
SOC SER	112	Desk Clerk Operations & Security	3
CIS	120	Introduction to Microcomputers	3
SOC SER	113	Internship Property Management Clerk	1
Total Hours		12	

PROPERTY MANAGEMENT LEASING SPECIALIST

(Basic Certificate, Code 0369)

(24 credit hours minimum)

A continuation of study in the property management field to prepare people for entry-level jobs as occupancy and leasing specialists. Includes computer and business math courses, as well as field training in an affordable or supportive housing building.

Required courses:

SOC SER	110	Introduction to Property Management	3
SOC SER	111	Tenant Services & Communications	2
SOC SER	112	Desk Clerk Operations & Security	3
CIS	120	Introduction to Microcomputers	3
SOC SER	113	Internship Property Management Clerk	1
SOC SER	114	Marketing & Leasing	3
SOC SER	115	Property Management Finance & Accounting	2
SOC SER	116	Property Maintenance & Risk Management	3
BUS	141	Business Math	3
SOC SER	117	Internship Occupancy Specialist	1
Total Hours		24	

PSYCHIATRIC REHABILITATION CERTIFICATE PROGRAM

(Basic Certificate, Code 0258)

(14 credit hours minimum)

The Psychiatric Rehabilitation certificate program is comprised of course work and an internship which, when combined with two years experience in the field, entitles the graduate to work on the same level as those with bachelor's degrees. The program was developed in a cooperative effort between the University of Chicago Center for Psychiatric Rehabilitation and the Illinois Department of Mental Health.

Psych Rehab	101	Survey of Psychiatric Rehabilitation	3
Psych Rehab	102	Psychiatric Rehabilitation Skills	3
Psych Rehab	103	Health Skills for Psychiatric Rehabilitation	3
Psych Rehab	104	Vocational & Community Living Skills	3
Psych Rehab	105	Internship/Psychiatric Rehabilitation Survey/Skills	1
Psych Rehab	106	Internship/Health Skills, Vocational Comm. Living	1
Total Hours			14

RADIOGRAPHY

(Associate in Applied Science Degree, Code 0246)

(75 credit hours minimum)

Study of the theory, technical skills, patient care, and techniques necessary to use radiation in the diagnosis of disease can lead to employment as an X-ray technologist or radiographer in private and public hospitals, clinics, and laboratories.

The mission of the Wright College program in Radiography is to prepare graduates to function as integral members of the healthcare team. To accomplish this mission, the program is designed to provide the necessary professional skills, progressive maturity, and the intellectual, social, and emotional values necessary to make the graduate a trustworthy member of the healthcare team.

The program goals are:

- to provide the healthcare community with a graduate possessing the knowledge and skills to function capably in the patient care environment.
- to provide an educationally supportive environment that will produce a graduate able to successfully pass the nationally recognized certification examination.

Students must complete Mathematics 140 and Biology 120 in order to be considered for admission. If more candidates apply than the program can accept, the best qualified will be admitted. Provisional admission is not provided for in this program.

Upon completion of the program of study, the graduates become eligible to take the national certification exam offered by the American Registry of Radiologic Technologists (ARRT). In addition, they are also eligible to apply for a license issued by the Illinois Emergency Management Agency/Division of Nuclear Safety.

GENERAL EDUCATION REQUIREMENTS

CIS	120	Introduction to Microcomputers	3
English	101	Composition	3
Psych	201	General Psychology	3
Bio	226	Human Structure and Funct I	4
Bio	227	Human Structure and Funct II	4
Total Hours			17

FIRST YEAR, RADIOGRAPHY CURRICULUM

Fall Semester

Rad	101	Intro to Rad Sciences	2
Rad	102	Attitudes in Patient Care	2
Rad	124	Intro to Patient Care	2
Total Hours			6

Spring Semester

Rad	105	Imaging Physics	3
Rad	115	Basic Prin. of Image Prod.	3
Rad	140	Intro to Clin. Ed.	4
Total Hours			10

Summer Semester

Rad	128	Image Evaluation	1
Rad	131	Radiographic Procedures I	2

Rad	141	Radiography Clin. Ed. I	4
Total Hours			7

SECOND YEAR, RADIOGRAPHY CURRICULUM

Fall Semester

Rad	205	Applied Rad. Technique	3
Rad	208	Radiobiology	3
Rad	232	Radiographic Proc. II	4
Rad	242	Radiography Clin. Ed. II	4
Total Hours			14

Spring Semester

Rad	200	Pathology	3
Rad	206	Imaging	2
Rad	233	Radiographic Proc. III	4
Rad	234	Special Radiographic Proc.	2
Rad	243	Radiography Clin. Ed. III	4
Total Hours			15

Summer Semester

Rad	202	Radiology Management	1
Rad	244	Radiography Clin. Ed. IV	5
Total Hours			6

Total Cumulative Hours			75
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Course Descriptions

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ADDICTION STUDIES [118] [See Mental Health] (MENHLTH)

ANTHROPOLOGY (ANTHRO) [081]

ANTHROPOLOGY 201

Introduction to Biological and Cultural Evolution of Humans - Survey and analysis of the fundamentals of prehistoric archaeology, fossil primates and primate evolution, primate behavior, human genetics and the variations of human populations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

ANTHROPOLOGY 202

Cultural Anthropology - Comparative study of human societies and cultures of the world; cross-cultural investigation of social organization and political, economic, religious and family systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

ARCHITECTURE (ARCHITC) [005]

ARCHITECTURE 104

History of Architecture I - The study of the development of early architecture through the mid-18th century. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

ARCHITECTURE 105

History of Architecture II - The study of architecture since the mid-18th century. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

ARCHITECTURE 121

Architectural Drawing I - Introduction to techniques of graphic expression, emphasis on using graphic means for communication. Writing assignments, as appropriate to the discipline, are part of the course. 3 lecture and 2 lab hours per week. 4 credit hours.

ARCHITECTURE 122

Architectural Drawing II - Continuation of Architecture 121. Emphasis on developing skills in shading, proportion, pencil and introduction to pictorial and other rendering techniques. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 121 or Consent of Department Chairperson. 3 lecture and 2 lab hours per week. 4 credit hours.

ARCHITECTURE 123

Architectural Drawing III - Continuation of Architecture 122. Emphasis on developing skills in pictorial and perspective drawing and sketching, color, form, and presentation skills. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 121, or Architecture 122, or Consent of Department Chairperson. 3 lecture and 2 lab hours per week. 4 credit hours.

ARCHITECTURE 166

Concepts of Planning - In-depth examination of criteria which influence architecture; programming, site analysis, mechanical and structural considerations; applications of delineation techniques; examination of philosophy of significant architects and their work. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 4 lecture and 2 lab hours per week. 5 credit hours.

ARCHITECTURE 170

Computer-Aided Design for Architectural Drafting - Introduction to design and drafting techniques using computer-aided (CAD) systems; use of basic command structures, keyboard and menu tablets; text, dimensioning and pen and layer selection. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 121, or Engineering 100, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

ARCHITECTURE 171

Computer-Aided Design II for Architectural Drafting - Intermediate drafting and design techniques using computer-aided design (CAD) systems; dimensioning and text, 3-D geometric constructs, advanced editing techniques, file handling and plotter utilization. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 170, or Mechanical Technology 170. 2 lecture and 2 lab hours per week. 3 credit hours.

ARCHITECTURE 172

Computer-Aided Design III for Architectural Drafting - Advanced drafting and design techniques using computer-aided design/drafting (CAD) programs; techniques of file handling, drawing, solid modeling and rendering. Hardware and software requirements will be discussed. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 171 and Mechanical Technology 171, or Consent of Department Chairperson.
2 lecture and 2 lab hours per week.
3 credit hours.

ARCHITECTURE 173

Architecture-CAD with Third Party Applications-Introduction to third party programs used to develop architectural designs and construction documents via Computer-Aided Design (CAD). Add-on programming to the base Drafting package AutoCAD. Student will have hands-experience with automated architectural programs that streamline management handling and the basic command structure. Utilization of comprehensive library symbols with smart features. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 171.
2 lecture and 2 lab hours per week.
3 credit hours.

ARCHITECTURE 174

Computer Aided Design V for Architectural Drafting - Introduction to Third Party programs used to develop architectural designs and construction documents via Computer-Aided Design(CAD). Add on programing to the base drafting package AutoCAD. The students will have experience with 3-D studio. This course will include three-dimensional modeling with complete rendering. The model will include texture of materials, various lighting schemes with shade and shadow. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 172 or Consent of Department Chairperson.
2 lecture and 2 lab hours per week.
3 credit hours.

ARCHITECTURE 202

General Construction - Study of materials used in building construction, their growth or manufacture, preparation and application; emphasis on frame and masonry construction types; working drawings and structural details. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 121 or Consent of Department Chairperson.
2 lecture and 4 lab hours per week.
4 credit hours.

ARCHITECTURE 204

General Construction, Advanced - Continuation of Architecture 202. Emphasis on advanced structural detailing and working drawings. Writing assignments,

as appropriate to the discipline, are part of the course. Prerequisite: Architecture 202 or Consent of Department Chairperson.
2 lecture and 4 lab hours per week.
4 credit hours.

ARCHITECTURE 266

Architectural Planning - Application of planning concepts to basic architectural problems through development of selected design projects emphasizing relation to function; project presentation will employ models and pictorial rendering techniques in various media; current architectural thought explored through examples of building types. Writing assignments, as appropriate to the discipline, are part the course. Prerequisite: Architecture 166, or Consent of Department Chairperson.
4 lecture and 2 lab hours per week.
5 credit hours.

ART (ART) [010]**ART 103**

Art Appreciation - Appreciation of art works taken from all cultures and periods. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

ART 118

Cinematography I - Fundamentals of film making: editing, photography, sound and experimental uses of the camera; student shoots and edits film, adds sound. Laboratory and field trips. Writing assignments, as appropriate to the discipline, are part of the course.
1 lecture and 2 lab hours per week.
2 credit hours.

ART 119

Cinematography II - Continuation of Cinematography I. Laboratory and field trips. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 118.
1 lecture and 2 lab hours per week.
2 credit hours.

ART 130

African-American Art - Survey of African-American art over last 150 years; covers African-American crafts and sculpture during 19th Century; realistic painters of early 20th Century; cubistic and abstractionist influences on painting and sculpture; non-revolutionary artists such as Charles White, Henry O. Tanner, Aaron Douglas and Hughie Lee-Smith. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

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ART 131

General Drawing - Still-life, landscape and human figure; experimentation with various media. Writing assignments, as appropriate to the discipline, are part of the course.
6 lab/studio hours per week.
3 credit hours.

ART 132

Advanced General Drawing - This course builds on and refines the experiences of General Drawing focusing on a variety of color media. Emphasis is on invention and formal concerns. Explorations into abstraction, non-objective, and fabricated image making are covered in this class. Course includes vocabulary development, critical activities, and reference to historic models of drawing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 131.
6 lab/studio hours per week.
3 credit hours.

ART 141

Introduction to the Visual Arts - Practical application of fundamentals of visual arts. Includes study of line, texture, color, shape and volume in various media. Recommended for pre-teachers. Writing assignments, as appropriate to the discipline, are part of the course.
6 lab/studio hours per week or 1 lecture and 2 lab hours per week.
3 credit hours. 2 credit hours

ART 142

Figure Drawing and Composition - Study of the human figure in action and still poses; sketching, long poses, memory work, and portraiture. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 131 or Consent of Department Chairperson.
6 lab/studio hours per week.
3 credit hours.

ART 143

Advanced Figure Drawing - Development of skills. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 142.
6 lab/studio hours per week.
3 credit hours.

ART 144

Two Dimensional Design - A studio course exploring the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. Fundamental design and experimentation in relationships of line, shape, textures, and color. Writing assignments, as appropriate to the discipline, are part of the course.
6 lab/studio hours per week.
3 credit hours.

ART 145

Three Dimensional Design - Study of the fundamentals of the formal systems and basic elements of visual organization through three-dimensional design principles and theories; use of a variety of media, including recent and traditional materials, such as clay and plaster. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 144 or Consent of Department Chairperson.
6 lab/studio hours per week.
3 credit hours.

ART 150

Crafts Workshop - Creation and construction of art forms in clay, metal, cloth, plaster and wood; art process in both two and three dimensions; recommended for teachers. Writing assignments, as appropriate to the discipline, are part of the course.
1 lecture and 2 lab hours per week.
2 credit hours.

ART 161

Freehand Drawing - Elementary drawing in charcoal and pencil from simple groups, block forms, still life and architectural ornament; includes developing pencil technique. No previous drawing experience necessary. Writing assignments, as appropriate to the discipline, are part of the course.
6 lab/studio hours per week or 1 lecture and 2 lab hours per week
3 credit hours 2 credit hours

ART 163

Water Color Painting - Elementary painting and sketching including still life, landscape and figure painting. Writing assignments, as appropriate to the discipline, are part of the course.
1 lecture and 2 lab hours per week.
2 credit hours.

ART 166

Oil Painting Techniques - A studio course that serves as an introduction to painting techniques and color principles applied to the exploration of oil and painting media. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 131 or Consent of Department Chairperson.

6 lab/studio hours per week.

3 credit hours.

ART 167

Advanced Oil Painting Techniques - Advanced techniques and experimentation in use of materials and the development of creative styles in oil painting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 166 or Consent of Department Chairperson.

1 lecture and 2 lab hours per week.

2 credit hours.

ART 171

Production Art - Drawing for advertisements, storyboards, cartoons, and brochures; use of cinematic terms in generation of successive images. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week.

2 credit hours.

ART 172

Communications Design I - Design application and merchandising of products and ideas; theory of design of form and function applied to products, brochures, packaging, display, and other commercial designs; application of design in television, magazines, billboards, and posters for advertising industry. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 144 or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

ART 200

Individual Art Projects - For advanced students who have completed beginning level studies in the corresponding discipline specific course, or an equivalent course at another institution, or who can demonstrate proficiency through portfolio review in the skills taught in the corresponding prerequisite course. Work is completed on an independent project, the subject of which is designed through dialogue between student and instructor. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. Not more than an accumulated 6 hours will be counted towards graduation.

1 lecture and 2 lab hours per week.

2 credit hours.

ART 272

Communications Design II - Story boards for television commercials, graphics for television, and development and making of television commercials. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 172, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

ASTRONOMY (ASTROMY) [071]**ASTRONOMY 201**

Descriptive Astronomy I - Descriptive survey of major astronomical facts, concepts, relationships, starting with the solar system and extending to stars, galaxies, cosmogonies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

BIOLOGY (BIOLOGY) [023]

BIOLOGY 100

Critical Readings in Biology – Prepares students to read in the life sciences. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BIOLOGY 106

Environmental Biology - Study of biological basis of environmental science and how humans are a powerful influence on the ecosystem; biological interrelations between natural resources, pollution, and human population dynamics. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement in English 101.

3 credit hours

BIOLOGY 107

Nutrition-Consumer Education - Science of food as it relates to health, including composition and utilization, food preparation and preservation, nutrition, special diets, fad foods, and foods of the future; social and political aspects of food in the worlds future. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BIOLOGY 109

Human Genetics and Evolution - Basis of inheritance; analysis of human pedigrees; sex-linkage; physical and behavioral aspects of human evolution. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BIOLOGY 114

General Education Biology - A laboratory course emphasizing 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. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or English 100 with a C or better, or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.

4 credit hours.

BIOLOGY 115

Human Biology - Examines practical aspects of selected concepts in biology and application to technology. Concepts may include heredity, growth, development, and ecology. Human systems may be studied as they relate to the major topics. Emphasis will be placed on the relationship of the issues to the individual society. Writing assignments, as appropriate discipline, are part of the

course. Prerequisite: Placement test or English 100 with a C or better, or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.

4 credit hours.

BIOLOGY 119

Environmental Biology - This general education laboratory course is geared for environmental science majors as well as non-science majors. The environment and human impacts on natural resources, pollution, and ecosystems are emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week.

4 credit hours.

BIOLOGY 120

Terminology For Medical Careers - Basic medical vocabulary for allied health professionals and others with minimal background in anatomy and physiology; includes study of the human body systems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BIOLOGY 121

Biology I - Cellular and Molecular Biology. Introduction to biochemistry, molecular genetics, cell structure, function and processes. Laboratory required. Writing assignments, as appropriate to the discipline, are part of the course.

4 lecture and 2 lab hours per week.

5 credit hours.

BIOLOGY 122

Biology II - Organismal Biology, Continuation of Biology 121. Ecology and Evolution. An introduction to structure and function of major groups of microorganisms, animals, and plants. Emphasis on evolutionary relationships and ecological principles. Laboratory required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 121 or Consent of Department Chairperson.

4 lecture and 2 lab hours per week.

5 credit hours.

BIOLOGY 130

Human Cadaver Anatomy I - Student-directed learning experiences designed to enhance histology and human cadaver competence. Includes osteology, articulations, skeletal muscles, and neurology. Will satisfy 30 contact hour requirement of Occupational Therapy, Physical Therapy and other medical programs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Biology 226.

.5 lecture and 1 lab hours per week.

1 credit hour.

BIOLOGY 131

Human Cadaver Anatomy II - Continuation of Biology 130. Directed learning experiences are designed to enhance histology and human cadaver competence. Primarily stresses the following areas: cardiovascular, thoracic and abdominal cavity systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Biology 226 and Biology 227, or Consent of Department Chairperson. .5 lecture and 1 lab hours per week. 1 credit hour.

BIOLOGY 200

Field Biology - Natural history of local biota. Laboratory and field identification of plants and animals with a study of their habitats and relationships. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 3 lab hours per week. 3 credit hours.

BIOLOGY 201

Individual Topics in Biology - Students may conduct laboratory research, engage in projects, and attend seminars. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 2 credit hours will be counted towards graduation. 1 lecture and .5 lab hours per week. 1 credit hour.

BIOLOGY 226

Human Structure and Function I - Human anatomy and physiology. This laboratory course is recommended for those contemplating a career in the health professions and emphasizes the structure and function of the human body. Microscopic and gross anatomy correlated with physiology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 114 or Biology 115 or Biology 121, or Consent of Department Chairperson. (Previous completion in Biology 120 (medical terminology) strongly suggested.) 2 lecture and 4 lab hours per week. 4 credit hours.

BIOLOGY 227

Human Structure and Function II - Continuation of Biology 226. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 226 or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

BIOLOGY 241

Genetics - Principles of heredity, structure of genetic material, mechanism transmission, and the role of genetics in evolution. Application of these principles in human and other organisms is included. Writing assignments, as appropriate to discipline, are part of the course. Prerequisite: Biology 101 and Biology 102 or Biology 114 and Biology 115 or Consent of Department Chairperson. 2-3 lecture and 4 lab hours per week. 3-4 credit hours.

BIOLOGY 242

Evolution - Origin, history and development of plants and animals. Includes evidence from anatomy, paleontology, comparative physiology, biochemistry, immunology, genetics. Writing assignments, as appropriate to the discipline, are part of course. Prerequisite: Biology 101 or Biology 102 or Biology 114 or Biology 115 or Consent of Department Chairperson. 50 to 150 minutes per week. 1-3 credit hours.

BIOLOGY 299

Special Topics in Biology - Special topics in biology and biotechnology will be discussed along with appropriate lab and/or field trip activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability. .5 to 5 lecture and 1 to 2 lab hours per week. 1-6 credit hours

BOTANY (BOTANY) [025]**BOTANY 201**

General Botany I - General biological principles applied to anatomy, physiology, reproduction, and heredity of seed plants. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

BOTANY 202

General Botany II - Typical representatives of the plant phyla. Include reproductive cycles, evolutionary advancement, and classification. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 4 lab hours per week. 4 credit hours.

Broadcasting (BROADCT) [011]

BROADCASTING 102

Broadcast Announcing – Develops the ability to transform written copy or script voice performance emphasizing copy preparation, breath control, pronunciation, articulation, use of full dynamic range, microphone techniques, and hand signals. A variety of copy, including commercials, news and public service announcements covered. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

BROADCASTING 210

Radio and TV Workshop – Workshop in both mediums emphasizing variety of producing air programs; location instruction and televising of meetings, plays, sports, TV and radio; both media will be used to compare and isolate various techniques of each area. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week.
3 credit hours.

BUSINESS (BUSINES) [030] For Paralegal Courses See Page 127

BUSINESS 111

Introduction to Business - Survey of modern US business, analyzing organization and types of businesses, major business functions, business and the environment roles, played by business and consumers in the economy and various economic systems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

BUSINESS 141

Business Mathematics - Review of basic arithmetic principles, application of operations to business forms and to analysis and solution of problems of percentage, markup, and markdown, discounts, interest, prorating, life and property insurance, taxation, and payrolls. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

BUSINESS 150

Legal Research and Writing I - This course is one of the requirements of the Paralegal AAS program. It provides an overview of the fundamentals of legal research writing. This course covers the use of primary and secondary source materials research legal questions. It examines different types of legal documents and provides training in legal analysis. The course also includes principles and techniques legal writing and their application to legal correspondence and documents as well as the role of the paralegal in legal research and writing. This is a writing

intensive course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of English 102 and Business 220 and Business 223 with a C grade or better.

150 minutes.
3 credit hours.

BUSINESS 181

Financial Accounting - This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effects of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements as well, and the limitations of using these in making forward-looking business decisions are included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations, cash flow statements and financial statement analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 100 or Business 111 or Business 141 or Mathematics 098 or higher; or concurrent enrollment in Business 141; or Placement Test; or Consent of Department Chairperson

200 minutes per week.
4 credit hours.

BUSINESS 182

Managerial Accounting - This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions are included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181 or Consent of Department Chairperson.

200 minutes per week.
4 credit hours.

BUSINESS 203

Introductory Cost Accounting - General accounting principles applied to factory operations Includes methods of finding costs of specific orders, lots and processes, and the basics of allocating overhead expenses. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181 or Business 182.

150 minutes per week.
3 credit hours.

BUSINESS 205

Intermediate Accounting - Application of funds, analysis of working capital, investments, inventories, amortization and depreciation, and cost expirations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 182 or Business 204.

150 minutes per week.

3 credit hours.

BUSINESS 206

Auditing - Includes external balance-sheet audits, recent developments in techniques of auditing cash, receivables, inventories, investments, fixed assets, and liabilities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 205, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

BUSINESS 208

Federal Income Tax - Study of the principles of the Internal Revenue Code, practical application of tax rules to the preparation of returns, application of accounting to tax matters. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 182, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

BUSINESS 211

Business Law I - Laws of business transactions, including contracts, agency employment, and partnerships, and study of the Uniform Commercial Code. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BUSINESS 212

Business Law II - Continues study of laws covering corporations, negotiable instruments, sales, real estate, and bailments. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BUSINESS 214

The Legal and Social Environment of Business - A study of the legal and social environment of business with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law and employment law. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BUSINESS 216

Entrepreneurship - Entrepreneurial skills, organization, promotion and management of self-employment or administration in occupations and organizations; research and discussions with successful owners and managers in the business community. Students receive practice in planning, decision-making and self-evaluation. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BUSINESS 224

Wills, Trusts and Probate - This course is one of the requirements of the Paralegal Program. It covers both the theoretical and practical knowledge needed in the planning and probate processes. It covers wills, trusts, and estate administration. The course emphasizes the role of the paralegal in the drafting of estate planning documents and carrying out probate procedures. Emphasis is placed on applicable Illinois law and Federal tax laws. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 149, and Business 222 and Business 219 with a C grade or better.

150 minutes per week.

3 credit hours.

BUSINESS 227

Elder Law - This course is an overview of legal issues that are increasingly relevant as the older population increases. It covers a variety of legal documents and legal situations which affect the elderly. It also covers topics such as asset management, estate planning, health care, personal planning and protection, resources of both public and private agencies and organizations, and the court systems. It examines the role of the paralegal in interacting with elderly clients as well as using the various resources available in elder law. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 149 and Business 222 and Business 219 with a grade of C or better.

150 minutes per week.

3 credit hours.

BUSINESS 228

Environmental Law for the Paralegal - This course examines the fundamental concepts of environmental law. It emphasizes both state and federal laws and regulations to preserve and protect the environment. It covers the specific areas of air control, water quality control, toxic substance control, waste management, and hazardous releases. It also covers energy policy, natural resources, international environmental law, and current environmental issues. It focuses on the role paralegal in environmental law. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 222 and Business 219 with a grade of C or better.

150 minutes per week.

3 credit hours.

BUSINESS 229

Immigration Law - This course provides an overview of the federal immigration system and the concepts and procedures of immigration law for the paralegal. It examines immigration law and regulations as well as practical applications in immigration law including the naturalization process, visa procedures, and the rights and obligations of aliens in the United States. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 223 and Business 220 with a grade of C or better.
150 minutes per week.
3 credit hours.

BUSINESS 230

E-Business Marketing - Explores resources, knowledge, skills, practices and techniques necessary to conduct business online. Explores nature and impact of e-commerce business and business operation, resources required and available, customer relationship management, ordering systems, end-to-end marketing and performance, and control systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111, or CIS 120, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

BUSINESS 231

Marketing - Examines the functions and objectives of marketing. Includes the flow of industrial and consumer goods through the marketing system, and the role of the consumer, the product, the market, the pricing policies, promotion and distribution methods. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111.
150 minutes per week.
3 credit hours.

BUSINESS 232

Fundamentals of International Business - Analysis of problems stemming from the movement of goods and services, human resources, technology, finance, and ownership across national boundaries. Direct focus on the development of management skills in handling problems of multinational business. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111 or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

BUSINESS 236

Advertising - Study of basic functions, principles, and techniques of advertising, including the role of advertising in the marketing system. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

BUSINESS 237

Selling - Factors of successful selling of goods or ideas; buying motives, sales psychology, customer approach, and sales techniques. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

BUSINESS 239

Business Organizations and Agency Law - This course is an elective in the Paralegal AAS program/plan. It provides the student with an overview of the formation and operation of business enterprises, exposes the student to types of business organizations and to the law surrounding principal/agent relationships. Students will learn about sole proprietorships, general and limited partnerships, limited liability companies and corporations. The role of a corporate paralegal is covered as it relates to the benefits and disadvantages of each type of entity as well as the formation, dissolution and recordkeeping for each of these entities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Business 222 or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

BUSINESS 240

Computers in the Law Office - This course is an elective in the Paralegal AAS program and can be taken in lieu of the Internship Requirement. The course is designed to be a general introduction to the use of computers and software programs in the modern law office. Office organization, legal terminology, fees and billing procedures, e-filing, scheduling and calendaring, preparation and maintenance of case files, preparation of law office forms, and an introduction and survey of a variety of legal specific software and legal Web resources are involved in this course. Students will develop a greater appreciation for computers by learning how computers can help paralegals complete tasks and assignments. This course includes hands on computer exercises using professional software programs and Web resources used in the law office by paralegals. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Business 223 or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

BUSINESS 241

Introduction to Finance - Surveys methods of financing business enterprises and their relationships to personal and company investment policies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181 or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

BUSINESS 244

Fundamentals of Investments - Personal investment programs including the sources and uses of investment information. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BUSINESS 250

Computerized Accounting Systems - Computerized Accounting focuses on exposing the student to various computerized accounting systems and how these systems accomplish the goals of accounting information system of a business entity. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181, or CIS 120 or equivalent, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

BUSINESS 257

Principles of Retailing - Functions of retailing, including current trends and problems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BUSINESS 258

Small Business - Organization and operation of small-scale retail, trading, service or manufacturing business. Problems of location, financing, labor, accounting production, taxes, and insurance. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

BUSINESS 269

Principles of Management - Analysis of major functions and principles of management; emphasis on supervisory and operating levels of management; theories, policy-making, effective communications and art of decision-making. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111 or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

BUSINESS 271

Human Resources Management - Employment techniques, wages and hours, job evaluation, training, employee ratings, collective bargaining, employment counseling and collateral benefits, such as pensions and fringe benefits. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

CAD TECHNOLOGY (MEC TEC) [049]

(Computer-Aided Design)

CAD TECHNOLOGY 130

CAD Technology I - Application of pictorial techniques used in preparation of industrial illustrations; study of oblique, axonometric, perspective and exploded views; methods and techniques of shading, commercial media and reproduction. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 100 or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

CAD TECHNOLOGY 170

CAD Technology II - Introduction to programming techniques using computer-aided (CAD) systems; use of basic command structures, keyboard and menu tablets; text dimensioning and pen and layer selection. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 100, or Engineering 110, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

CAD TECHNOLOGY 171

CAD Technology III - Intermediate programming techniques using computer-aided (CAD) systems; techniques of file handling, archiving and plotting; drawing manipulations of translation and rotation to prepare for CAD system operation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 170, or CAD Technology 170, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

CAD TECHNOLOGY 172

CAD Technology IV - Advanced planning concepts and designs using computer-aided systems; techniques of file handling, archiving, and plotting; drawing manipulations translation and rotation to prepare for CAD system operation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CAD Technology 171 or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

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CHEMISTRY (CHEM) [073]

CHEMISTRY 121

Basic Chemistry I - Principles of general inorganic chemistry, including properties of matter, dimensional analysis, fundamentals of stoichiometry, interpretation of the periodic table, nomenclature and introduction to solution chemistry and commonly used concentration units. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Concurrent enrollment in Chemistry 100 and Placement test, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week.
4 credit hours.

CHEMISTRY 201

General Chemistry I - Topics include the periodic table of the elements, atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, thermo chemistry, the gaseous state, basic concepts of the liquid states, solutions, acids and bases. Writing assignments, as appropriate to discipline, are part of the course. Prerequisite: Eligibility for Mathematics 140 or higher, and Grade of C or better in Chemistry 121, or one year of high school Chemistry, or Consent of Department Chairperson.

4 lecture and 4 lab hours per week.
5 credit hours.

CHEMISTRY 203

General Chemistry II - Topics include equilibrium, acid-base equilibria, solubility equilibria, kinetics, thermodynamics, electrochemistry, coordination compounds, chemistry and descriptive topics in organic chemistry. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Chemistry 201, or Consent of Department Chairperson.

4 lecture and 4 lab hours per week.
5 credit hours.

CHEMISTRY 204

Quantitative Analysis - Gravimetric, volumetric, and calorimetric procedures; techniques of quantitative measurement applied to the determination of percentage composition, equilibrium constants and the reliability of data. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 203.

2 lecture and 4 lab hours per week.
4 credit hours.

CHEMISTRY 205

Organic Chemistry I - Fundamentals of organic chemistry, orbital and structural aliphatic and aromatic hydrocarbons, alkyl halides, structural isomerism, introduction to functional groups, nomenclature, stereochemistry, reaction mechanisms, resonance theory, and spectroscopy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 203, or Consent of Department Chairperson.

4 lecture and 4 lab hours per week.
6 credit hours.

CHEMISTRY 207

Organic Chemistry II - Continuation of study of organic chemistry: alcohols, and ketones, carboxylic acids, functional derivatives of carboxylic acids, heterocyclic compounds, spectroscopy; laboratory emphasis, organic synthesis and spectroscopic analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Chemistry 205, or Consent of Department Chairperson.

4 lecture and 4 lab hours per week.
6 credit hours.

CHEMISTRY 212

Survey of Organic and Biochemistry - Survey of organic chemistry including nomenclature and reactions of major functional groups essential to biochemistry and an introduction to the structure and function of biomolecules, and the metabolism of proteins, lipids and carbohydrates. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 201, or Consent of Department Chairperson.

3 lecture and 3 lab hours per week.
4 credit hours.

CHEMISTRY 295

Independent Research In Chemistry I - Original laboratory research supervised by a faculty either on campus or off campus. A well defined academic goal must be outlined by the instructor and the student. This course will usually require library research, laboratory work, and the preparation of final and oral reports. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

1-2 lecture and 5-20 lab hours per week.
3-6 credit hours.

CHILD DEVELOPMENT (CHLD DV) [090]

CHILD DEVELOPMENT 101

Human Growth and Development I - Foundation course in theory and principles of development, conception through early adolescence. In-depth study of physical, social/emotional, cognitive, language development including children's play. Fifteen hours of observations included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or English 101.

200 minutes per week.
4 credit hours.

CHILD DEVELOPMENT 205

Development of the Exceptional Child - Study of children whose development does not follow normal patterns; problems of identification, diagnosis and potential assessment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Child Development 101 or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

COMMUNICATION MEDIA (CMMEDIA)

[004] (also see *Media Communications 011*)

COMMUNICATION MEDIA 161

Beginning Photography - An introduction to black and white photography as an art medium, including the basics of camera and darkroom techniques and relevant aesthetic, historic, and critical issues. Writing assignments, as appropriate to the discipline, are part of the course.

6 lab/studio hours per week.

3 credit hours.

COMMUNICATION MEDIA 162

Photography of Persuasion - Advanced photography darkroom skills; past and present use of photography in persuasion as in advertising and political campaigns; different approaches in magazine and newspaper advertising employing photographs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Communications Media 161, or Art 115, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

COMMUNICATION MEDIA 163

Film Rhetoric - Introductory film making skills, both camera and editing; film viewing designed to cultivate students' understanding of how films affect them; includes terminology, effects of film on people, how these effects are achieved, concepts of criticism and advertising. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

COMMUNICATION MEDIA 167

Digital Photography - A course for photographers and photography students exploring applications of digital photography in the field of photography. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

COMPARATIVE RELIGION (RELIGN) [133]**COMPARATIVE RELIGION 104**

Islamic Scriptures: The Qur'an - The study of the Qur'an with an emphasis on its historical, cultural, and intellectual settings; literary characteristics; and the scholarship related to its various translations and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

COMPARATIVE RELIGION 106

Comparative Religion I/Eastern Religion - Comparison and investigation of major Eastern religions. Includes origins, rituals, religious knowledge and destiny. This course concentrates on the religions of the Eastern world. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

**COMPUTER AIDED DESIGN
(see CAD Technology) (MEC TEC) [049]****COMPUTER INFORMATION SYSTEMS
(CIS) [162]****CIS 101**

Introduction to Computer Information Systems - Theory and application of computers in information management; career opportunities, problem solving techniques, input/output media, microcomputer applications, and Internet application. Writing assignments, as appropriate to the discipline, are part of the course. Laboratory hours to be arranged. Prerequisite: Placement test or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

CIS 103

Introduction to BASIC Language - The most simplified of all computer languages. How to use the BASIC language in solving problems in mathematics, science, business and other fields. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test and Math 99 or higher, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

CIS 116

Introduction to Operating Systems - An overview including a theoretical and practical framework for the study of controlling software in the microcomputer environment using prevailing cooperating systems. The concepts of interrupt handling, scheduling and query techniques, and access and storage methods will be clarified through readings and discussions. Writing assignments, as appropriate to the discipline, are part the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credits up to six will be counted towards elective credit and requires the Consent of the Department chairperson.

150 minutes per week.

3 credit hours.

CIS 120

Introduction to Microcomputers - Fundamental concepts of computer information systems as applied to microcomputers in business and personal use; includes hands-on experience with a variety of microcomputer software. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credit hours up to 6 will be counted towards elective credit and requires the Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

CIS 122

Introduction to Word Processing on Microcomputers - This course will provide the students with the concepts of word processing as they apply to microcomputers in business and personal use. Laboratory assignments provide hands-on experience with microcomputer processing software. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT requirements. Additional earned credit hours up to six will be counted towards elective credit and requires the Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

CIS 123

Introduction to Spreadsheets on Microcomputers - Fundamental concepts of computer programs as exemplified in the electronic spreadsheet. Emphasis on business applications and personal financial management and tax preparation. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credit hours up to 6 will be counted towards elective credit and requires the Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

CIS 135

Introduction To COBOL Programming - Writing programs in COBOL for typical business problems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

CIS 142

Introduction to C or C++ Language - Fundamentals of structured problem-solving in C language: emphasis on: syntax, data types, operators, control structures, functions program structure, pointers, arrays, input, and output; students will complete programs of moderate size and complexity. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 103, or CIS 106, or CIS 107, or CIS 130, or CIS 135, and Math 99 or higher, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

CIS 144

Introduction to Java Programming Language - In this course the students shall learn the basics of a block-structured high-level programming language commonly used in internet applications. The topics include the introduction to: procedural and data abstraction programming styles; the concepts of design, testing, and documentation in programming, programming platforms, and software developments; selection, repetition, and control structures; the basic programming elements of arrays, records, and files. Upon completion of this course, the students shall be equipped with the basic skills of Internet programming for problem solving and algorithm development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 142 with a C grade or better.

2 lecture and 2 lab hours per week.

3 credit hours.

CIS 145

Introduction to Database on Microcomputers - In-depth concepts of database as they apply to Microcomputers in business and personal use to build information management systems. The network, hierarchical, and relational models are discussed. DBMS on microcomputers are used for lab assignments to implement the rational models. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three hours will count towards the CIS/IT degree requirements. Additional earned hours up to six will be counted towards elective credit and requires the Consent Department Chairperson

150 minutes per week.

3 credit hours.

CIS 158

Beginning Internet - This course will introduce the student to the basic concepts and usage of the Internet. Emphasis will be on the access of information from and development of HTML documents for the World Wide Web. Consideration will also be given to other Internet protocols (Gopher, FTP, Email, and Usenet) and to the principles and terminology relevant to networking in general. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 101, or CIS 120, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

CIS 181

WebDevelopmentI/BasicWebTechnologies-Introduction to Web Development with emphasis on architecture, layout structure, template development, documentation and form development. This course will focus on the development of a basic template driven website. Style sheets will be used to organize and present page content. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 116, or CIS 120, or Consent of Department Chairperson.
2 lecture and 2 lab hours per week.
3 credit hours.

CIS 182

Web Development II/Client Side Scripting - Continuation of the Web Development series. This course integrates all of the skills learned in CIS-0181 and focuses on client side scripting to verify data entry, manipulate and control Web page elements, and store information on the client machines using cookies. Methods for initiating user authentication will also be covered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 181, or Consent of Department Chairperson.
2 lecture and 2 lab hours per week.
3 credit hours.

CIS 203

Advanced Basic Programming - A course in event-driven programming using the Visual Basic programming language. Includes algorithm development, structured design and file processing. Covers topics in the use of various controls including control arrays, exception handling and the use of multiple forms. Introduces database manipulation using Microsoft Access and database controls. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 103, and CIS 106, or CIS 142, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

CIS 235

Advanced COBOL Programming - Building on prior COBOL experience, structured design, implementation, testing, and documentation using COBOL. Arrays, records, string processing and files are covered. Direct access file techniques, control logic, master file update, sorting, and searching techniques, and interactive programming. Program linkage and parametric processing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 135, and CIS 142, or CIS 106, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

CIS 244

Advanced Java Programming Language - In this course, the students shall learn the advanced topics of using the Internet programming language for design and implementation of large-scale problems; management of abstract data types; data structures (files, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory scope, block structures); text processing; introduction to searching and sorting algorithms. The programming for computer graphics and animation will be introduced and implemented for Internet usage. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 144 with a C or better.
2 lecture and 2 lab hours per week.
3 credit hours.

CIS 250

Introduction to Systems - Introduction to analysis and design of information systems; includes analysis of organization and procedure, forms and work-flow, equipment selection, and implementation of systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 244 with a C or better.
150 minutes per week.
3 credit hours.

CIS 258

Advanced Internet - This course will extend the introductory concepts of CIS 158 exposing the students to a variety of Internet and general networking concepts. These include interactive forms and CGI programming for the World Wide Web, multimedia development, Intranets, server installation and management, and database connectivity. Upon completion of the course, the student should be able to administer a simple website. Writing assignments, as appropriate to the discipline, are part of course. Prerequisite: CIS 158, or CIS 257, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

CIS 281

Web Development III/ Server Side Programming - Continuation of the Web Development series. Part III integrates skills learned in previous courses and presents dynamic web programming using server-side programming techniques. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 182, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.
3 credit hours.

CIS 282

Web Development IV/Web Database Integration - Part IV integrates all of the skills using basic markup, scripting language and server-side programming and focuses on the integration of databases into a website. Retrieval, storage, modification, and presentation from a database are all covered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 281, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week.
4 credit hours.

COMPUTER SECURITY AND FORENSIC INVESTIGATION {CSFI} (COMPSFI) [162]

CSFI 101

General Technology Essentials – This course uses a basic requirement for both the Information Security Certificate and the Computer Forensics Investigation Certificate Program. This course is designed to provide essential knowledge in the information security field. It will explore the basic areas of knowledge necessary to understand information security architecture and lay a firm foundation for further study and coursework. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.
4 credit hours.

CSFI 102

Introduction to Information Security - This course is one of the requirements for both the Information Security Certificate Program and the Computer Forensics Investigation Certificate Program. It is open to students with a specific interest in those fields as criminal justice majors and law enforcement professionals. This course will explore the importance of protecting information for the individual as well as the corporate and government sectors. The course will provide an overview of the principles and practices of information security. It is designed to introduce students to systems and monitoring procedures and to examine some of the critical elements. It will provide an overview of the current trends in information security, the challenges faced when attempting to build a secure security system. It explores possible countermeasures to intrusions. Writing assignments, as appropriate to the discipline,

are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.
4 credit hours.

CSFI 202

Introduction to Cybercrime - This course is one of the requirements of the Computer Forensic Investigation Certificate Program intended primarily for criminal justice majors and law enforcement professionals, but it is also open to other students with a specific interest in the field. With the increase in the use of computers to process digital information comes a corresponding increase in crimes that try to exploit that information. The rate of these cybercrimes is rapidly rising as the level of sophistication does of such crimes. This course is designed to introduce types and levels of cybercrime, the far-reaching consequences of such crime, recovery measures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CSFI 101 and CSFI 202.

150 minutes per week.
3 credit hours.

CSFI 203

Financial Cybercrime - This course is one of the requirements of the Computer Forensic Investigation Certificate Program intended primarily for criminal justice majors and law enforcement professionals, but it is also open to other students with an interest in the field. It will explore the world of economic cybercrime. E-commerce is fast becoming the way to do business. Many businesses and corporations have sustained major monetary losses because of attacks on their networks. Customer privacy has been compromised, and fraud and embezzlement are fast becoming major arenas of economic cybercrime. This course will explore the various types of economic cybercrime, the far-reaching consequences of such crime, and some recovery and countermeasures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CSFI 102 and CSFI 202.

150 minutes per week.
3 credit hours.

CSFI 204

Introduction to Computer Forensics and Law - This course is one of the requirements of the Computer Forensic Investigation Certificate Program intended primarily for criminal justice majors and law enforcement professionals, but it is also open to other students with a specific interest in the field. The course is designed to provide an introduction to the world of computer forensics and the attendant legal issues concerning privacy and electronic evidence. Crimes involving computer transactions and electronic communication over the internet have spawned a new category of investigative and virtual evidence with far-reaching consequences. This course will explore forensics as the science of collecting, preserving, and analyzing data from computers so they can be admissible at a company discipline hearing or in a court of law. It will also

survey problems of maintaining a secure technological environment, protecting the identity of individuals, as well as protecting confidential information. In addition, it will introduce techniques used in the collection and analysis of evidence. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CSFI 102 and CSFI 202.

150 minutes per week.

3 credit hours.

CSFI 205

Computer Forensics Technology - This course is one of the requirements for the Computer Forensic Investigation Certificate Program. It is primarily open to law enforcement professionals but is also open to students with a specific interest in the field. This course continues the curriculum of Computer Forensics - and the Law and is designed to provide an in-depth, hands-on analysis and practice of computer forensics investigation techniques, technology, and procedures in a setting that simulates a real network environment. The course will demonstrate how to manage investigations from start to finish, how to use computer forensic technology to conduct such investigations, and how to present collected information to attorneys and courts. This course will follow six areas in computer forensic investigation: strategy, documentation techniques, use of technology, industry procedures, courtroom techniques, and enforcement developments and trends. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CSFI 203 and CSFI 204.

6 lab hours per week.

3 credit hours.

CSFI 206

Internet Vulnerability, Criminal Activity and Investigative Procedures - This course is one of the requirements of the Computer Forensic Investigation Program intended primarily for criminal justice majors and law enforcement professionals, but it is also open to other students with specific interest in the field. The course is designed to provide an overview of appropriate lawful investigative procedures for the collection, documentation, preparation and presentation of evidence from internet cybercrime investigations. The lab course focuses on the areas of search and seizure, the use of some evidence analysis presentation software and other appropriate software tools. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 158, or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.

4 credit hours.

CSFI 213

Information Security Technology - This course is designed to provide a hands-on review and analysis in a laboratory environment of the following six major areas of information security technology: firewalls, intrusion detection, virus detection, encryption, authentication/authorization, and trending/tracking/logging/analysis. This provides an understanding of each technology on a conceptual level

as well as understanding of specific technology brands. The course will also demonstrate, build and manage a complete information security architecture within a corporate computing environment. Writing assignments, as appropriate the discipline, are part of the course. Prerequisite: CSFI 102 and CSFI 202.

6 lab hours per week.

3 credit hours.

CSFI 214

Information Security Systems Analysis - This course is one of the requirements of the Computer Forensic Investigation Certificate Program intended primarily for criminal justice majors and law enforcement professionals, but it is also open to other students with a specific interest in the field. The course continues the curriculum of Introduction Information Security (CF 0103) and moves into the identification of classes systems and monitoring procedures. Growing reliance of security on computer systems and networks has necessitated the development of effective security systems to protect proprietary information from both insider and outsider attacks. Widespread use of the internet exposed a new area of vulnerabilities with which business and government must contend. This course will introduce security and monitoring procedures and look at some critical elements of effective security systems. It will provide an overview of the challenges faced when attempting to build a secure security systems. It will explore possible counter-measures to intrusions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, and CIS 120, or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.

4 credit hours.

CSFI 215

Information Security Domain - This course will provide an overview and study of the critical information security domains. The Common Body of Knowledge (CBK) information security is extensive and requires a thorough understanding of the security disciplines or domains. This course will cover what each domain is, what area it encompasses, and how it is integral to the information security process. In addition, the course will provide an excellent preparation for those who wish to pursue certification as an information security professional. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CSFI 213.

150 minutes per week.

3 credit hours.

CSFI 216

Information Security Program Management-This capstone course is one of the requirements the Information Security Certificate Program. It is open to students with a specific interest in the field of information security as well as to criminal justice majors and law enforcement professionals. This course will explore the critical areas of security policies and procedures that govern how an institution views the importance, often underestimated, of securing the network environment. The course will also explore the relationship between those policies and procedures and the network security layers that need to be protected. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite:

CSFI 201 and CSFI 214

150 minutes per week.

3 credit hours.

COOPERATIVE WORK EXPERIENCE [CWE] (COOP EX) [008]

CWE 101

Cooperative Work Exploration – Career planning, job entry skills, guidance to assist students in exploring and assessing their interests, aptitudes and abilities for consideration of career goals; development of skills necessary for job search success and job entry preparation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Credit or concurrent enrollment in English 100, or English 127, and Reading 125, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

Cooperative Work Experience

The Cooperative Education courses listed below are designed to provide employment skills as a concurrent and integral part of a student's educational program in a number of career areas. Students are placed in an approved employment situation mutually agreed upon by the student, college staff, and employer, with the opportunity of applying knowledge and being exposed to work methods unavailable in the classroom. College staff members develop with each student a written educational plan, including performance-based measurable objectives. Guidance and supervision is regularly provided by college staff members who visit students at work and confer with the employer, measure progress, and work out any concerns.

Follow-up seminars with the staff may be scheduled for up to two hours per week.

- Cooperative Work Experience (CWE) 105 and 205 – Business Technologies
- Cooperative Work Experience (CWE) 106 and 206 – Computer Information Systems
- Cooperative Work Experience (CWE) 107 and 207 – Health
- Cooperative Work Experience (CWE) 108 and 208 – Engineering and Industrial Technologies
- Cooperative Work Experience (CWE) 109 and 209 – Natural Science Technologies
- Cooperative Work Experience (CWE) 110 and 210 – Public and Human Services

Students are assigned a job directly related to their academic program, which will enhance educational goals without infringing upon course and program obligations. Academic credit during the regular semester is awarded on a ratio of 1 semester hour of credit to each 5 hours of approved employment per week for part time employment up to 20 hours per week, with a maximum of 4 semester hours credit for the work component.

Academic credit for full time employment is awarded on a ratio of 1 semester hour of credit for each 10 hours of approved employment with a maximum of 4 semester hours of credit for the work component. If offered in conjunction with the work component, 1 semester credit hour is awarded for each seminar hour per week up to a maximum of 2 semester credit hours.

In total, variable credit may be acquired depending on the number of hours on the job and the extent of follow-up seminars, up to a maximum of 3 hours for the summer term or 6 hours during the fall or spring semester. During the summer term, which is one-half the length of the fall or spring semester, semester hours of credit are awarded for credit earned in approved employment. Seminars, if offered, require two hourly meetings per week for one semester hour of credit to a maximum of 1 semester hour of credit. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. Enrollment in an approved program. Completion of a minimum of 12 semester hours or equivalent courses (those required for the major field of study) in the student's major prior to or taken concurrently with such program. No more than 12 semester hours of credit in work experience will be accepted for graduation.

CRIMINAL JUSTICE (CRM JUS) [080]**CRIMINAL JUSTICE 102**

Administration of Criminal Justice - Operation of the agencies of criminal justice: police, prosecution, courts, correctional institutions, probation and parole. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 114

Administration of Juvenile Justice - Studies in the etiology of juvenile delinquency, analysis of the agencies of control of juvenile behavior, and the roles of courts and correctional institutions in the administration of juvenile justice. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 155

Introduction to Corrections - This course covers the history and development of corrections at the local, state and federal levels with emphasis on the goals, structure, and operations of correctional institutions. Included are alternatives to incarceration and the future of corrections within the American criminal justice system. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 170

Scope and Purpose of Private Policing - Study of private policing as an extension of law enforcement in business, industry or mercantile establishments; applications within civil law enforcement; role of the security officer; analysis and development of U.S. public and private policing. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 172

Management and Supervision for Private Policing - Study of police supervisory and management principles; concepts of organization, communication, planning and human relationships, analysis of problems and responsibilities in private security at middle-management; role of security director from behavioral standpoint. Writing assignments, as appropriate the discipline, are part of the course.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 174

Law for Private Police - Survey of criminal law and applications for the private industry; substantial criminal law, rules of evidence, criminal court procedures, presentation; analysis of current civil court actions relating to private security. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 202

Issues In Criminal Justice - Critical issues related to crime and urban society; analysis and evaluation of documents in the field of Criminal Justice. Consideration of newly proposed reforms and the method of implementing these reforms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 211

Introduction to Investigation - Intensive study and analysis in investigative procedures; strategy and tactics of obtaining and analyzing evidence through testimonial evidence, physical evidence and records; reconstructing the crime; preservation of evidence and case preparation. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 221

Police Organization and Management - Police organization as a means by which police goals are achieved. Variations in organizational patterns resulting from differing and changing objectives of police service. Analysis and evaluation of urban law enforcement problems and procedures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 222

Professional Responsibility - Examination of professional ethics and legal responsibilities of the criminal justice practitioner. Legal accountability of criminal justice practitioners; principles and techniques of stress management for maintenance of performance and health. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

CRIMINAL JUSTICE 234

Criminal Law and Procedure - Analysis of the nature of substantive criminal law, with emphasis on its historical and philosophical development in the United States. Examination of constitutional rights of the defendant, as these relate to arrest, rules of evidence, and courtroom procedure at pre-trial and trial level. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

CRIMINAL JUSTICE 250

Introduction to Criminology - This course covers the basics of criminology, criminological theories, principles and concepts, and the history and development of criminology. Included is the study of society's reaction to crime and criminals as well as those organizations and agencies designed to combat crime. Writing assignments, as appropriate to the discipline, are part of course. Prerequisite: Criminal Justice 102, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

CRIMINAL JUSTICE 256

Constitutional Law - Study of the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments to the United States Constitution, as these govern police and court procedures and the rights of citizens. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

ECONOMICS (ECON) [082]

ECONOMICS 201

Principles of Economics I - Covers micro or income analysis; includes money, income determination, public finance, and economic development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

ECONOMICS 202

Principles of Economics II - Covers macro or price analysis; includes the markets, production function, income distribution, and international trade. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

ECONOMICS 204

Money and Banking - Economic history and operation of US monetary and banking business cycles, international exchange, Federal Reserve System, and use of fiscal policies as instruments of economic control. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Economics 201 and Economics 202, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

EDUCATION (EDUC) [083]

EDUCATION 101

Introduction to Education - This course will provide an introduction to teaching as a profession in the American education system. The course offers a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. It includes organizational structure and governance. A field experience is required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

EDUCATION 102

Using Technology in the Class - Prepare pre-service and in-service teachers to integrate technology, including computer and multimedia software, into pre-K through 12th classes. Surveys concepts of technology use, provides hands-on experience with hardware and software, and addresses human, social, and ethical issues related to the use of technology in education. Meets national and state technology standards. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

EDUCATION 203

Educational Psychology - Assessment of aptitudes, capacities, interests, and achievements; and the educational implications of physical, emotional and social development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201 or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ELECTRONICS (ELECTRN) [033]**ELECTRONICS 206**

Digital Circuits and Systems - Covers the analysis and design of digital circuits and digital systems. Includes digital logic, 7-segment displays, clocks, mono-stable multi-vibrators, flip flops, registers, analog to digital and digital to analog converters, counters, timers, sequential and state-variable logic, RAM and ROM. course covers the same material as Electronics 118 and 119 but in an accelerated one-semester approach suitable for a 200-level course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Electronics 101, or Electronics 116, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week.

4 credit hours.

ENGINEERING (ENGR) [034]**ENGINEERING 190**

Computer Applications In Engineering - FORTRAN or C with emphasis in engineering and scientific programming languages such as FORTRAN and APT with emphasis on engineering problems encountered in design and manufacturing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mathematics placement, credit in Mathematics 207, and Engineering 131.

150 minutes per week.

3 credit hours.

ENGINEERING 215

Electrical Circuit Analysis - Basic electric circuits, Nodal and Mesh analysis. Voltage and current laws, circuit analysis techniques and superposition. Operational Amplifiers. RL, RC, and RLC circuits. Frequency response, Resonance, AC power analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisites: Physics 236, and Math 209, and concurrent enrollment in Math 210.

4 lecture and 2 lab hours per week.

5 credit hours.

ENGLISH (ENGLISH) [035]**ENGLISH 098**

Composition - Elements of reading, writing and speaking basic English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or grade of C or better in Reading 099, and Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ENGLISH 100

Basic Writing Skills - Emphasis on individual expression in paragraph form, sentence clarity through knowledge of sentence structure, and correct word forms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Grade C or better in English 098, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ENGLISH 101

Composition - Development of critical and analytical skills in writing and reading expository prose. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or grade of C or better in English 100, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ENGLISH 102

Composition - Continuation of English 101. Introduces methods of research and writing of investigative papers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101.

150 minutes per week.

3 credit hours.

ENGLISH 105

Business Writing - Fundamentals of basic forms of business correspondence. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ENGLISH 107

Report Writing - Letters and reports, methods of collecting and organizing data, methods of presenting facts and ideas effectively. Writing assignments, as appropriate to the discipline, are part of the course.

50-150 minutes per week.

1-3 credit hours.

ENGLISH 150

College Newspaper - News reporting and writing, feature writing, makeup and editorial work; discussion of problems of policy and newspaper. Lab work correlated with publication of college newspapers. Students will carry out all the tasks involved in the writing, publication and distribution of the college newspaper. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 151, or English 152. Not more than an accumulated 4 hours will be counted toward graduation.

50 minutes per week.

1 credit hour.

ENGLISH 151

News Reporting and Writing - Survey of journalism including news reporting and feature writing, makeup and editorial work, business and advertising problems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENGLISH 152

Introduction to Mass Communications - Scope of modern journalism and dominant theories of communication; influences of the media in today's society.

150 minutes per week.

3 credit hours.

ENGLISH 152

Introduction to Mass Communication - Scope of modern journalism and dominant theories of communication; influences of the media in today's society. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENGLISH 241

Creative Writing - Descriptive and narrative writing, concentrating on the writing of poetry, drama, and fiction. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ENGLISH 243

Creative Writing-Fiction - Students will understand the structure and elements of fiction and the writing process, produce fully-developed works of fiction, and demonstrate an understanding of the critical terminology of the creative writer. Student will experiment with different approaches to plot, point-of-view, dialogue, voice, sequence and structure. A minimum of 25-30 finished pages of original work is recommended. Journals, a midterm, and a final exam may also be required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of English 101.

150 minutes per week.

3 credit hours.

ENGLISH 276

Feature Writing for Newspapers and Magazines - This course teaches feature writing for newspapers and magazines. Study and applied skill emphasize idea development for the extended feature article, personality profile, and focus story. Assignments include advanced practice in writing critical reviews on books, music, theater, restaurants, and writing humor. The course also focuses on selling feature articles and introduces students to the business of freelance writing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101.

150 minutes per week.

3 credit hours.

ENGLISH 299

Special Topics in English - Selected topics in English for students interested in further developing their understanding of specific authors, movements, genres, styles of writing, and forms of language; emphasis on linguistic structure, social contact and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability.
50-150 minutes per week.
1-3 credit hours

ENGLISH AS A SECOND LANGUAGE
[SEE ESL] [135 and 137]

ENVIRONMENTAL TECHNOLOGY (ENVR TC) [027]**ENVIRONMENTAL TECHNOLOGY 100**

Introduction to Emergency Management - This introductory course examines the concepts of emergency management. It presents an overview of the various disciplines involved in preparing for emergencies resulting from many different causes. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

ENVIRONMENTAL TECHNOLOGY 101

Basic Skills in Emergency Management - This course provides a background in aspects of emergency management that would apply in any emergency. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

ENVIRONMENTAL TECHNOLOGY 102

Leadership/Influence/Communication - Among the most important attributes of the successful emergency manager is the ability to fill a strong authority position that will aid them in accomplishment of tasks that would need to be done to deal with an emergency. This course is designed to provide a basic understanding of the skills needed by emergency managers that will allow them to lead and motivate emergency responders. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

ENVIRONMENTAL TECHNOLOGY 103

Introduction to Emergency Planning - The importance of planning for emergencies before they occur has long been recognized as the key to minimizing their impact. This course is designed to provide a basic overview of the concepts of pre-planning needed to deal with a wide range of emergency situations. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

ENVIRONMENTAL TECHNOLOGY 104

Energy Systems Fundamentals - Course covers the basics of building envelopes, HVAC, lighting, insulation, glazing, plumbing and electrical systems, construction materials and the surrounding environment. Incorporates blueprint/design fundamentals. Focus on construction engineering concepts. Introduces LEED and Energy Star programs, environmental, health and safety principles, impacts, and regulatory implications. Provides a broad overview of energy use and efficiency in structures and why it matters. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

ENVIRONMENTAL TECHNOLOGY 105

Introduction to Atmospheric Sciences - An introductory course that examines the principles and concepts of the atmospheric sciences with an emphasis on climate, weather, and related environmental interactions resulting from human activities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

ENVIRONMENTAL TECHNOLOGY 106

Introduction to Terrorism - Terrorism events present some special aspects to the world of emergency management. This course will examine the differences and similarities among emergencies resulting from terrorism vs. natural disasters or accidents. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

ENVIRONMENTAL TECHNOLOGY 107

Environmental Geology - This course will examine human interactions with geologic processes and hazards, including earthquakes, volcanoes, landslides, subsidence, hydrology, and flooding; occurrence and availability of geologic resources, energy, water, and minerals; principals of land-use planning, pollution, and disposal, environmental impact, health, and law. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 108

Mitigation Management - The impact of many types of emergencies can be reduced by taking certain actions prior to their occurrence that will lessen the damage when the emergency occurs. This course is designed to introduce the concept of mitigation and the activities that will accomplish it in a wide range of potential emergency situations. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 111

Basic Incident Command - The Incident Command System provides a management framework for dealing with emergency situations. This course will provide the basic knowledge of what incident command is and how it functions, as well as the importance of having a strong central authority to oversee all aspects of responding to emergency situations. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 112

Disaster Response and Recovery – This course explores the basic nature of disasters, what they are, what steps must be taken to respond to them, and what is involved in recovering from them. This is a lab class that will culminate in the conduction of a day-long, campus-wide disaster scenario response drill. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Environmental Technology 100 and Environmental Technology 101 or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.

4 credit hours.

ENVIRONMENTAL TECHNOLOGY 113

Emergency Resource Management - In planning for and responding to emergencies, varied resources will be required. This course identifies what these various resources are and how to use them most efficiently in a response action. The course includes study of governmental, non-governmental, and volunteer resources and their potential roles. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 114

Renewable Energy Systems - An introductory, work-skills course on principles, concepts, applications, and installation of renewable and alternative energy technologies. Distinguishes between technologies appropriate to industrial /commercial settings versus those intended for residential structures. Covers renewable energy sources (solar, wind, geothermal, etc.) as well as alternative technologies used for building operations (microturbines, fuel cells, combined heat and power). Designed to prepare tradesman for the installation of various technologies. Up to five off-campus field trips to alternative energy installations will be scheduled as part of this course. Writing assignments, as appropriate to the discipline, are part of the course.

3 lecture and 2 lab hours per week.

4 credit hours.

ENVIRONMENTAL TECHNOLOGY 115

Introduction to Weapons of Mass Destruction - This course provides an overview of chemical, biological, radiological, and nuclear (CBRN) weapons, and the threat of their use in terrorism events. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 121

Introduction to Hazardous Materials Management - This course is an overview of the environmental impacts resulting from hazardous materials such as asbestos, and their mismanagement. Emphasis is placed on understanding the sources responsible for soil, water, land, and air pollution and the environmental laws governing our natural resources, including asbestos. Emphasis is placed on storage and treatment practices, monitoring, and handling techniques, damaging effects on humans, ecology and environment, as well as governmental regulations concerning soil, water, and air. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 122

Disaster Site Worker – A course that focuses on the skills needed by workers who respond in the recovery phase of major disasters. This course includes the requirements for obtaining the OSHA Construction Worker 10-hour card, which is required for Disaster Site Worker certification. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Environmental Technology 100 and Environmental Technology 181 or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

ENVIRONMENTAL TECHNOLOGY 123

Chemical Emergency Response – This course is designed to meet the requirements of OSHA for workers who will respond to a hazardous chemical release. The course consists of the five levels of training required under 29CFR1910.120(q). Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or English 100 with a C or better or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

ENVIRONMENTAL TECHNOLOGY 131

Environmental Health and Safety - Introduction to health and safety principles and skills needed to conduct field operations dealing with hazardous substances and meets initial training requirements of the Occupational Safety and Health Administration for workers engaged in hazardous waste operations. Course includes fundamentals of hazard recognition, toxicology, selection, use, and limitations of personal protective equipment, and safety procedures for conducting waste site use, and limitations of personal protective equipment. It consists of lectures and demonstrations, problem-solving exercises, discussions, and field exercises. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

ENVIRONMENTAL TECHNOLOGY 141

Site Investigation and Sampling - Introduction to the techniques for monitoring and sampling of soil, water, and air. Emphasis is on site investigation procedures for contamination by hazardous materials; the use of specialized sampling equipment, its maintenance and repair, and record keeping for chain-of-custody and other documentation. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

ENVIRONMENTAL TECHNOLOGY 144

Building Systems Maintenance - Course is comprised of seven energy efficiency topics in building operations and maintenance. Building Operators Certification is a professional development program in the energy and resource efficient operation of buildings to qualify operations and maintenance staff for certification. Writing assignments, as appropriate to the discipline, are part of the course. 3 lecture and 2 lab hours per week. 4 credit hours.

ENVIRONMENTAL TECHNOLOGY 151

Introduction to Environmental Laws and Policies - This course introduces the student to the United States legal system, and to the doctrines and statutes which regulate the production, treatment, transportation, and disposal of hazardous materials. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Environmental Technology 121. 150 minutes per week. 3 credit hours.

ENVIRONMENTAL TECHNOLOGY 163

Asbestos Training for Workers and Supervisors - This course trains workers, supervisors, and contractors on an asbestos abatement job in hazard assessment, regulations, procedures, and maintenance planning, personal protection, and worksite safety according to AHERA and state regulations. Writing assignments, as appropriate to the discipline, are part of the course. 100 minutes per week. 2 credit hours.

ENVIRONMENTAL TECHNOLOGY 165

Asbestos Training for Inspectors - All inspectors of asbestos problems in public buildings must receive the equivalent of three days of Environmental Protection Agency training in asbestos control, sampling and inspection, including health effects, personal protection, regulations and liabilities, according to AHERA and state regulations. Writing assignments, as appropriate to the discipline, are part of the course. 100 minutes per week. 2 credit hours.

ENVIRONMENTAL TECHNOLOGY 166

Asbestos Training for Management Planners - This course trains and certifies management planners develop and enforce operations and maintenance plans for asbestos control according AHERA (Asbestos Hazard Emergency Response Act) and state regulations. This is an EPA/ State of Colorado-certified class. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Environmental Technology 165. 50 minutes per week. 1 credit hour.

ENVIRONMENTAL TECHNOLOGY 175

Hazardous Material Handling and Transportation- This course is designed to explore the regulations involving the transportation of hazardous materials and waste. It includes manifesting, generator and transporter standards, Department of Transportation classes, placards, labels, markings, spill response, and driver responsibilities. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 181

Emergency Response Levels I, II, III - This course will train personnel responding to hazardous materials emergencies on the requirements outlined in the appropriate OSHA regulations and NFPA standards for Levels I, II, III. The emphasis is on hazard and risk assessment, safety, basic chemistry, personal protective equipment, spill containment and confinement, decontamination, and incident record keeping and reporting. This course will satisfy the requirements for Emergency Response Levels I, II, and III training. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 203

Advanced Emergency Planning - This course covers the planning required for specific emergency response actions including emergency evacuation, housing, and logistics and others. Course information is presented in the context of exercise design as pre-planning for response. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 204

Residential Energy Systems - Course addresses energy systems and energy efficiency technologies utilized in single- and multi-family residential building forms. Covers systems design and installation in both new construction and retrofit projects. Introduces field auditing techniques, environmental impacts (indoor air quality, asbestos, lead, voc's, radon, waste disposal issues, etc.), worker health and considerations, Energy Star certification, building commissioning procedures, local regulatory requirements. An off-campus field trip to a residential green building/ construction site will be scheduled as part of this course. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 205

Terrorism Planning - Preparing for and responding to terrorism events requires a more focused perspective. This course will provide an overview of the special considerations that must be included in the planning stages of response to a terrorism event. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 211

Recycling and Waste Minimizing - This course presents information on reuse and recycling of non-hazardous materials that dominate the municipal waste system. Waste techniques for industrial processes that generate hazardous waste constitute the second half of the course. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 212

Advanced Incident Command - This course is designed to focus on the particular management issues associated with large-scale emergencies that require response from multiple entities including the federal government. The course will include the National Incident Management System (NIMS) that is activated for incidents of national significance. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 214

Institutional Energy Systems - Course covers the types of energy systems and efficiency technologies in use in commercial, industrial, and high-rise buildings. Includes design, installation, testing, assessment, and operation of technologies in these structures, and details the integration of system control components. Also encompasses a synopsis of environmental, health and safety for construction and post-construction activities, Energy Star, LEED certification, other pertinent programs and regulatory aspects. An off-campus field trip to an institutional building/construction site will be scheduled as part of this course. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 215

Advanced Weapons of Mass Destruction - This course applies the basic concepts from IM Introduction to Weapons of Mass Destruction to specific potential situations where these weapons may be used. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 221

Emergency Management Operations I - An advanced course that covers the workings of the Emergency Operations Center (EOC) during the response to major incidents. Students will fill operational roles in a simulated EOC as various drill scenarios are run. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 222

Emergency Management Operations II – A field course in which students will study the application of the concepts covered in the program through direct observation of emergency response activities performed by various government agencies. Writing assignments, as appropriate to the discipline, are part of the course. Students will be placed as interns in government agencies in this course. Students registering for this course must meet all prerequisite requirements and submit to a criminal background check. Prerequisite: Grade of C or better in all other Environmental Technology A.A.S. program requirements and Consent of Department Chairperson. (Concurrent enrollment will not qualify.)

20 lab hours per week.

4 credit hours.

ENVIRONMENTAL TECHNOLOGY 225

Psychology of Terrorism - This course examines the motivations of terrorist groups, the goals of terrorism, and the impacts of terrorism events on societies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Environmental Technology 100, Environmental Technology 101, Environmental Technology 105 and Environmental Technology 205 or Consent of Department Chairperson. (Concurrent enrollment in Emergency Technology 205 is allowable.)

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 226

Disaster Psychology – This course examines the psychological impacts of disasters on both victims and responders. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or English 100 with a C or better or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 231

Treatment/Storage/Disposal of Hazardous Materials- This course introduces treatment, storage, and disposal of hazardous wastes or hazardous constituents. The emphasis is on various technologies, including treatment, land disposal, surface impoundments, solidification, incineration and disposal management. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 241

Environmental Sampling - This course is an in-depth study of the procedures and concepts used by EPA to investigate sites. Emphasis is on hazardous waste at controlled and uncontrolled sites. The course will include the investigation of ground water, surface water, air, and soil contamination including health and risk assessments. This course is designed for students interested in the fields of environmental engineering and environmental science. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Environmental Technology 121 and Environmental Technology 131.

2 lecture and 4 lab hours per week.

4 credit hours.

ENVIRONMENTAL TECHNOLOGY 242

Environmental Analysis - Introduction to the foundations of environmental chemistry. Artificially created and natural systems will be examined. Students will be encouraged to qualify and quantify the relationships between chemistry and the environment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 121, and Biology 106.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 243

Environmental Analysis - This course will introduce the student to the foundations of environmental chemistry. Man-made and natural systems will be examined. Students will be encouraged to qualify and quantify the relationships between chemistry and environment. United States Environmental Protection Agency analytical requirements will be surveyed using inductively coupled argon plasma, gas chromatography, spectrometry, ion chromatography and UV-Vis spectrometry, among other state-analytical technologies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 121 and Biology 106.

2 lecture and 4 lab hours per week.

4 credit hours.

ENVIRONMENTAL TECHNOLOGY 244

Energy Equipment Troubleshooting - A second tier course comprised of four (4) classes in maintenance, operation, and diagnostics of electrical and HVAC systems, and two of four possible electives in system specialty topics. Buildings Certification is a professional development program in the energy and resource efficient operation of buildings to qualify operations and maintenance staff for certification. Writing assignments, as appropriate to the discipline, are part of the course.

3 lecture and 2 lab hours per week.

4 credit hours.

ENVIRONMENTAL TECHNOLOGY 261

Concepts of Hazardous Waste Inspection - This course is designed to provide insight and background into regulations, procedures, policies, and directives of a hazardous waste inspection. It emphasizes performing and preparing hazardous waste interim status or permit inspections. It includes generator, transport, treatment, storage, disposal, waste monitoring, multimedia, and criminal inspections. It covers the relationship between Environmental Protection Agency and authorized state officials during inspections and how to prepare for an inspection. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Environmental Technology 151.

150 minutes per week.

3 credit hours.

ENVIRONMENTAL TECHNOLOGY 271

Legal Issues in Hazardous Waste Management - This course will further the students' knowledge of the legal problems and financial liabilities that may be associated with producing, handling, storage, and disposal of hazardous materials. It is designed to explore legal aspects and ramifications in production, storage and disposal of hazardous wastes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Environmental Technology 151.

150 minutes per week.

3 credit hours.

ESL READING (ESLREAD) [137]

ESL READING 098

Special Reading Skills - Special reading skills for non-native speakers of English; focus is on comprehension and analysis of reading materials and study of American idioms. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Qualifying score on ESL Placement test and oral interview, Writing-ESL 098 and Speech-ESL 098 or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ESL READING 099

High Intermediate Reading Skills - For students who need to improve their reading skills; efficient reading of textbooks and other materials including work in mechanics of reading, vocabulary development, comprehension, and rate of reading. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement test, or grade of C or better in Reading-ESL 098, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ESL READING 100

Advanced Reading Skills - Focus on comprehension and analysis of college-level reading materials and study of American idioms. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement test, or grade of C or better in Reading-ESL 099, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ESL WRITING (ESLWRIT) [135]

ESL WRITING 098

Special Grammar and Composition - Writing skills, linguistic and idiomatic patterns are emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement test and oral interview; Reading-ESL 098 and Speech-ESL 098, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

ESL WRITING 100

Advanced Grammar and Composition - Writing and analysis of paragraphs and essays and of logical development. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement test, or grade of C or better in Writing-ESL 099, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

FINE ARTS (FIN ART) [042]**FINE ARTS 103**

Theater Arts - A cross-disciplinary approach to the performing arts. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

FINE ARTS 104

The World of The Cinema - Study of various types of films; covers historical development, production methods, technique of films and critical evaluation. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

FINE ARTS 107

History of Architecture, Painting and Sculpture I- Survey of art from pre-history through the 17th century. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

FINE ARTS 108

History of Architecture, Painting and Sculpture II- Survey of art from the 18th century to the present. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

FRENCH (FRENCH) [015]**FRENCH 101**

First Course French - Pronunciation and basic structures, speech patterns, reading, and writing skills. Writing assignments, as appropriate to the discipline, are part of the course.

200 minutes per week.
4 credit hours.

FRENCH 102

Second Course French - Continuation of French 101. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or French 101, or Consent of Department Chairperson.

200 minutes per week.
4 credit hours.

FRENCH 103

Third Course French - Review and development of basic language skills, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or French 102, or Consent of Department Chairperson.

200 minutes per week.
4 credit hours.

FRENCH 104

Fourth Course French - Review of language structure and interpretation of readings, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or French 103, or Consent of Department Chairperson.

200 minutes per week.
4 credit hours.

GEOGRAPHY (GEOG) [084]

GEOGRAPHY 101

World Geography - Economic, political, and cultural geography of the modern world Includes the people, raw materials, industrial resources, and trade connections of various parts of the earth. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

GEOGRAPHY 102

Economic Geography - Contemporary view of the economic interdependence of the nations of the world with emphasis on role of the United States, the dynamic changing future of geography, and its influence on world conditions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

GEOGRAPHY 115

Geography of Metro Chicago - Examination of physical characteristics of six-county metropolitan areas, including topography, climate, and waterways; functional land use patterns, including economic modes, population concentrations, transportation patterns and historic development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

GEOGRAPHY 201

Physical Geography - Physical environment of humans, their atmosphere, landforms, waters and other natural resources; emphasis on interrelationships of these areas and interaction of humans with their surroundings. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

GEOLOGY (GEOLOGY) [075]

GEOLOGY 201

Physical Geology - Basic earth processes: weathering, erosion, deposition, mountain building, metamorphism, volcanism, and plate tectonics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

GERONTOLOGY

[See Social Service] (SOC SER) [091]

HEALTH (HEALTH) [001]

HEALTH 250

Health Education - Trends and issues of personal and community health; stress on ways to maintain good physical and mental health; ecology, drugs, alcoholism, human sexuality, nutrition, disease and related topics. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

HEALTH 251

First Aid - Standard American Red Cross course in first aid; principles and practices of first aid for all age levels; safety and accident prevention stressed; First Aid Standard and Advanced certificates awarded to students completing the course successfully. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

HEALTH SCIENCE (HLH SCI) [124]

HEALTH SCIENCE 101

Trends and Issues in Health Care Delivery - Introduction to health care delivery systems; various health professions will be presented with emphasis on their primary role and how they interact or complement each other in delivery of health care services. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

HISTORY (HISTORY) [085]**HISTORY 111**

History of American People to 1865 - Exploration of the new world and its colonization; study of colonial life with emphasis on cultural heritage and the American Revolution; emergence of the American nation traced through major trends and events in economic, political, cultural, social and intellectual affairs; includes past and present American culture patterns. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

HISTORY 112

History of American People from 1865 - American history from the close of the Civil War to the present; political and economic developments, and social, intellectual and cultural changes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

HISTORY 113

United States Labor History - Labor movements development in the United States; problems of workers such as wages, hours, working conditions analyzed within their historical context; labor legislation, collective bargaining, social insurance, government intervention and prospects for organized labor examined in their historical setting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

HISTORY 114

The Afro-American in American History - Role of the African-American in American culture and the historical traditions which give rise to current dilemmas confronting the American community: traces history of people of African heritage from the background of African culture and slave trade as they became a part of American life. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

HISTORY 115

Afro-American History Since 1865 - Reconstruction period after the Civil War; black politics in the new South; rise of Jim Crow sentiment; alliance of northern industry and southern Bourbonism; early northward migrations and urban culture; growth of civil rights organizations; W. E. B. DuBois and Booker T. Washington; Blacks in WWI and WWII; post-war developments. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

HISTORY 141

History of World Civilization to 1500 - Definition and flowering of the classical civilizations of Eurasia, Africa, and the Americas. Emphasizes environment, cultural diffusion, and technology as shaping forces in world history; empires and trade links; the major religious systems to 1500 C.E. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

HISTORY 142

History of World Civilization from 1500 - Effects of the military, scientific, industrial, and democratic revolutions on the balance of civilization after 1500 C.E. Topics include: the gunpower empires; the "Columbian exchange;" colonialism and the price revolution; capitalism and liberalism in global perspective; nationalism and dictatorship; the century of total war; the shifting of world balance in the new millennium. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

HISTORY 210

War and Peace in the Nuclear Age - An overview of the origins and evolution of nuclear weapons as well as the political, strategic, technological and ideological problems and issues that have stemmed from their development. Thirteen part television series. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

HISTORY 211

Problems In History - Methods of historical research; specific subject matter depends on faculty member in charge. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HISTORY 215

History of Latin America - Political and constitutional history of principal Latin American nations; European, American and Indian backgrounds, movements for independence, and social and economic movements pertinent to their present relationships with the United States. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HISTORY 233

Modern European History since 1830 - Recent European history, includes 19th century background, emphasis on the period following the Versailles Treaty of 1919. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HISTORY 243

The Far East in the Modern World - Historical development of China, India, and Japan. Evolution of Oriental culture, economy, society, and government; the relation of America and the Far East, and the impact of Western ideas and institutions on the region. Survey of Philippines, Indo-China, Indonesia and Korea. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HISTORY 247

African History to Colonial Period - Historical background of Africa south of the Sahara; pre-colonial and cultural development including tribal histories, impact of colonialism and development of African nationalism. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HISTORY 250

Topics in American History - Selected topics in history for students interested in further developing and understanding specific periods, movements and leaders; emphasis on the social, political, economic, intellectual and philosophical events and implications. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HISTORY 252

History of Science - Basic scientific principles, historic origins, and the evolution in scientific thought in the sciences from ancient civilization to present, with a comparative component between western and non-western sciences. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES (HUM) [041]

HUMANITIES 123

Introduction to Arts and Ideas - Interdisciplinary introduction to the arts and ideas through the study of masterpieces past and present. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES 201

General Course I - Introduction to the interdisciplinary study of arts and ideas, with emphasis on principles of analysis and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES 202

General Course II - Continuing the interdisciplinary study of arts and ideas; with emphasis on principles of analysis and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES 205

World Literature I - Masterpieces of world literature including principal works from selected literary periods and traditions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES 207

The Great Books - For students who seek enrichment through acquaintance with formulation and ideas of Western civilization. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES 208

Women in Creative and Performing Arts - Examination of the changing views of woman's nature, her relationship to man and to society as found in the creative and performing arts and philosophical works of a specific culture or cultures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better.

150 minutes per week.

3 credit hours.

HUMANITIES 210

Comparative Mythology - A comparative introduction to mythology throughout the world. The emphasis is on the nature of mythology through the study of mythological themes in folklore, myth, and legendary narratives and the visual representation of those themes. The course includes non-Western and multi-cultural components. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 101 placement, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES 212

Non-Western Humanities - An interdisciplinary survey of significant intellectual and artistic achievements of non-Western cultures through selected works of literature, philosophy, visual art, music and other performing arts. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 101 placement, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES 213

Hispano-American Arts and Literature I - This course is an interdisciplinary survey of significant intellectual and artistic achievements of Hispano-American cultures through selected works of literature, philosophy, visual arts, music, and other performing arts. Reading and analysis of representative masterpieces from a variety of nationalities and epochs focusing on Western literature. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

HUMANITIES 214

Hispano-American Arts and Literature II - This course continues the studies of Hispano-American Arts and Literature I, an interdisciplinary survey of significant intellectual and artistic achievements of Hispano-American cultures through selected works of literature, philosophy, visual arts, music, and other performing arts. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

INTER-DISCIPLINARY STUDIES (INTDSP) [104]

INT DIS 101

College Success Seminar - This course is designed to introduce students to academic skills that will foster success in college and after college. Students will gain expertise in critical-thinking, reading and writing as well as study skills, time management and stress management. Students will be introduced to the use of technology for communication and research. These skills will be learned through the topic of the course which will be based on the idea of "Self and Community," but will vary depending on the instructor and department teaching the course. Topics will be approached from a variety of perspectives that represent interdisciplinary academic inquiry, and students will consider how to take personal responsibility for academic and career choices through exploration of relationship between self and community. Students will be required to do either twelve hours of service learning related to the content of the course, or to meet other criteria for an equivalent number of hours spent in outside activities as determined by the instructor. Writing assignments, as appropriate to the discipline, are part of the course.

50-150 minutes per week.

1-3 credit hours.

LIBRARY TECHNOLOGY (LIB TEC) [050]

LIBRARY TECHNOLOGY 101

Introduction to Library Procedures - Vocabulary, tools, systems, organization and equipment of modern libraries. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

LIBRARY TECHNOLOGY 102

Multi-Media Technologies - Clerical and supervisory duties in scheduling, circulation, maintaining, and operation of audio-visual and reproducing equipment. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

LIBRARY TECHNOLOGY 103

Library Technology-Children Services - Study of children's materials in all media, with emphasis on material for the preschooler through the sixth grade. Includes principles of evaluation and selection tools, basic reference materials, group activities and storytelling techniques, and methods of discipline in the library. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

LIBRARY TECHNOLOGY 125

Learning Resource/Library Practicum - Practice course in which students are placed in learning resource center/library situations. 20 hours per week plus two hour seminar. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Library Technology 101.

1-2 lecture and 3-20 lab hours per week.

1-6 credit hours.

LIBRARY TECHNOLOGY 201

Library Public Service - Clerical and supervisory duties required in reference and circulation areas. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

LIBRARY TECHNOLOGY 203

Materials Preparation Procedures - Clerical and supervisory duties required in catalog departments; familiarization with commercially produced card catalog sets, classification tables and indices, subject headings, filing, cross referencing, typing forms and records. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Library Technology 101.

150 minutes per week.

3 credit hours.

LIBRARY TECHNOLOGY 204

Television Production I - Fundamentals of basic television production for cable broadcasting for use in libraries and other public service units. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

LITERATURE (LIT) [036]

LITERATURE 110

Introduction to Literature - Representative poetry and prose. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 111

Poetry - Reading of representative poems from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 112

Drama - Reading of representative plays from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 113

Fiction - Reading of representative novels and short stories from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 115

Great Books Seminar/Topics Literature - This course focuses on the Great Books Foundations Great Books texts and examines in-depth the global themes in the literature for enrichment, stimulation, pleasure and greater self-knowledge. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement test, or English 100 with a C or better.

150 minutes per week.
3 credit hours.

LITERATURE 116

American Literature from Colonial Days to Civil War - Early American social and political documents, short stories and poems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent Department Chairperson.

150 minutes per week.
3 credit hours.

LITERATURE 117

American Literature from the Civil War to the Twentieth Century - American prose and poetry from 1865 to 1914. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

LITERATURE 118

English Literature from its Beginnings to the Age of Johnson - Important writers and representative literary forms from its beginnings to the Age of Johnson. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

LITERATURE 119

English Literature from the Romantic Revival to the Twentieth Century - Important writers and representative literary forms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

LITERATURE 120

Contemporary British and American Literature- Major British and American writers of fiction, poetry and drama of the 20th century. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

LITERATURE 121

Contemporary Afro-American Literature - Survey of major African-American writers from the period of Harlem Renaissance to present day. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

LITERATURE 124

Experimental Literature - New directions in writing; experiments in poetry, prose, drama and exploratory writing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

LITERATURE 126

Contemporary American Literature - Major American writers of fiction, poetry, drama and essays of the 20th century. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

LITERATURE 127

Contemporary British Literature - Major British, Irish and Scottish writers of fiction, poetry, drama and essays of the 20th century. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101.

150 minutes per week.
3 credit hours.

LITERATURE 128

Latin American Literature - This course spans the centuries and the Western Hemisphere. It includes the pre-Columbian Mayan Indian authors of Popol Vuh and the world-renowned contemporary practitioners of magic realism. The course includes authors from Mexico, the Caribbean, Central America, and South America. Close attention will be paid to the historical and cultural context of the works. Readings, lectures, and course will be in English. Writing assignments, as appropriate

to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 129

United States Latino(a) Literature - This course explores the trends and movements of various periods of U.S. Latino(a) Literature in relation to U.S. Latino(a) social and cultural history. As part of the literature of the United States, these works are distinct from, although sometimes influenced by, Latin American Literature, which is written in Spanish or Portuguese by authors native to Latin American and Caribbean countries. U.S. Latino(a) texts in this course-poetry, fiction, drama, memoir, chronicle-depict various issues and themes pertinent to this ethnic segment of the United States, including Latino(a) writers' stylistic and thematic contributions to American mainstream literature. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 130

Children's Literature - Survey of children's books, stories, magazines and related audio-visual material; criteria evaluated for building literature program within the classroom. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 150

Women's Literature - Ideas and philosophy of women writers as represented in their works; problems of women and works portraying women characters in modern British and American works. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 153

Gay and Lesbian Literature - Guided each year by a central sub-theme of the Queer culture, this course focuses on literary works by gay, lesbian, bisexual transgendered individuals. Students will learn and combine principles of argumentation, making clear distinctions between emotion and rationality, in responses (in both oral and written form) to course content. As historical cultural content for those readings are provided, the course will examine the theories (for instance, on topics related to class, race and gender) and their relevance

in contemporary Queer Culture. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 155

Literature and Film - Analysis of literature in film; comparison of literary and film techniques, verbal and visual language, and film and modern literature. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 156

Creative Non-Fiction - A survey course of creative nonfiction in a variety of forms; personal narrative essays, true crime nonfiction novels, and first person cultural criticism. This course introduces students to a genre of literature, to practical approaches to the determination of literary meaning, and to the concerns of literature in general. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 211

Shakespeare - Critical reading and discussion of representative Shakespearean histories, tragedies, comedies and sonnets. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

LITERATURE 299

Science Fiction: Psychology and Prophecy - A survey of major writers of science fiction. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

MATHEMATICS (MATH) [045]**MATHEMATICS 099**

Intermediate Algebra with Geometry – Algebraic topics include: rational exponents; scientific notation; radical and rational expressions; linear, quadratic, quadratic in form, rational, radical, and absolute value equations; compound linear inequalities; literal equations; systems of linear equations in two and three variables; systems of linear inequalities; and introduction to functions. Geometric topics include: perimeter; area; volume; Pythagorean Theorem; and similarity and proportions. Students should be exposed to graphing calculator technology and/or computer algebra systems. Students should be exposed to graphing calculator technology and/or computer algebra systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Compass Placement test or Grade of C or better in Math 098 or Consent of Department Chairperson. 250 minutes per week. 5 credit hours.

MATHEMATICS 107

Mathematics for Technicians I - Designed to provide mathematical tools for students in terminal technical curricula; emphasis on practical aspects of mathematics and less upon the theoretical; topics include elementary algebra operations, simultaneous and quadratic equations, exponents and radicals, logarithms, introduction to trigonometry, vectors, and use of calculator. Writing assignments, as appropriate to the discipline, are part of the course. 50-250 minutes per week. 1-5 credit hours.

MATHEMATICS 108

Mathematics for Technicians II - Continuation of Mathematics 107. Topics include trigonometric functions, solution of oblique triangles, vectors, Cartesian and polar coordinate systems, graphs of functions and basics of differential and integral calculus. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Math 107, or Placement test, or Consent of Department Chairperson. 50-250 minutes per week. 1-5 credit hours.

MATHEMATICS 109

Concepts in Mathematics - Selected topics from various branches of mathematics illustrate the development of important ideas in mathematics and how these concepts interrelate. Topics include sets and logic, numbers and sequences; measurement, interest and percent; calculators and computers; equations and linear programming, probability and statistics. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

MATHEMATICS 118

General Education Math – This course is designed to fulfill general education requirements. It is not designed as a prerequisite for any other college mathematics course. This course focuses on mathematical reasoning and the solving of real-life problems. Three topics are to be studied in depth, chosen from the following list: counting techniques and probability, game theory, geometry, graph theory, linear programming, logic/set theory, mathematics of finance, and statistics. Mathematical modeling must be integrated in any combination of topics selected. Applications involving problem-solving skills are emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Math 099 with a C grade or better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

MATHEMATICS 121

Mathematics for Elementary Teachers I - This course focuses on mathematical reasoning and problem solving. Topics include operations with rational and irrational numbers, sets, functions, logic, numeration systems and number theory, solution of linear equations in one variable. Applications are included throughout the course. Problem-solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Math 099 with a C grade or better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

MATHEMATICS 122

Mathematics for Elementary Teachers II - This course is a continuation of Math 121. Topics include probability and statistics; lines, angles, polygons, Pythagorean Theorem, circles, solids, areas, volume, measurements. Applications are included throughout course. Problem solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 121 with a grade of C or better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

MATHEMATICS 125

Introductory Statistics – This course provides students with an opportunity to acquire a reasonable level of statistical literacy as it applies to a variety of societal issues. This course emphasizes interpretations and applications of techniques using descriptive and inferential statistics. Topics include: frequency distributions, histograms, and measures of central tendency, measures of dispersion, and measures of position, probability concepts, the binomial distribution, the normal distribution, the Central Limit Theorem, confidence intervals, hypothesis testing, and an introduction to correlation. The use of technology, e.g., graphing, calculator, computer software, etc., is an integral part of this course. Writing assignments, as appropriate to the discipline, are part course. Prerequisite: Math 099 with a grade of C or better, or Placement test, or Consent of Department Chairperson.

200 minutes per week.

4 credit hours.

MATHEMATICS 126

Algebra for Middle School Teachers - This course focuses on the concept of functions in college algebra. It is designed to meet the needs of middle school teachers in accordance with the National Council of Teachers of Mathematics Standards for Teaching Mathematics. Topics include basic definition of different functions and their properties. The following algebraic concepts will be explored: linear functions, systems of linear equations, quadratic functions, non-linear data, combinatorics, probability, exponential functions, log functions, square root functions, absolute value, and trigonometry as periodic functions. Problem solving using calculators, CBLs, and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 121 and Math 122.

200 minutes per week.

4 credit hours.

MATHEMATICS 127

Geometry/Trig For Middle School Teachers - This course focuses on the concepts of plane and solid geometry and trigonometry. It is designed to meet the needs of a middle school teacher in accordance with the National Council of Teachers of Mathematics Standard and the Professional Standards for Teaching Mathematics. Topics include basic definitions and properties of plane and solid figures, congruence, similarity, constructions, Pythagorean Theorem, measurements, transformations, the unit circle and right triangle trigonometry. Problem solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

200 minutes per week.

4 credit hours.

MATHEMATICS 140

College Algebra – College Algebra emphasizes the notion of a function as a unifying concept. The following families of functions and their characteristics are examined within this course: polynomial, rational, exponential and logarithmic functions. Additional topics will include solving inequalities and systems of non-linear equations. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 099 with a grade of C or better, or Placement test, or Consent of Department Chairperson.

200 minutes per week.

4 credit hours.

MATHEMATICS 143

Precalculus –Precalculus emphasizes the notion of a function as a unifying concept for the topics of college algebra and trigonometry. The following families of functions and their characteristics are examined within this course: polynomial functions; rational functions; exponential and logarithmic functions; and trigonometric functions. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 099 with a grade of C or better, or Placement test, or Consent of Department Chairperson.

300 minutes per week.

6 credit hours.

MATHEMATICS 144

Finite Mathematics – This course covers mathematical applications that are useful in solving problems in business and social science. Topics include: linear functions, linear systems, linear programming, finance, set theory, logic, counting techniques and probability theory. The use of technology, e.g., graphing calculator, computer software, etc., is an integral part of this course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement test, or Consent of Department Chairperson.

200 minutes per week.

4 credit hours.

MATHEMATICS 146

Discrete Mathematics - Introduction to mathematical analysis of finite collections and mathematical foundations of sequential machines, digital logic circuits, data structures, and algorithms. Includes sets, counting, recursion, graph theory, nets, automata, and formal grammars and languages. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement test, or Consent of Department Chairperson.

200 minutes per week.

4 credit hours.

MATHEMATICS 202

Number Concepts/Mid School Teaching - This course has been designed keeping both the Illinois Professional Content Standards for Teaching (Mathematics) and the content necessary to prepare students to be middle school mathematics and science teachers. A wide range of topics across number of theory and measurement will give the students a grasp of the depth and breadth of mathematics outside of the traditional course structure. Problem solving, estimation, measurements, and construction of simple theories of numbers will be treated with and without the use of technology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 126, or Math 140, or Math 143.

200 minutes per week.

4 credit hours.

MATHEMATICS 204

Calculus for Business and Social Sciences - For students of business and social science. Introduction to differential and integral calculus with applications pertinent to business and social science. The five-credit hour course will include functions of several variables, partial derivatives, maximum, minimum of functions of several variables and LaGrange multipliers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement test, or Consent of Department Chairperson.

250 minutes per week.

5 credit hours.

MATHEMATICS 207

Calculus and Analytic Geometry I - Equations of lines, circles and conic sections, limits, and continuity. Derivatives and their applications to curve sketching, maxima-minima related rate problems. The anti-derivative and definite integral, including change of variables and the fundamental theorem of calculus. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, and Math 143, or Placement test, or Consent of Department Chairperson.

250 minutes per week.

5 credit hours.

MATHEMATICS 208

Calculus and Analytic Geometry II - Derivatives of trigonometric and inverse trigonometric functions, logarithmic and exponential functions. Techniques and applications of integration. Indeterminate forms and L-Hospitals rule. Improper integrals, Infinite series and power series. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 207 with a grade of C or better, or Consent of Department Chairperson.

250 minutes per week.

5 credit hours.

MATHEMATICS 209

Calculus and Analytic Geometry III - Curves in the plane and in 3 space. Polar coordinates and parametric equations. Vectors in 2 dimensional and 3 dimensional space. Derivatives of vector-valued functions. Partial derivatives. Double and triple integrals. Applications. Line integrals and Greens theorem. Divergence and curl. Surface integrals. Gauss theorem and Stokes theorem. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson.

250 minutes per week.

5 credit hours.

MATHEMATICS 210

Differential Equations - A first course in ordinary differential equations; solutions of first order and first degree differential equations, linear differential equations with constant co-efficients. Linear differential equations of higher order, special differential equations of second order and differential equations of first order but not of first degree. Numerical methods, series solutions and applications included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

MATHEMATICS 212

Linear Algebra - Introduction to Linear Algebra for students who have studied calculus; computations with vectors and matrices will be emphasized, proofs also will be examined; major topics include systems of linear equations and matrices, determinants, vectors in Euclidean space, abstract vector spaces, linear mappings, computation of eigenvalues and eigenvectors. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

MATHEMATICS 214

Advanced Calculus for Business and Social Science - Course is designed for students who have had a previous course in business/social science and who desire further study of relevant topics. Topics include related rates, differentials, LaGrange and simple differential equations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 204 with a grade of C or better.

150 minutes per week.

3 credit hours.

MATHEMATICS 216

Statistics for Business Majors - The basic concepts of statistical analysis used in business decision-making, including probability and how uncertainty is dealt within real life. The student will analyze and work out simple problems and should be able to recognize applications of different statistical techniques, interpret the results of analysis and recognize instances in which statistical techniques have been misused. The following concepts and statistical techniques are included: measure of central tendency and variability, random variable and probability distributions, estimation, tests of hypotheses, chi square tests, linear regression and correlations and one-way analysis of variance. Applications are included throughout the course. Problem solving with the use of calculators and computers is emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 144 with a grade of C or better, or Placement test, or Consent Department Chairperson. 200 minutes per week. 4 credit hours.

MATHEMATICS 299

Special Topics Mathematics - Special Topics in Mathematics will be discussed along with appropriate computer and calculator activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Each special topics course will have a sub-title. Students can take courses with different sub-titles and receive credit for each. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 50-300 minutes per week. 1-6 credit hour.

MEDIA COMMUNICATIONS (BROADCT) [011] (also see *Broadcasting (BROADCT)*)

MEDIA COMMUNICATIONS 102

Announcing - Develops the ability to transform written copy or script into voice performance emphasizing copy preparation, breath control, pronunciation, articulation, use of full dynamic range, microphone techniques, and hand signals. A variety of copy, including commercials, news and public service announcements are covered. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

MEDIA COMMUNICATIONS 210

Radio and TV Workshop - Workshop in both mediums emphasizing variety of producing air programs; location instruction and televising of meetings, plays, spots for TV and radio; both media will be used to compare and isolate various techniques of each area. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 2 lab hours per week. 3 credit hours.

MENTAL HEALTH (MENHLTH) [118]

MENTAL HEALTH 223

Introduction to Addictions Studies - Includes treatment strategies, perspectives and understanding of the addiction process and its effects upon the individual, employers, and society. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

MENTAL HEALTH 224

Principles and Practices of Addictions Studies - Basic clinical skills in alcoholism and substance field; strategies in working with denial and resistance; diagnostic and assessment skills; history-taking; individual, family and group treatment modalities utilized with the alcoholic and/or substance abuser; termination process; aftercare and referral process. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mental Health 223, or Consent of Department Chairperson 150 minutes per week. 3 credit hours.

MENTAL HEALTH 229

Practicum In Addictions Treatment - Students work 20 hours per week in a mental health setting in the community under supervision of mental health professionals and participate in a two-hour seminar once a week, relating field experiences to mental health theory. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mental Health 223, 224, 230, and 231, or Consent of Department Chairperson. 2 lecture and 20 lab hours per week. 6 credit hours.

MENTAL HEALTH 230

Addictions and Family Treatment - Study of effects of alcoholism and substance abuse of the family; how spouse, children and extended family react to problematic drinking abuse; examination of treatment including self-help groups. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mental Health 223, and Mental Health 224, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

MENTAL HEALTH 231

Addictions Treatment of Special Populations - Application of needs of special treatment populations, diagnosis and treatment of adolescent and elderly clients, sexual issues; patient education, prevention strategies, spirituality, relapse prevention and employee assistance programming, AIDS and eating disorders. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mental Health 223, and Mental Health 224, and Mental Health 230, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

MICROBIOLOGY (MCROBIO) [024]**MICROBIOLOGY 233**

General Microbiology - Morphology, physiology, classification and culture of bacteria and related organisms. The role of bacteria related to human welfare and to plants and animals. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 114, or Biology 121, or Biology 226, or Consent Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

MUSIC (MUSIC) [060]**MUSIC 101**

Fundamentals of Music Theory - Introduction to music theory and application: rhythm, meter, scales, intervals, triads and musical terminology; development of aural and keyboard skills. Writing assignments, as appropriate to the discipline, are the part of the course. No credit toward graduation for music majors. 150 minutes per week. 3 credit hours.

MUSIC 102

Music Theory I - Realization of figured and unfigured bases and harmonization of melodies. Triads and inversions. Harmonic analysis. Keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

MUSIC 103

Music Theory II - Realization of figured and unfigured bass and harmonization of melodies. Chords of the seventh and ninth sequences, diatonic modulation. Harmonic analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 102. 150 minutes per week. 3 credit hours.

MUSIC 105

Group Piano I - Class instruction in beginning piano techniques through study in small groups. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 2 lab hours per week. 2 credit hours.

MUSIC 106

Group Piano II - Continuation of Music 105. Minimum of six hours practice per week required for credit. Students majoring in music are required to take two semesters of study with a private instructor following this course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 105, or Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

MUSIC 107

Jazz Improvisation Pt I - Fundamentals of improvisation; performing improvised solos, both on standard chord changes and original compositions. Topics covered include: ear training, II-V-I progressions, substitutes of the II-V-I progression, simple blues, bebop scales, intervals and random chord exercises which lead to altered dominants and more contemporary concepts. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 101, or Consent of Department Chairperson. (The student should have a basic level of playing ability on a particular instrument. Co-registration in Music 135 required.) 1 lecture and 2 lab hours per week. 2 credit hours.

MUSIC 108

Jazz Improvisation Pt II - Further study of improvisation: performing improvised solos on standard chord changes and original compositions. The covered topics include altered dominant seventh chords, the 12 tone row, advanced blues, rhythm changes, turnarounds, learning tunes by ear, and improvising on them, extensions, substitute chords, modal harmony, free improvisation, note positions and other scales. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 107, or Consent of Department Chairperson. (Co-registration in Music 135.)
1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 109

Jazz/Pop Ensemble- Rehearsal and performance of songs from jazz and popular music repertoires. In addition, the course will cover the skills needed as a professional musician. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.
1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 111

Aural and Keyboard Skills I - Sight singing, ear training and rhythmic dictation with keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 101, or Consent of Department Chairperson.
1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 112

Aural and Keyboard Skills II - Continuation of Music 111. Advanced ear training and sight singing, melodic dictation and more complex harmonic structures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 111, or Consent of Department Chairperson.
1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 113

String Class - Class instruction in fundamentals of violin, viola, violoncello and string bass; principles of bow control and elementary left hand technique; each student is required to demonstrate techniques and develop performing technique; readings to be assigned. Writing assignments, as appropriate to the discipline, are part of the course.
1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 114

Guitar Class - Programmed, audio-visual music course, emphasizes the development of guitar playing skills. Writing assignments, as appropriate to the discipline, are part of the course.
1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 115

Woodwind Class - Class instruction in woodwind instruments; each student is required to demonstrate techniques and develop performing skill; readings to be assigned. Writing assignments, as appropriate to the discipline, are part of the course.
1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 119

Percussion Class - Class instruction in percussion instruments; each student is required to demonstrate techniques and develop performing ability; readings to be assigned. Writing assignments, as appropriate to the discipline, are part of the course.
1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 121

Introduction to Music - Elements, structure, listening, literature, aesthetic perspective; concert attendance. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: C or better in English 100.
150 minutes per week.
3 credit hours.

MUSIC 122

Perspectives In Jazz - Introduction to jazz, its historical background and its development in the United States. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

MUSIC 131

Chorus - Learn to sing and enjoy great choral music from a variety of musical traditions and styles. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 6 credit hours will be counted towards graduation.
1 lecture and .5 lab hours per week.
1-2 credit hours.

MUSIC 133

Concert Band – Preparation and performance of concert band music. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. Prerequisite: Consent of Department Chairperson.

1 lecture and .5 lab hours per week.
1 credit hour.

MUSIC 134

Orchestra – Preparation and performance of classical music. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. Prerequisite: Consent of Department Chairperson.

1 lecture and .5 lab hours per week.
1 credit hour.

MUSIC 135

Instrumental Ensembles - String quartets, brass ensembles, jazz workshops, stage band. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. Prerequisite: Consent of Department Chairperson.

1 lecture and .5 lab hours per week.
1 credit hour.

MUSIC 136

Vocal Ensembles - Madrigal groups, trios, quartets, etc. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. Prerequisite: Consent of Department Chairperson.

1 lecture and .5 lab hours per week.
1 credit hour.

MUSIC 150

Class Voice I - Group instruction in fundamentals of singing, voice production, breathing, diction, vocalizing, and technical exercises; elementary song literature as student progresses. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.

1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 151

Class Voice II - Continued development of proper use of the voice; greater attention to literature; songs in English, Italian, German. Writing assignments, as appropriate to the discipline, are part of the course. Juried examination for credit. Prerequisite: Music 150, or Consent of Department Chairperson.

1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 181

Applied Music/Freshman level I - Individual instruction in

applied music. Includes private lesson (minimum of one hour). First of a four-course sequence of private lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Consent of Department Chairperson.

1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 182

Applied Music/Freshman II- Continuation of the process initiated in Music 181. Individual instruction in applied music. Includes weekly private lessons (minimum one hour). Second of a four-course sequence of private music lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 181.

1 lecture and 2 lab hours per week.
2 credit hours.

MUSIC 201

Music Theory III - Written harmonization of melodies with strict style figuration. Eleventh and thirteenth chords, modal and chromatic alterations, chromatic modulation. Harmonic analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 103.

150 minutes per week.
3 credit hours.

MUSIC 202

Music Theory IV - Extended tonality, chromatic harmonies, contemporary harmonic trends, inharmonic modulation. Harmonic analysis. Keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 201.

150 minutes per week.
3 credit hours.

MUSIC 211

Aural and Keyboard Skills III – Continuation of Music 112. Further development of aural perception (melodic, rhythmic, and harmonic dictation) and abilities in sight-singing (single melodies and duets). Application of harmonic concepts at the keyboard. This course is the third in a four-semester sequence of courses in which music majors need to enroll each term of the freshman and sophomore year. The course may be offered separately or with one or more topics combined. Aural skills include sequential development of ear training, sight singing, and dictation and may also include computer-assisted instruction and/or other applications. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Music 112.

1 lecture and 2 lab hours per week.

2 credit hours.

MUSIC 212

Aural and Keyboard Skill IV – Continuation of Music 113. Further development of aural perception (melodic, rhythmic, and harmonic dictation) and abilities in sight-singing (single melodies and duets). Application of harmonic concepts at the keyboard. This course is the fourth in a four-semester sequence of courses in which music majors need to enroll each term of the freshman and sophomore year. The course may be offered separately or with one or more topics combined. Aural skills include sequential development of ear training, sight singing, and dictation, and may also include computer-assisted instruction and/or other applications. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 113.

1 lecture and 2 lab hours per week.

2 credit hours.

MUSIC 221

Music Literature and History - Introduction to the standard concert repertory through intensive guided listening. Representative works by major composers are chosen to illustrate the principal styles, forms and techniques of vocal and instrumental music. Assumes a fundamental knowledge and understanding of the elements of music. Introduction to the standard concert repertory through intensive guided listening. Representative works by major composers are chosen to illustrate the principal styles, forms and techniques of vocal and instrumental music. Assumes a fundamental knowledge and understanding of the elements of music. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

50-150 minutes per week.

1-3 credit hours.

MUSIC 281

Applied Music-Sophomore Level I - Individual instruction in applied music. Includes weekly private lesson (minimum of one hour). Third course in a four-course sequence of private music lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Satisfactory completion of Music 181.

1 lecture and 2 lab hours per week.

2 credit hours.

MUSIC 282

Applied Music-Sophomore Level II - Individual instruction in applied music. Includes private lesson (minimum of one hour). Last course in a four-course sequence of music lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Satisfactory completion of Music 281.

1 lecture and 2 lab hours per week.

2 credit hours.

NETWORKING TECHNOLOGIES (NET TEC) [165]

NETWORKING TECHNOLOGIES 121

Internetworking I - This course introduces the various communication equipment used in building an effective Internet infrastructure. This course provides product-specific installation and configuration. Equipment used in this class includes bridges, routers, gateways, integrated services, digital network (ISDN) modems, digital channel service units (DSU/CSUs) and ISDN pipeline devices. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. Prerequisite: CIS 101, and CIS 116, or CIS 120, Placement test, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

NETWORKING TECHNOLOGIES 122

Internetworking II - This course is designed to provide a hands-on introduction to Cisco multi-protocol routers. The class will include basic router operations, architecture, configuration and troubleshooting. Students will set up, wire and configure various Cisco routers in an intranet work environment. Topics include: IOS, Telnet, router operating modes, RIP, IGRP, IP, IP and Apple Talk. Writing assignments, as appropriate to the discipline, are part of the course. Lab required. Prerequisite: Networking Technologies 121, or Placement test, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

NETWORKING TECHNOLOGIES 221

Internetworking III - This course is designed to provide a hands-on experience in implementing and configuring complex Cisco multi-protocol routes and switches. This class will include an introduction to switched Ethernet networks, Virtual LAN technology, spanning-tree protocols and configuration of Cisco switching devices. This class will also include advanced router concepts including access list management, and IP filtering, traffic management, and IGRP implementation. Students will demonstrate the use of the Cisco IOS to configure network switching and routing devices. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. Prerequisite: Networking Technologies 122 or the equivalent, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

NETWORKING TECHNOLOGIES 222

Internetworking IV - This course is a project in WAN design. The class will include an overview of WAN technologies and WAN configurations on a Cisco router. The class involves the design, implementation, configuration and demonstration of a fully functional enterprise intranet including HTTP, FTP, NNTP, and e-mail services. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. Prerequisite: Networking Technologies 221 or the equivalent, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week.

3 credit hours.

NURSING (NURSING) [063]

NURSING 140

Nursing Process and Documentation - Introduction to nursing process and documentation. Nursing theories are briefly surveyed. Emphasis is placed on the development of critical thinking skills in the application of nursing process through exercises in care planning and nursing documentation. Students learn and utilize nursing diagnosis (NAN), nursing interventions classification (NIC), critical pathways, and other nursing documentation methods for these exercises. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into Nursing Program 240.

150 minutes per week.

3 credit hours.

NURSING 150

Nursing Fundamentals I - The concepts of holism, nursing practice, multicultural society and communication are studied for purposes of assisting persons to meet their basic needs. The role of the practical nurse in the use of the nursing process is studied and practiced in classroom, laboratory and long-term settings specifically in relation to protection against infection and providing for safety, mobility, comfort, hygiene, elimination and nutrition needs. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Practical Nursing Program 240.

2 lecture, 1 lab, and 3 clinical hours per week.

4 credit hours.

NURSING 151

Nursing Fundamentals II - Students learn to administer medications and to use the nursing process to care for persons having surgery. The nursing process is used to assist persons with oxygen, wound care, fluid and electrolyte, and rest and sleep needs and to assist persons who need relief from pain. Learning in classroom, lab and clinical settings foster professional growth. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 150.

2 lecture, 1 lab, and 3 clinical hours per week.
4 credit hours.

NURSING 152

Nursing Perspectives - The course introduces students to the philosophy, conceptual framework, outcomes and competencies of the program. Nursing practice, nursing process and the therapeutic relationship are studied along with the ethical and legal aspects of nursing from the perspective of nursing practice in today's society. Contemporary health care delivery issues are also discussed. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Practical Nursing Program 240.

100 minutes per week.
2 credit hours.

NURSING 153

Nursing Thru Life Span 1 - Focusing on meeting the basic needs of mothers and children and their families, the student integrates previous learning relating to the concepts of holism, nursing practice, nursing process, multicultural society and communication. Preventive, supportive and therapeutic care is learned in class, lab and clinical settings. Students are expected to demonstrate professional growth and to function within the provisions of the Illinois Nursing Act of 1987. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 151 and Nursing 152 and Biology 226.

2 lecture, 1 lab, and 3 clinical hours per week.
5 credit hours.

NURSING 154

Nursing Thru Life Span II - This course focuses on the care of persons throughout the life span experiencing grief and death and the common disorders interfering with oxygenation, nutrition, elimination, hormonal balance, and protection from infection. Students integrate previous related learning and are expected to demonstrate professional growth and to function within the provisions

of the Illinois Nursing Act of 1987. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 153 and Biology 227.

2 lecture, 1 lab and 5 clinical hours per week.
5 credit hours.

NURSING 155

Nursing Thru Life Span III - This course focuses on the care of persons throughout the life span experiencing the most common disorders interfering with sexuality, mobility and safety (including mental health disorders). Cancer is also studied because of its interferences with all basic needs. Students integrate previous related learning and are expected to demonstrate professional growth and to function within the provisions of the Illinois Nursing Act of 1987. Theoretical concepts and clinical nursing contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 154 and Biology 227.

2 lecture, 1, and 7 clinical lab hours per week.
6 credit hours.

NURSING 156

Nursing Fundamentals I Lecture - The concepts of holism, nursing practice, multicultural society and communication are studied for purposes of assisting persons to meet their basic needs. The role of the practical nurse in the use of the nursing process is studied and practiced in classroom, laboratory and long term care settings specifically in relation to protection against infection and providing for safety, mobility, comfort, hygiene, elimination and nutrition needs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Nursing 157.

100 minutes per week.
2 credit hours.

NURSING 157

Nursing Fundamentals I Lab - The concepts of holism, nursing practice, multicultural society and communication are studied for purposes of assisting persons to meet their basic needs. The role of the practical nurse in the use of the nursing process is studied and practiced in classroom, laboratory and long term care settings specifically in relation to protection against infection and providing for safety, mobility, comfort, hygiene, elimination and nutrition needs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Nursing 156.

4 lab hours per week.
2 credit hours.

OCCUPATIONAL THERAPY ASSISTANT (OTA) [122]

OCCUPATIONAL THERAPY ASSISTANT 106

Foundations of Human Occupation - This course explores the meaning of human occupation and its relationships to health, illness and disability. The historical roots of occupational therapy are explored and linked to the roles of contemporary occupational therapy practitioners. Students will experience a variety of learning strategies and activities as a means to gaining understanding of occupation, the occupational therapy process and the skills needed by a healthcare professional. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, English 101. 2 lecture and 2 lab hours per week. 3 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 107

Occupations of Childhood - The first in a sequence of courses addressing the emergence of occupational behaviors, skills and life roles in humans throughout the life span. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through 12 years of age, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of disorders, conditions and circumstances affecting this period of human development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent Department Chairperson. 4 lecture and 2 lab hours per week. 5 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 108

Practice Skills of OT Assistant I - Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process with infants, children through twelve years of age and their families in a variety of settings. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 109

Occupations of Adolescence and Early Adulthood - The second in a sequence of courses addressing emergence of occupational behaviors, skills and life roles in humans throughout the life span. This course presents theoretical frameworks and models for understanding the occupational nature of adolescents and young adults at home, at school and in the community. Approaches to applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of disorders, conditions and circumstances affecting this period of human development. Writing assignments, as appropriate to the discipline, are part of the course. 4 lecture and 2 lab hours per week. 5 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 110

Practice Skills for OT Assistant II - Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process in a variety of settings with adolescents and young adults. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 2 lab hours per week. 2 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 209

Occupation of Middle Adulthood - The third in a sequence of courses addressing the emergence of occupational behaviors, skills and life roles in humans throughout the life span. This course presents theoretical frameworks and models for understanding the occupational nature of the middle adulthood years in home settings, work environments, and in multiple levels of community. Approaches to applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of disorders, conditions and circumstances affecting this period of human development. Writing assignments, as appropriate to the discipline, are part of the course. 4 lecture and 2 lab hours per week. 5 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 210

Practice Skills of OT Assistant III - Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process in a variety of settings with middle-aged adults. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 2 lab hours per week. 2 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 211

Special Topics for OTA I - The first of a two course sequence designed to develop knowledge and skills needed for the provision of occupational therapy services to special populations. Students will explore the role of the occupational therapy assistant in a variety of service delivery contexts. A variety of strategies used to engage in collaborative occupational therapy supervisory relationships in settings without occupational therapists will be addressed. Writing assignments, as appropriate to the discipline, are part of the course.

1-2 lecture and 2 lab hours per week.
2-3 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 212

Occupations of Later Adulthood - The fourth in a sequence of courses addressing the emergence of occupational behaviors, skills and life roles in humans throughout the life span. This course presents theoretical frameworks and models for understanding the occupational nature of later adulthood in multiple living settings, work-related environments, and in community. Approaches to applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of disorders, conditions and circumstances occurring during this period of human development. Writing assignments, as appropriate to the discipline, are part of the course.

4 lecture and 2 lab hours per week.
5 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 213

Practice Skills for OT Assistant IV - Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process in a variety of settings with elders. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week.
2 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 214

Special Topics for the OTA II - The second of a two course sequence designed to develop knowledge and skills needed for the provision of occupational therapy services to special populations. Students will explore the role of the occupational therapy assistant in a variety of service delivery contexts. A variety of strategies used to engage in collaborative occupational therapy supervisory relationships in settings without occupational therapists will be addressed. A special populations independent study incorporating fundamentals of Entrepreneurship and marketing is included. Writing assignments, as appropriate to the discipline, are part of the course.

1-2 lecture and 2 lab hours per week.
2-2 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 215

Fieldwork Level II - Students will apply and synthesize the knowledge base skills and attitudes of an occupational therapy assistant in a supervised health care fieldwork experience. Fieldwork placements in a community setting or institution will afford students opportunities to engage in occupation-based practice with individuals across the lifespan and who may experience a variety of disorders and conditions. The course includes a campus-based student seminar to support the process of professional acquisition. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.

2 lecture and 20 lab hours per week.
6 credit hours.

OCCUPATIONAL THERAPY ASSISTANT 216

Fieldwork Level B - Students will apply and synthesize the knowledge base skills and attitudes of an occupational therapy assistant in a supervised health care fieldwork experience. Fieldwork placements in community settings or institutions will afford students opportunities to engage in occupation-based practice with individuals across the lifespan and who may experience a variety of disorders and conditions. The course includes a campus-based student seminar to support the process of professional acquisition. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.

2 lecture and 20 lab hours per week.
6 credit hours.

OCEANOGRAPHY (OCEAN) [070]

OCEANOGRAPHY 101

Introduction to Oceanography - Third dimension of the ocean, its depth, and as a new frontier awaiting exploration; interdisciplinary study of ocean and interphase between air and water and how it affects the physical environment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PARALEGAL (BUS) [030]

Also See Pages 86-89

BUSINESS 147

Introduction to Paralegal Studies - This course is the first of the required courses in the Paralegal AAS program. It provides an overview of the American legal system. It explores essential knowledge in the paralegal field, including the basic skills, concepts, and reasoning processes for success in a paralegal career. This course explores basic paralegal roles and responsibilities and specific limitations as they relate to the legal system and the law office environment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or English 100 with a C or better, or Consent of Department Chairperson. (College level math eligibility--students not meeting college level math eligibility must complete Math 099 with a C or better. Business 147 can be taken concurrently with Business 148 and Business 149.)

150 minutes per week.

3 credit hours.

BUSINESS 148

Civil Litigation - This course is one of the requirements of the Paralegal AAS program. It introduces the student to procedural concepts of the civil litigation process in state and federal courts with an emphasis on Illinois and federal civil codes. It examines the role of the paralegal from the initial phases of the pre-trial investigation and discovery through the appeals process while emphasizing legal and practical skills. This is a writing intensive course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or English 100 with a C or better, or Consent of Department Chairperson. (College level math eligibility—students not meeting college level math eligibility must complete Math 099 with a C or better. Business 148 can be taken concurrently with Business 147 and Business 149.)

150 minutes per week.

3 credit hours.

BUSINESS 149

Family Law - This course is one of the requirements of the Paralegal AAS program. It is an overview of the basic principles of family law and domestic relations, with emphasis on Illinois law. It examines the areas of marital contracts, divorce, annulment, issues affecting children, and other legal matters relating to domestic relations. It also covers client interviews, the drafting of necessary pleadings and supporting documents, and the performance of basic research relating to family domestic relations as well as the role of the paralegal in family law. Writing assignments, as appropriate to the discipline, are part of the course. Placement test or English 100 with a C or better, or Consent of Department Chairperson. (College level math eligibility—students not meeting college level math eligibility must complete Math 099 with a C or better. Business 149 can be taken concurrently with Business 147 and Business 148.)

150 minutes per week.

3 credit hours.

BUSINESS 150

Legal Research and Writing I - This course is one of the requirements of the Paralegal AAS program. It provides an overview of the fundamentals of legal research writing. This course covers the use of primary and secondary source materials research legal questions. It examines different types of legal documents and provides training in legal analysis. The course also includes principles and techniques legal writing and their application to legal correspondence and documents as well as the role of the paralegal in legal research and writing. This is a writing intensive course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of English 102 and Business 220 and Business 223 with a C grade or better.

150 minutes.

3 credit hours.

BUSINESS 219

Real Estate Law for the Paralegal - This course is one of the requirements of Paralegal AAS program. It introduces the fundamentals of real estate law, with emphasis on Illinois law, and provides a basic understanding of the elements of the real estate industry. The course covers real property law, categories of ownership, legal descriptions, contracts, financial aspects, and special issues in real estate law. It examines the real estate transaction from the beginning of the process to the closing. It emphasizes the drafting of legal descriptions of property, preparing closing documentation and performing a title search. It also examines the role of the paralegal in a law office, financial institution, or title company. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 147 and Business 148 with a C grade or better.

150 minutes per week.

3 credit hours.

BUSINESS 220

Criminal Law for the Paralegal - This course is one of the requirements of the Paralegal AAS program. It explores the Illinois and federal court systems as well as defines the categories of crime and the types of legal defenses. It introduces concepts involved in criminal proceedings and explores the stages of criminal litigation from the arrest through post-trial procedures. It enables the student to understand all procedural aspects of criminal cases and the role of the paralegal aiding an attorney in trial preparation, the trial itself, and post-trial procedures and appeals. This is a writing intensive course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 147 and Business 148 with a C grade or better.

150 minutes per week.

3 credit hours.

BUSINESS 222

Business Law for the Paralegal - This course is one of the requirements of the Paralegal AAS program. It provides the student with an in-depth analysis of the law pertaining to types of business organizations, contract formation, resolution contract disputes and the impact of the Uniform Commercial Code on traditional theory. The role of a corporate paralegal is covered as it relates to the business environment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 147 and Business 148 with a C grade or better.
150 minutes per week.
3 credit hours.

BUSINESS 223

Tort Law - This course is one of the requirements of the Paralegal AAS program. It examines the fundamental elements of tort law and the principles of tort litigation. It introduces the different categories of torts and focuses on the role of the paralegal in tort litigation from the point of view of both the plaintiff and defendant. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 147 and Business 148 with a C grade or better.
150 minutes per week.
3 credit hours.

BUSINESS 224

Wills, Trusts and Probate - This course is one of the requirements of the Paralegal Program. It covers both the theoretical and practical knowledge needed in the planning and probate processes. It covers wills, trusts, and estate administration. The course emphasizes the role of the paralegal in the drafting of estate planning documents and carrying out probate procedures. Emphasis is placed on applicable Illinois law and Federal tax laws. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 149, and Business 222 and Business 219 with a C grade or better.
150 minutes per week.
3 credit hours.

BUSINESS 225

Legal Research and Writing II - This course is one of the requirements of the AAS Paralegal program. It is a continuation of Legal Research & Writing I and provides in-depth, hands-on exploration of legal research, writing, and analysis. It provides additional experience in legal research, reasoning, analysis, and writing. This course continues to explore the various legal reference sources, both traditional and non-traditional. It continues to develop legal reasoning skills and strategies to analyze legal authority in case law. This is a writing intensive course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 150 with a C grade or better.
1 lecture and 4 lab hours per week.
3 credit hours.

BUSINESS 226

Internship for the Paralegal - This course is the final requirement for the AAS Paralegal program. It is designed to enable students to combine classroom training with practical paralegal work experience through supervised on-the-job training in a public or private legal setting. The course covers legal ethics, law office management, interviewing, and job placement skills. Periodic seminars are held to discuss experiences, concerns, and topical questions. Students are required to write summaries of current law articles, keep a journal, and prepare a portfolio which will include a resume, letters of recommendation, and other pertinent materials. A minimum number of hours of on-site time are required for this course. Internship placement must be approved by the Program Coordinator. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of all other Paralegal AAS 304 program requirements with a grade of C or better and Consent of Department Chairperson.
15 lab hours per week.
3 credit hours.

BUSINESS 227

Elder Law - This course is an overview of legal issues that are increasingly relevant as the older population increases. It covers a variety of legal documents and legal situations which affect the elderly. It also covers topics such as asset management, estate planning, health care, personal planning and protection, resources of both public and private agencies and organizations, and the court systems. It examines the role of the paralegal in interacting with elderly clients as well as using the various resources available in elder law. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 149 and Business 222 and Business 219 with a grade of C or better.
150 minutes per week.
3 credit hours.

BUSINESS 228

Environmental Law for the Paralegal - This course examines the fundamental concepts of environmental law. It emphasizes both state and federal laws and regulation enacted to preserve and protect the environment. It covers the specific areas of air control, water quality control, toxic substance control, waste management, and hazardous releases. It also covers energy policy, natural resources, international environmental law, and current environmental issues. It focuses on the role of the paralegal in environmental law. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Business 222 and Business 219 with a grade of C or better.
150 minutes per week.
3 credit hours.

BUSINESS 238

Legal Ethics for the Paralegal – This course is an elective in the Paralegal AAS program. It provides the student with an overview of ethical considerations arising in the paralegal profession. This course discusses the regulation and discipline of attorneys and paralegals, issues related to confidentiality and conflicts of interest, unauthorized practice of law and other ethical issues that pertain particularly to paralegals. Students will discuss general ethical considerations and will work directly with the Illinois Rules of Professional Conduct. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Business 147 and Business 148 or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

BUSINESS 239

Business Organizations and Agency Law – This course is an elective in the Paralegal AAS program. It provides the student with an overview of the formation and operation of business enterprises, exposes the student to types of business organizations and to the law surrounding principal/agent relationships. Students will learn about sole proprietorships, general and limited partnerships, limited liability companies and corporations. The role of a corporate paralegal is covered as it relates to the benefits and disadvantages of each type of entity as well as the formation, dissolution and recordkeeping for each of these entities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Business 222 or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

BUSINESS 240

Computers in the Law Office – This course is an elective in the Paralegal AAS program and can be taken in lieu of the Internship Requirement. The course is designed to be a general introduction to the use of computers and software programs in the modern law office. Office organization, legal terminology, fees and billing procedures, e-filing, scheduling and calendaring, preparation and maintenance of case files, preparation of law office forms, and an introduction and survey of a variety of legal specific software and legal Web resources are involved in this course. Students will develop a greater appreciation for computers by learning how computers can help paralegals complete tasks and assignments. This course includes hands on computer exercises using professional software programs and Web resources used in the law office by paralegals. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Business 223 or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHARMACOLOGY (PHARM) [028]

PHARMACOLOGY 104

Pharmacodynamics and Nursing Care - This course offers an introduction to pharmacodynamics through the application of holistic nursing theory and nursing process to clinical nursing practice. General principles of drug action are discussed as they relate to the nursing care of patients of all age groups. The uses and modes of action for various classifications of medications will be presented. Principles from the basic sciences to include a holistic nursing perspective will be reinforced. Emphasis is placed on the nursing role in medication administration and evaluation of patient response to medications. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 226, and Biology 227, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHI THETA KAPPA (PTKAPPA) [131]

PHI THETA KAPPA 101

Phi Theta Kappa Leadership Development- Development of leadership abilities through the classic examples in the Great Books and through experiential exercises. Includes topics on leadership and group dynamics, moral and ethical responsibilities of leadership, delegation of authority. Conflict resolution, essential leadership skills and productive leadership behavior. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.
3 credit hours.

PHILOSOPHY (PHIL) [043]

PHILOSOPHY 105

Logic - This course introduces students to methods of reasoning, inference and argument. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHILOSOPHY 106

Introduction to Philosophy - Introduction to philosophical methods of inquiry through analysis and evaluation of influential philosophical ideas. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHILOSOPHY 107

Ethics - Introduction to representative ethical systems; approaches to problems of values and conduct. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

PHILOSOPHY 108

Philosophy of Religion - Introduction to major religious traditions, analyzing various conceptions of God, values, reason, and faith. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

PHILOSOPHY 110

Social and Political Philosophy - Discussion of readings in philosophy covering issues such as justice, authority, obligation, rights, power, freedom and well-being. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

PHYSICAL EDUCATION (PHYS ED) [065]

PHYSICAL EDUCATION 110

Fitness - Concepts, techniques, methods of personal fitness, stressing effects of exercise, relaxation and weight control; fitness programs directed to individual improvement. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 112

Gymnastics and Tumbling - General calisthenics and fundamentals of combinations of simple tumbling, gymnastics, stunts and/or modern gymnastics and practice; competitive aspects and scoring. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 114

Jogging - Running techniques to improve organic fitness through individualized programs. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 116

Self Defense and Combatives - Elements of self-defense; understanding of combatives; conditioning, offensive and defensive tactics, rules and strategy for competition. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 118

Weight Training - Development of physical fitness through weight training devices; lifting techniques, circuit training, competitive lifting procedures. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 120

Team Sports - Combination of one or more seasonal sports such as basketball, hockey, soccer, softball, touch football and volleyball; theory and practice of fundamental skills, rules of the game and strategy; competition and tournaments within classes. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 122

Individual Sports - One or more lifetime sports such as archery, badminton, bowling, fencing, golf, skating, skiing, tennis, and track and field; theory and practice of individual skills, rules of the game, techniques of game strategy; competitive tournaments within class. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 130

Fundamentals of Swimming - For beginning and intermediate swimmers; breathing techniques, basic strokes, diving and water safety skills. American Red Cross card issued to qualifiers. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 132

Advanced Swim and Water Games - Instruction in all strokes to improve efficiency and speed; diving from pool side, springboard, rescue skills and surface dives; preparation for lifesaving course; individual and team competition in such games as water basketball and water polo. American Red Cross Card issued to qualifiers. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 146

Contemporary Dance I - Contemporary dance including warm-ups, technique, dance patterns, analysis of rhythm and creative experience in improvisations and simple movement studies. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 148

Contemporary Dance II - Advanced technique, training and principles of movement perception, introduction to fundamentals of dance composition with emphasis on design, form and production. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 150

Ballet - Form, style and performance of basic ballet movements and practice of beginning dances; fundamentals of music related to dance. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

.5-1 lecture and 1-2 lab hours per week.

1-2 credit hours.

PHYSICAL EDUCATION 201

Dance Fundamentals - Rhythm as related to movement and dance; skill practice with emphasis on correct performance, interpretation of dance patterns, opportunities for student teaching. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week.

2 credit hours.

PHYSICAL EDUCATION 202

Ballet - Principles of classical ballet, terminology and methods of teaching elementary composition. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 1 lab hours per week.

1 credit hour.

PHYSICAL EDUCATION 203

Contemporary and Modern Jazz Dance - Analysis through movement, exploration of dance forms, their similarities and differences; skill practice and teaching experience in each area. Writing assignments, as appropriate to the discipline, are part of the course.

.5 lecture and 1 lab hours per week.

1 credit hour.

PHYSICAL EDUCATION 204

Wrestling - Analysis, instruction and theories of coaching, officiating and match strategy. Writing assignments, as appropriate to the discipline, are part of the course.

.5 lecture and 1 lab hours per week.

1 credit hour.

PHYSICAL EDUCATION 222

Games of Lower Organization - Instruction and practice in basic skills; techniques materials used in lead-up activities for elementary grades. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week.

2 credit hours.

PHYSICAL EDUCATION 226

Swimming and Senior Life Saving - Skills of fundamental strokes to improve efficiency and speed; diving from pool side and springboard, rescue skills and surface dives; introduction to coaching of competitive swimming; safety, accident prevention; defense methods, rescue techniques. American Red Cross card issued to qualifiers. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week.

2 credit hours.

PHYSICAL EDUCATION 229

Water Safety Instructor - Swimming skills and techniques in all strokes, skills and techniques of life saving, water safety; practice in class management and teaching progressions; requirements meet those of American Red Cross Water Safety Instructors training program; American Red Cross Water Safety Instructors certificate issued to qualifiers. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week.
2 credit hours.

PHYSICAL EDUCATION 234

Soccer - History, basic skills, playing tactics, officiating and teaching methods. Writing assignments, as appropriate to the discipline, are part of the course.

.5 lecture and 1 lab hours per week.
1 credit hour.

PHYSICAL EDUCATION 246

Golf - Basic practices and teaching of grip, stance and swing; rules, strategy, course layout, etiquette. Writing assignments, as appropriate to the discipline, are part of the course.

.5 lecture and 1 lab hours per week.
1 credit hour.

PHYSICAL SCIENCE (PHY SCI) [076]

PHYSICAL SCIENCE 101

General Course - Introduction to the scientific method of astronomy, geology, meteorology. Writing assignments, as appropriate to the discipline, are part the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHYSICAL SCIENCE 102

General Course - Introduction to physics and chemistry; the relationship of matter and energy to physical and chemical changes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHYSICAL SCIENCE 111

General Course I - See description of Physical Science 101. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.
4 credit hours.

PHYSICAL SCIENCE 112

General Course II - See description of Physical Science 102. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

3 lecture and 2 lab hours per week.
4 credit hours.

PHYSICS (PHYSICS) [077]

PHYSICS 215

Statics - Rigid bodies, fluid statics, friction, moments of inertia, centroids, and virtual work. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 235 and Mathematics 208, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHYSICS 216

Dynamics - Problems in kinematics, dynamics of a particle and a system of particles, dynamics of a rigid body, work, energy, small oscillations, and general plane motion. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 235 and Mathematics 208, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHYSICS 217

Mechanics of Materials - Study of elastic and inelastic relationships of external forces acting on deformable bodies. Includes stresses and deformations produced by tension and compression, torsion and bending, combined stresses, buckling, repeated loads, impact, and influence of properties of materials. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 210 or Physics 215 or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PHYSICS 221

Mechanics and Heat - Foundations and concepts in physics, including elementary problems in mechanics and heat; primarily for students in liberal arts, premedical or technical curricula. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 118 or above with a grade of C or better, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week.
4 credit hours.

PHYSICS 222

Electricity Sound and Light - Continuation of Physics 221. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 231 or Physics 235 or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

PHYSICS 235

Engineering Physics I: Mechanics and Wave Motion-Similar to Physics 231; emphasizes methods of analysis practical and theoretical problems in mechanics and wave motion involving use of elementary calculus. Primarily for students majoring in engineering or the physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Credit or concurrent enrollment in Mathematics 207 and Physics 224, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

PHYSICS 236

Engineering Physics II: Electricity and Magnetism- Similar to Physics 232; emphasizes problem solving involving the use of calculus. Primarily for students majoring in engineering or the physical sciences. Writing assignments, as appropriate to the discipline, are part of course. Prerequisite: Physics 235, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

PHYSICS 237

Engineering Physics III: Heat, Light and Modern Physics-Similar to Physics 233; emphasizes practical and theoretical problems involving the use of calculus. Primarily for students majoring in engineering or physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 235, or Consent Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

POLISH (POLISH) [046]

POLISH 101

First Course - Pronunciation and basic structures, speech patterns, reading and writing skills. Writing assignments, as appropriate to the discipline, are part of the course. 200 minutes per week. 4 credit hours.

POLISH 102

Second Course - Continuation of Polish 101. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or Polish 101. 200 minutes per week. 4 credit hours.

POLISH 103

Third Course - Review and development of basic language skills, conducted in Polish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or Polish 102. 200 minutes per week. 4 credit hours.

POLISH 104

Fourth Course - Review of language structure and interpretation of readings, conducted in Polish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or Polish 103. 200 minutes per week. 4 credit hours.

POLISH 206

Intensive Oral Practice/Polish - Practice in spoken language, fluency and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or Polish 104. 200 minutes per week. 4 credit hours.

POLISH 210

Modern Civilization and Culture/Polish - Recent social, cultural, and historical trends, conducted in Polish and English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

POLISH 213

Introduction to Modern Literature/Polish - Selections from contemporary writings, conducted in Polish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or Polish 104. 150 minutes per week. 3 credit hours.

POLISH 214

Readings in Literature - Polish - Works from selected historical periods, conducted in Polish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Polish 104.

150 minutes per week.

3 credit hours.

POLISH 221

Cultural Background of Poland - Conducted in English. The course presents an overall picture of the historical and cultural development of the Polish nation from its beginning to the present. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

POLITICAL SCIENCE (POL SCI) [086]

POLITICAL SCIENCE 201

The National Government - Development, organization, and functioning of the American national government; origin, growth, and interpretation of the Constitution; and legislative, executive, and judicial processes; administrative development, controls, organization and activities. Successful completion of this course may be used to fulfill the graduation requirement to pass the United States Constitution examination. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Eligibility for English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

POLITICAL SCIENCE 202

Urban Government and Politics - Development, forms, functions, powers and problems of urban government in the United States. Emphasis on metropolitan areas, such as Chicago, and intergovernmental relations; examination of local politics and pressure group activity, administrative organization and fiscal responsibilities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Eligibility for English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

POLITICAL SCIENCE 203

Comparative Government - Principles of comparative study of political systems; political culture, governmental structures and institutions, political parties, groups and ideology; understanding of political systems other than American. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Eligibility for English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

POLITICAL SCIENCE 204

International Relations - Study of international relations, analysis of international behavior; role of nation-state and international organizations; factors underlying the development, character, and application of foreign policy; war and peace; major social and political forces at work in the contemporary world system. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Eligibility for English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

POLITICAL SCIENCE 207

United States and Local Government - Study of state and local political jurisdictions and systems, including their powers, organization, functions, development and contemporary problems. This course will examine the American federal system with special focus directed to the governmental structures and public policies of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Eligibility for English 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

PSYCHIATRIC REHABILITATION (PS REHB) [134]

PSYCHIATRIC REHABILITATION 101

Survey of Psychiatric Rehabilitation - This course is the first in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to servicing individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The survey course has four major themes: Understanding psychiatric disability and current approaches to treatment; the mental health system and surrounding issues; psychiatric rehabilitation through vocational and skills training; family and community support systems. The orientation of the course is more practical than theoretical and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma and to increase understanding of consumer experiences with mental health. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

PSYCHIATRIC REHABILITATION 102

Psychiatric Rehabilitation Skills - This course is the second in the series for the Psychiatric Rehabilitation Certificate. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students learn basic techniques for conducting interviews for use in assessment, treatment planning, and therapeutic interactions with consumers. Students learn to conduct skills training groups and apply behavioral techniques for implementing programs that promote desired skills. Techniques for intervening in crisis situations and preventing and managing aggression are presented. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Psychiatric Rehabilitation 101.

150 minutes per week.

3 credit hours.

PSYCHIATRIC REHABILITATION 103

Health Skills Psychiatric Rehab - This course examines three dimensions of wellness: physical, emotional and environmental. Students will learn the fundamentals of physical wellness, including diet, nutrition, exercise, sanitation, disease prevention and control, and special health considerations for persons with severe mental illness. The emotional dimension of wellness includes social support, physical and sensory accommodations and geriatric and developmental disabilities. Students will learn the essentials of environmental safety, including use of safety equipment and proper mechanics. Students will develop and practice skill for determining vital signs and documenting their observations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychiatric Rehabilitation 101.

150 minutes per week.

3 credit hours.

PSYCHIATRIC REHABILITATION 104

Vocational & Community Living Skills - This course emphasizes the practical applications of vocational and community living skills development for individuals with severe mental illness. Students will observe and practice the fundamentals of vocational rehabilitation, including the duties and tasks commonly required in vocational settings and the development of employment sites. Practical application of current policies affecting employment sites is presented. Networking skills, common state and federal benefit programs and community-based service provision are presented. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychiatric Rehabilitation 101.

150 minutes per week.

3 credit hours.

PSYCHIATRIC REHABILITATION 105

Internship/Survey Psychiatric Rehabilitation & Skills - This internship requires a minimum of 76 clock hours of field experience by student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The first half (or a minimum of 38 hours) will include five of the following areas: 1) inpatient milieu and general activities; 2) case management activities; 3) vocational training activities; 4) skills training activities; and 5) consumer led activities. The second half of the internship (a minimum of 38 hours) includes interviewing skills and leading skills training groups, and at least one of the following: behavior definition and task analysis, aggression management, assessment and treatment and planning, or crisis intervention. All experience should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director is also required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of Psychiatric Rehabilitation 101 and 102.

0 lecture and 5 lab hours per week.

1 credit hour.

PSYCHIATRIC REHABILITATION 106

Internship/Health Skills and Vocational Community Living - This internship requires a minimum of 76 clock hours of field experience by the student. Experiences are a combination of observation of participation/interaction with consumers of mental health services. The first half (or a minimum of 38 hours) will include eight activities in the following areas: physical wellness, emotional and social wellness, environmental wellness, and documentation. The second half will include two areas: vocational rehabilitation and case management. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical and/or supervision by field placement director is also required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of Psychiatric Rehabilitation 103 and 104.

5 lab hours per week.

1 credit hour.

P

PSYCHOLOGY (PSYCH) [087]

PSYCHOLOGY 201

General Psychology - Historical survey of psychology and a study of the sensory and perceptual processes: learning, thinking, remembering, emotional behavior, motivation, mechanism of adjustment, and the total personality. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Social Science 101, or English 101, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PSYCHOLOGY 206

Business and Industrial Psychology - Psychological principles and techniques applied to activities and problems in business and industry; selling, advertising, market research, personnel work, employee selection and training, supervision, and morale. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PSYCHOLOGY 207

Child Psychology - Development, adjustment, and psychological problems from birth of the child through adolescence; relationship of scientific psychological findings to practical methods of child guidance and training by parents, teachers, and others. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PSYCHOLOGY 211

Social Psychology - Analyzes development of personality structures and patterns; cultural environment, social roles and status, attitude formation, personality types and measurement of personality. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Sociology 201, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PSYCHOLOGY 213

Abnormal Psychology - Abnormal behavior and its social significance; symptoms and dynamics of psychological disorders; neuroses and psychosomatic reactions, sociopathic psychoses; consideration of therapies and theories of prevention. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PSYCHOLOGY 214

Adolescent Psychology - Continuation of Psychology 207. Physical, intellectual, educational, personality, and social development of adolescents in contemporary society; emphasis on problems of the adolescents' adjustment to personal and social environment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PSYCHOLOGY 215

Psychology of Personality - Major personality theories to familiarize the student with systems concerned with comprehensively and dynamically interrelating developmental, motivational, and adaptive aspects of behavior; methods of personality assessment and experimental evidence relevant to the theories will also be considered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson.

150 minutes per week.
3 credit hours.

PSYCHOLOGY 217

Brain, Mind and Behavior - Study of behavior from the biological point of view, analyzing behavior in physiological, genetic, developmental and evolutionary terms emphasizing the interaction of the brain, behavior, and environment. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

PSYCHOLOGY 222

Adult Development and Aging - Introduction to psychological problems, issues, facts, and theories relating to later adulthood and old age; societal values and institutions, socio-economic variables, biological and psychological changes, perception, cognition, psychosocial development, personality factors, sexuality and relationships, work and skill issues, adjustment and coping, psychopathology, and therapeutic intervention. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

PSYCHOLOGY 223

Death, Dying and Bereavement - This course will introduce students to psychological problems, issues, facts, theories, opinions, and controversies pertaining to death or loss, the dying process, and bereavement as a response to loss. It will deal with societal values, institutions, psychological variables, the nature of dying and bereavement, the effects of loss on the surviving individual, adjustment and problems, relevant behavioral and emotional reactions, and alternatives to societal institutions surrounding death. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

PSYCHOLOGY 224

Life Span Developmental Psychology - Life Span Development Psychology is an introductory course in developmental psychology covering fundamental biological, cognitive, and psychological factors as they apply to the whole span of development. Theories, research design and findings, facts, and principles, as they apply to each age level, will be examined. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson

150 minutes per week.

3 credit hours.

RADIOGRAPHY (RADIOGR) [021]

RADIOGRAPHY 101

Introduction to Radiation Sciences - Fundamental concepts of medical imaging and the radiation sciences; includes origins of the profession, common terminology and chemicals; technical factors influencing development of the radiograph and technical factors which produce the image. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiology Program 246.

1 lecture and 2 lab hours per week.

2 credit hours.

RADIOGRAPHY 102

Attitudes In Patient Care - Skills needed for proper patient care; includes physical and psychological skills to cope with various situations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiology Program 246.

100 minutes per week.

2 credit hours.

RADIOGRAPHY 105

Imaging Physics - Structure of matter, electric circuitry, especially the x-ray circuit, interactions between ionizing radiation and matter and principles necessary for production of sonographic image. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiology Program 246.

2 lecture and 2 lab hours per week.

3 credit hours.

RADIOGRAPHY 115

Basic Principles of Image Production - Analysis of various technical factors and accessories which affect radiographic and sonographic image; includes basic qualitative factors of image production, and laboratory experiments. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 105.

2 lecture and 2 lab hours per week.

3 credit hours.

RADIOGRAPHY 124

Introduction to Patient Care - Proper positioning and basic nursing procedures necessary for patient care; includes proper placement and manipulation of patient and equipment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 101.

1 lecture and 2 lab hours per week.

2 credit hours.



RADIOGRAPHY 128

Image Evaluation - Analysis of image and quality of radiographs and sonographic images submitted for interpretation; covers patients' size, cooperation and pathological condition relative to and influencing accuracy and quality of resultant image. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 124 and Radiography 140. 50 minutes per week. 1 credit hour.

RADIOGRAPHY 131

Radiographic Procedures I - Proper positioning of patient for demonstration of suspect pathology of abdomen and its contents, correlated with course in anatomy and physiology, and routine and contrast media procedures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 124 and Radiography 140 and Biology 226. 1 lecture and 2 lab hours per week. 2 credit hours.

RADIOGRAPHY 140

Introduction to Clinical Education - Physical and technical skills needed to apply ionizing radiation to human beings; clinical orientation and assessment to determine professional preparedness. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 101 and Radiography 102. 1 lecture and 30 lab hours per week. 4 credit hours.

RADIOGRAPHY 141

Radiography Clinical Education I - Orientation and initial skills development in basic radiographic procedures; visualization of abdomen and its contents stressed to prepare student for further study in major area of specialization; includes communication, operation of equipment, patient care and technical skills development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 124 and Radiography 140. 1 lecture and 30 lab hours per week. 4 credit hours.

RADIOGRAPHY 200

Pathology - Covers disease process with radiographic and sonographic manifestations; laboratory sessions include use of radiographs and images from other modalities to visualize various types of pathologic conditions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 208. 2 lecture and 2 lab hours per week. 3 credit hours.

RADIOGRAPHY 202

Radiology Management - Administration, purchasing and personnel control; practical experience in department administration. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Radiology Program 246. 50 minutes per week. 1 credit hour.

RADIOGRAPHY 205

Applied Radiographic Techniques - Practical applications of previously learned concepts; effects of technical factor selection, use of accessories and changes in patient type and condition. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 115. 2 lecture and 2 lab hours per week. 3 credit hours.

RADIOGRAPHY 206

Imaging - The components of radiological imaging system chains; imaging systems will be explored, including current systems and new and emerging modalities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 205. 1 lecture and 2 lab hours per week. 2 credit hours.

RADIOGRAPHY 208

Radiobiology - Effects of radiation on cells, organs, and organisms and implications on present and future populations, use of ionizing radiation in internal and external treatment of benign and malignant disease. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 105 and Biology 227. 2 lecture and 2 lab hours per week. 3 credit hours.

RADIOGRAPHY 232

Radiographic Procedures II - Positioning and patient-care skills applied to additional body systems and correlated with clinical study; proper positioning of patient for demonstration of suspect pathology correlated with previous procedures; includes skeletal and urinary systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 131 and Biology 227, or Consent of Department Chairperson. 3 lecture and 2 lab hours per week. 4 credit hours.

RADIOGRAPHY 233

Radiographic Procedures III - Study of additional body systems; includes procedures less frequently performed and those requiring special skills or equipment; procedures covered will not normally require invasive techniques. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 232, or Consent of Department Chairperson.
3 lecture and 2 lab hours per week.
4 credit hours.

RADIOGRAPHY 234

Special Radiographic Procedure - Procedures frequently performed in modern department but which employ surgical or other invasive techniques and injection of contrast media into circulatory system; covers emergency procedures and pertinent aspects of some pharmaceuticals. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Radiography program 246.
1 lecture and 2 lab hours per week.
2 credit hours.

RADIOGRAPHY 242

Radiography Clinical Education II - Application of concepts learned in related radiography classes; emphasis on progression from role of observer to assistant, then to relative independence under supervision of qualified clinical instructors, radiographers and faculty. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 141.
1 lecture and 30 lab hours per week.
4 credit hours.

RADIOGRAPHY 243

Radiography Clinical Education III - Progression from role of assistant to greater independence under supervision of qualified clinical instructors. Quality and related aspects of special consent will be covered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 242, or Consent of Department Chairperson.
1 lecture and 30 lab hours per week.
4 credit hours.

RADIOGRAPHY 244

Radiography Clinical Education IV - Progression of student to full clinical independence; upon demonstrating clinical competency, student can refine skills through independent practice; includes field experiences in elective specialization. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Radiography 243, or Consent of Department Chairperson.
1 lecture and 40 lab hours per week.
5 credit hours.

READING (READING) [037]

READING 099

Developmental Reading Skills I – Provides skills necessary for efficient reading of textbooks and other materials. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test.
150 minutes per week
3 credit hours.

READING 125

Developmental Reading Skills II – For students who need to improve their reading skills; efficient reading of textbooks and other materials including work in mechanics of reading, vocabulary development, comprehension, and rate of reading. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Grade of C or better in Reading 099, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

RELIGION

[SEE COMPARATIVE RELIGION] (RELIGN) [133]

SOCIAL SCIENCE (SOC SCI) [088]

SOCIAL SCIENCE 101

General Course – Introduction to the Scientific Study of Human Behavior - A survey of subject matter and concepts selected from the disciplines of anthropology, psychology, and sociology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 102

General Course II – Introduction to the Scientific Study of Human Behavior - A survey of subject matter and concepts selected from the disciplines of economics, geography, history, and political science. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 105

American Social Issues - Critical study of selected current social problems such as labor relations, the welfare system, civil rights and automation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 110

Introduction to Global Studies - To prepare students for an increasingly interdependent world, this multidisciplinary core course cultivates an active conversation about the interconnected global context of our lives. The class examines shared and divergent histories, politics, aesthetics, communication practices, cultures, and economies, as well as human impacts on the environment by paying close attention to contradictions among ethnic and religious identities, strong national affiliations, and the fluidity of nation-state borders. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes.

3 credit hours.

SOCIAL SCIENCE 115

Introduction to Health Education and Prevention – This course is the first requirement of the HIV/STI Prevention Education Basic Certificate Program. It is designed to provide an introduction to the fundamentals of community health education for prevention, early detection, self care, and recovery, particularly with regard to substance abuse. The course surveys health education and outreach programs

for diverse populations and communities. It looks at methods of evaluation to determine the effectiveness of various programs. It examines prevention strategies that attempt to motivate positive behavioral changes and the assessment, planning, and evaluation of interventions. It covers the teaching and application of important life skills. The course also provides an overview of managed health care systems. This course is designed for those working or interested in community health occupations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or English 100 with a C or better or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 116

HIV/STI Prevention Education – This course is one of the requirements of the HIV/STI Prevention Education Basic Certificate Program. It is designed to provide an introduction to the fundamentals of HIV/STI peer prevention education. It surveys prevention education and related outreach programs geared to diverse populations and communities. It examines methods of assessment to determine the health needs of different communities as well as methods of evaluation as applied to health programs to determine their effectiveness. The course also covers the areas of HIV/AIDS, other STI's, safer sex, and harm reduction. It explores specific communities and neighborhoods to discover factors that have a positive or negative impact on both individual and community health, particularly those that foster sexual risk-taking behavior. This course is designed for those working or interested in community health fields. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Grade of C or better in Social Science 115.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 117

HIV/STI and Special Populations – This course is one of the requirements of the HIV/STI Prevention Education Certificate Program. It is designed as an introduction to the concerns and issues of HIV/STI and their effect on special populations. The course examines related needs and problems of those specific populations, which includes women and children, adolescents and young adults, minorities, men who have sex with men (MSM), the disabled, and those who are incarcerated. It explores the health needs of the different communities, particularly with regard to prevention, testing, treatment, substance abuse, and care efforts. This course is designed for those working or interested in community health occupations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Social Science 115.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 118

The ABCs of STIs – This course is one of the requirements of the HIV/STI Prevention Education Certificate Program. It is designed to provide an overview of the more common sexually transmitted diseases (other than HIV) and the effect they have on different populations. This course covers the basic epidemiology of these diseases, their transmission, diagnosis and treatment options, and their various stages. It also explores the possibility of contagion and level of incidence, short and long term effects, as well as examines important issues and problems in harm reduction, prevention, and support. This course is designed for those working or interested in community health occupations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Social Science 116.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 119

HIV/STI and GLBT Health – This course is one of the requirements of the HIV/STI Prevention Education Certificate Program. It is designed to provide an overview of the state of health for gay, lesbian, bi-sexual, and transgender populations. It examines common behavior and trends of these populations as well as related needs and problems, such as accessing health and social services. It explores the health needs of the different communities, particularly in the areas of prevention, testing, treatment, and care. It also analyzes the impact of HIV/AIDS, STIs, and other diseases on these communities. This course is designed for those working or interested in community health occupations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Social Science 118.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 120

HIV/STI Outreach Skills – This course is one of the requirements of the HIV/STI Prevention Education Certificate Program. It is designed to provide advanced education and training in HIV/STI risk reduction. It prepares students to conduct peer education and risk reduction counseling in community-based outreach settings. It explores contemporary concerns, as well as recent findings regarding the transmission and risk reduction of STIs. The course analyzes issues relating to gender, sexual orientation, culture, and ethnicity in order to better prepare students to counsel multi-cultural groups. The course covers training in communication and offers peer education practice in community settings. It also surveys careers in public health education. This course is designed for those working or interested in community health occupations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Social Science 116 or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 121

Case Management/Individual Intervention – This course is one of the requirements of the HIV/STI Prevention Education Certificate Program. It is designed to provide an introduction to the areas of the case management process in health advising. It focuses on skills development in the areas of communication skills and techniques for client-centered health advising for different populations, particularly those dealing with HIV/AIDS. It covers the required ethical responsibilities of case managers. It also covers intake interviewing, data collection and documentation, and effective use of referrals. The course helps students develop the skills necessary to work effectively in HIV/STI prevention health agencies, including the ability to correctly fill in required forms. It also explores strategies for managing cases and encouraging client change in diverse populations. This course is designed for those working or interested in community health occupations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Social Science 120.

150 minutes per week.

3 credit hours.

SOCIAL SCIENCE 201

Group Facilitation – This course is one of the requirements of the HIV/STI Prevention Education Certificate Program. It is designed to provide an introduction to both theoretical concepts and practical applications of group dynamics and facilitation skills for people working in the fields of addiction counseling and HIV/STI prevention education. The course explores the basic areas of goal setting, problem-solving skills, effective group facilitation concepts, dealing with different personalities, handling conflict, and reaching consensus. This course includes observation and participation in group dynamics, group membership, and group facilitation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SERVICE (SOC SER) [091]**SOCIAL SERVICE 101**

Introduction to Social Work - Concepts, principles, and processes encountered by social service workers; questions of motivation, acceptance, attitude, techniques of listening and interviewing. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

SOCIAL SERVICE 102

Introduction to Gerontology - An overview of elder issues including the social, psychological and physical aspects of the aging process. The course will also examine the economic and social impact of the growing elderly population on US society and global community and will explore career opportunities in this expanding field. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement test.

150 minutes per week.

3 credit hours.

SOCIAL SERVICE 103

Aging and Social Policy - A study of government policy to familiarize students with programs at the federal, state and local levels that address elder issues from housing to health care to employment to nutrition and recreation. Students will learn how public policy is created, the role of elder advocacy groups in shaping legislative agendas and issues affecting current and future government programs such as Medicare and Medicaid. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Social Service 102, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SERVICE 105

Physiology of Aging - An exploration of the basic changes that occur in the physical make-up of men and women as a result of the aging process. Discussion will include the causes and effects of disease and debility, as well as health assessment measures, health care options and health maintenance strategies. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Social Service 102, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SERVICE 106

Aging and the Family - An introduction to family theory as found in significant sociological traditions. The course will discuss the effect of the aging process on extended and nuclear families, the changing roles of parent and child, the family stresses and rewards of care giving, the role of aging siblings, relationships between the generations and the financial and psychological impact of caring for the frail elder in the family setting. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Social Service 102, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SERVICE 107

Aging and Leisure - An exploration of the opportunities that are available to the elderly from the well years to the frail years, for personal enrichment, intellectual development, volunteering, health improvement, travel, spiritual growth and second careers. Students will learn the ways in which a majority of an individual's older years may be a time of great opportunities for growth, development and service.

Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Service 102, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SERVICE 110

Introduction to Property Management - This survey course is the first of the required courses in the Property Management/Desk Clerk program. It provides an overview of the different types of multi-family affordable and supportive housing, including housing linked with social services. This course profiles the different populations living in affordable and supportive housing and describes the role of supportive service personnel in aiding at-risk tenants. This course also explores the different housing programs that pay for construction, rehabilitation and operating subsidies at the federal, state, and local levels. It covers applicable legal concerns, such as the Fair Housing Law. It also introduces the major functions of property management including specific responsibilities, usual practices, legal functions and issues, and confidentiality and other ethical concerns. In addition, specific vocabulary to the field is introduced. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SOCIAL SERVICE 111

Tenant Services and Communications- This course is one of the requirements in the Property Management/Desk Clerk program. It is designed to provide an overview and practice of the interpersonal skills needed for a clerical position in a supportive/affordable housing setting. The course provides ways to understand as well as interact effectively with the different populations living in supportive housing. It explores the areas of front desk cordiality, problem identification and problem solving, as well as the common procedures for oral and written communications and complaints. The course also provides common procedures for referring tenants for social services. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Service 110.

100 minutes per week.

2 credit hours.

SOCIAL SERVICE 112

Desk Clerk Operations - This course is one of the requirements in the Property Management/Desk Clerk program. It provides an overview of desk clerk operations, procedures, and security. It explores the role of the front desk and the responsibilities of the position in affordable and supportive housing. It covers the areas of front desk policies, safety and security, interaction with external agencies and authorities, interaction with tenants and non-tenants, confidentiality issues, and maintenance. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Service 110. 150 minutes per week. 3 credit hours.

SOCIAL SERVICE 113

Property Management Clerk Internship – This course is the final requirement in the Property Management/Desk Clerk program. It is designed to enable students to combine classroom training with practical property management clerk work experience through on the job training in a supportive or affordable housing project setting. This course covers legal, ethical, and performance concerns, as well as interviewing and job placement skills. Periodic seminars are held to discuss experiences, concerns, and topical questions. Students are required to keep a journal and prepare a portfolio which will include a resume, letters of recommendation, and other pertinent materials. A minimum number of hours of on-site time, determined by the number of credit hours undertaken, is required for this course. Internship placement must be approved by the Department Chairperson and Program Coordinator. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of all previous Property Management/Desk Clerk Certificate Program 368 required courses: Social Service 110, 111, and 112 and Consent of Department Chairperson. 1 lecture and 10 lab hours per week. 3 credit hours.

SOCIAL SERVICE 114

Marketing and Leasing – This course is one of the requirements in the Property Management/Leasing Specialist program. It is designed to provide an overview of the major functions and practices of the marketing and leasing specialist in a supportive housing environment. This course explores the specific responsibilities, effective communication skills, usual practices, legal functions and issues, as well as applicable ethical concerns facing leasing specialists in a supportive housing setting. The course examines the characteristics of the different populations living in affordable and supportive housing and the various supportive funding streams. The course also covers compliance with government policies and procedures and the specific laws pertaining to supportive housing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of the Property Management/Desk Clerk Certificate Program 368. 150 minutes per week. 3 credit hours.

SOCIAL SERVICE 115

Finance and Accounting - This course is one of the requirements in the Property Management/Leasing Specialist program. It is designed to provide an overview of the areas of income and expenses for a supportive housing residence, as well as budgeting. It reviews general business math skills necessary for keeping track of income and expenses. Different programs which subsidize rentals are examined as are low income subsidy regulations. The course includes how to calculate rents under different programs and how to handle rent disputes. It introduces spreadsheets and financial reports. It also examines property management software such as Excel and Yardi, how to keep track of income and expenses, and how to compute accurate numbers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of the Property Management/Desk Clerk Certificate Program 368. 100 minutes per week. 2 credit hours.

SOCIAL SERVICE 116

Maintenance and Risk Management – This course is one of the requirements of the Property Management/Leasing Specialist program. It is designed to provide an overview of the major functions and responsibilities involved in property management maintenance and risk management in a supportive housing environment. The course explores building operating systems, maintenance standards and compliance, enforcement, securing of vendor bids, as well as fire, life safety and other inspections. It also covers the areas of insurance, keeping necessary computer data, and maintaining professional relationships with others. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of Social Service 114. 150 minutes per week. 3 credit hours.

SOCIAL SERVICE 117

Property Management Leasing Internship – This course is the final requirement for the Property Management/Leasing Specialist program. It is designed to enable students to combine classroom training with work experience through on the job training in a supportive or affordable housing project setting. This course covers legal, ethical, and performance concerns, as well as interviewing and job placement skills. Periodic seminars are held to discuss experiences, concerns, and topical questions. Students are required to keep a journal and prepare a portfolio which will include a resume, letters of recommendation, and other pertinent materials. A minimum number of 75 hours of on-site time, determined by the number of credit hours undertaken, is required for this course. Internship placement must be approved by the Department Chairperson or

(continued)

Program Coordinator. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of all previous Property Management/Leasing Specialist Certificate Program 369 required courses: Social Service 114, 115, and 116 and Consent of Department Chairperson.
1 lecture and 10 lab hours per week.
3 credit hours.

SOCIAL SERVICE 202

Aging and Human Services - This course explores the history of gerontological social work and the methods employed in providing the greatest benefits of human services to the elderly population. Students will learn the practical principles of case management from interviewing to evaluation and become familiar with the characteristics of the service settings in which they will encounter the elderly in the role of Gerontology Specialist. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Service 102, and Social Service 106, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIAL SERVICE 203

Inter Personal Communication with the Elderly - This course is a study of the basic principles of communication as employed in counseling and human services settings. It will emphasize the development of the listening, speaking, behavioral and attitudinal skills that are required by gerontology professionals at the level of social work assistant. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Service 102, and Social Service 106, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIAL SERVICE 204

Cross-Cultural Studies in Gerontology - A comparative study of aging in a variety of cultures from traditional to modern. Students will learn that the attitude of a culture towards its aging population is based on the complex set of interrelationships between social, religious and historical traditions. The course will examine Native American, traditional Chinese, modern European, dominant and minority American cultures and their attitudes toward the elderly and how these attitudes are crystallized into social policy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Service 102, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIAL SERVICE 250

Practicum I - This course combines classroom training with field placement at a community agency or institution serving older persons. Students apply learning about the organization and management of aging services, explore community resources, demonstrate work habits, assess their attitudes and career skills in gerontology, and relate current aging research to practice. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Service 102, and Social Service 105, and Psychology 222.
2 lecture and 5 lab hours per week.
3 credit hours.

SOCIAL SERVICE 251

Practicum II - This capstone course provides a review of gerontology course work, field placement experience at a human services agency or institution serving older persons, advanced classroom training in practice concepts related to service delivery to older adults, and guidance in producing a final project that will summarize the student's gerontological course work. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Service 250.
2 lecture and 5 lab hours per week.
3 credit hours.

SOCIAL SERVICE 252

Nursing Home Administration - This course introduces students to administrative practices in long-term care facilities including organization, financial management, staffing, community relations, managing the physical plant, in-service training, and alternatives to institutionalization. In preparation for taking the Nursing Home Administrator licensing exam, students will also learn about community health systems, auxiliary agencies and programs, chronic diseases and infirmities, the aging process and the care of the aged, and related local, state, and federal legislation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a grade of C or better, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIAL SERVICE 253

Accounting for Long Term Care - This course is designed to give students, who will be essentially non-financial managers, the financial knowledge needed to perform the duties of a health care administrator in the long-term care setting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIOLOGY (SOC) [089]**SOCIOLOGY 201**

Introduction to the Study of Society - Characteristics of group life, the effects of the group on human conduct, and the interrelationships between society, culture, and the individual. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIOLOGY 202

Sociology of Urban Life - Study of urbanization, personal and social disorganization, collective behavior, social movements and voluntary associations, race and ethnic relations, social stratification, industrial relations, and political sociology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIOLOGY 203

Marriage and the Family - Study of the family as a dynamic social institution; emphasis on love, sex, dating, courtship and marriage, child rearing, marital problems, and divorce. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIOLOGY 205

Social Problems - Understanding current social problems; sociological concepts student learns in Social Science 101 and Sociology 201 will be employed in analysis of concrete social problems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Sociology 201, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIOLOGY 207

Sociology of Sex and Gender - Examines the difference between behavior based on what society says is appropriate in order to be masculine or feminine. Examines the question of what forces in society are most influential in determining the place of men and women with special emphasis on power. Examines how this influence works in the process of socialization and core social institutions, including marriage and family, education, religion, the economy, and politics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SOCIOLOGY 211

Race and Ethnic Relations - A comparative analysis of racial, religious and ethnic groups. The course examines how group identity is formed and how it is maintained or persists. It includes how group identity affects inter-group relations, social movements, government policy and related social problems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.
150 minutes per week.
3 credit hours.

SPANISH (SPANISH) [057]**SPANISH 101**

First Course - Pronunciation and basic structures, speech patterns, reading and writing skills. Writing assignments, as appropriate to the discipline, are part of the course.
200 minutes per week.
4 credit hours.

SPANISH 102

Second Course - Continuation of Spanish 101. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test or Spanish 101, or Consent of Department Chairperson.
200 minutes per week.
4 credit hours.

SPANISH 103

Third Course - Review and development of basic language skills, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Spanish 102, or Consent of Department Chairperson.
200 minutes per week.
4 credit hours.

SPANISH 104

Fourth Course - Review of language structure and interpretation of readings, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Spanish 103, or Consent Department Chairperson.

200 minutes per week.

4 credit hours.

SPANISH 113

Spanish For Near-Native Speakers I - Review of formal structure and sound system of language for near-native speakers; emphasis on accurate, fluent and effective oral expression. Writing assignments, as appropriate to the discipline, are part of the course.

200 minutes per week.

4 credit hours.

SPANISH 114

Spanish for Native Speakers II - Continuation of Spanish 113. Emphasis on reading and writing skills. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Spanish 113 with a C grade or better, or Consent of Department Chairperson.

200 minutes per week.

4 credit hours.

SPANISH 191

Survival Spanish Nursing - This course is designed to prepare nurses and nursing students to communicate in Spanish in order to better assist and provide medical attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish, the course provides trans-cultural training for nurses and future nurses. Emphasis is on enhancing quality patient care. Note: This course is not a substitute for any nursing course. It is strictly to enhance learned knowledge of nursing protocols. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SPANISH 192

Survival Spanish for Law Enforcement Officers - This course is designed to prepare non-Spanish speaking police officers to use Spanish language skills and cross-cultural strategies to enhance their ability to aid victims and control offenders in potentially dangerous situations involving native Spanish speakers. Note: This course is not a substitute for any criminal justice course. It is strictly to enhance learned knowledge of policing protocols. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SPANISH 206

Intensive Oral Practice- Practice in spoken language, fluency and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Spanish 104, or Consent of Department Chairperson.

200 minutes per week.

4 credit hours.

SPANISH 210

Modern Civilization and Culture - Recent social, cultural, and historical trends, conducted in Spanish and English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SPANISH 213

Introduction to Modern Literature - Selections from contemporary writings, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Spanish 104, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SPANISH 214

Readings in Literature - Works from selected historical periods, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Spanish 104, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SPEECH (SPEECH) [095]

SPEECH 101

Fundamentals of Speech Communication - Theory and practice of oral communication; development of poise and confidence, delivery, and speech organization; public speaking practice; small group discussion, and development of standards of criticism. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SPEECH 102

Public Speaking - Advanced theory and practice of oral communication in public speaking in speaker-audience situation; discussion of psychological effects of speech techniques, choice of words, attitudes, and structuring; role of speech in gaining consensus in a confrontation of the rhetoric of agitation and control; studies of outside speakers from personal viewing, television viewing, and examination of speech texts, argumentative techniques used in the persuasive speech. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Speech 101, or Consent of Department Chairperson.

50-150 minutes per week.

1-3 credit hours.

SPEECH 104

Group Communication - Principles and theories involved in discussion techniques; participation in various kinds of discussion groups to prepare student for leadership roles in community, business, and professional groups. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Speech 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SPEECH 131

Introduction to the Theater - Elementary principles of acting, directing, scene design, scene construction, costuming, lighting, sound and makeup for the stage. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

SPEECH 135

Speech Projects - For students involved in theater projects, forensics, radio and television, choral reading; any type of speech project being performed outside the classroom as an activity included in this classification. Writing assignments, as appropriate to discipline, are part of the course. Not more than an accumulated 2 credit hours will be counted towards graduation.

3 lab hours per week.

1 credit hour.

SPEECH 143

Training the Speaking Voice - Improvement and development of an individual's speech, pitch, volume, and overall articulation through use of phonetics of American English. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

SPEECH 144

Oral Reading and Interpretation - Study of communication skills required for effective oral reading; experience in oral interpretation of representative examples from prose, poetry, and drama. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Speech 101.

150 minutes per week.

3 credit hours.

SPEECH 145

Radio and Television - Historical development of broadcasting and analysis of existing programs; objectives of radio and television, study of program types, acceptable standards for broadcasting, and career opportunities. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

SPEECH 160

Business and Professional Speech - Speech techniques used in selling, administrative reporting, public relations, program speaking, conference procedures and other industrial and professional presentations. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

SPEECH 205

Family Communication - A study of the family as a communication system and the use of principles of healthy communication within a family context. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 101.

150 minutes per week.

3 credit hours.

SPEECH 206

Argumentation - Role of debate in a democratic society; principles of investigation analysis of issues, types and tests of evidence and reasoning as applied to public questions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Speech 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

SPEECH 243

Speech for Teachers - Correcting common errors of articulation, identifying and directing remedial cases, reading aloud with interest, controlling and directing classroom discussions, developing good speaking voices, and selecting and presenting assembly programs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Speech 101, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

THEATER ART (THR ART) [099]

THEATER ART 129

Introduction to Theater History - Introduction to theater history from its origins to the present including theatrical styles and literature. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

THEATER ART 130

Stagecraft - Introduces safety procedures and basic techniques of scenery and property construction, tool use, scene painting, and backstage organization. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week.

3 credit hours.

THEATER ART 131

Introduction to Theater - Introduction to basic acting, survey of the theater plant and literature, makeup and technical aspects together with terminology of theater. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

THEATER ART 132

Theater Production, Direction and Management - Production and direction of plays; experience in play selection, theater organization, scheduling, audience analysis, box office and record keeping, and publicity. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 4 lab hours per week.

4 credit hours.

THEATER ART 133

Acting I - Acting techniques, stressing exercises, improvisations, prepared and general acting situations; theories of method and technical methods explained and presented; survey of acting styles. Writing assignments, as appropriate to the discipline, are part of the course. (

150 minutes per week.

3 credit hours.

THEATER ART 134

Theater in the Modern World - Survey of styles and literature of modern theater from 20th century to present; includes musicals, dance, plays and educational, professional and off-Broadway trends. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week.

3 credit hours.

THEATER ART 136

Make-Up Stage Screen and TV - Practical class in makeup and related arts, showing technique for using false hair, wigs, beards and other makeup specialties as well as general makeup of all kinds for stage, screen and television. Writing assignments, as appropriate to the discipline, are part of the course.

100 minutes per week.

2 credit hours.

THEATER ART 137

Stage Lighting - Comprehensive study of theory and technique of lighting for the theater; use of all instruments and dimming controls, work on sound in theater. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week.

3 credit hours.

THEATER ART 230

Stage Management - Practice in stage management; students will work with scenes and plays as a stage manager, will operate special sound effects and recording equipment and will make a complete sound track for a play. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Theater 131, or Consent of Department Chairperson

2 lecture and 4 lab hours per week.

4 credit hours.

THEATER ART 233

Theater Design - Scene design including preparation of plans, scale models and ground plans; history of design; project: full design for play currently produced in the theater. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week.

3 credit hours.

THEATER ART 235

Acting II - A continuation of Acting I with an emphasis on an intensive approach to acting exercises, improvisation

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and scene study. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Theater 133 with a grade of C or better.
150 minutes per week.
3 credit hours.

THEATER ART 242

Improvisational Theater Workshop - Theory and practice of improvisational acting techniques; development of scripting in the moment, development of character and styles; designing and performing an improvisational show. Writing assignments, as appropriate to the discipline, are part of the course.
150 minutes per week.
3 credit hours.

THEATER ART 252

Childrens Theater Workshop - The students will participate in a production of a play for children. The class will operate as a theater company and students will work in all phases of theater including acting, directing, stage managing and producing as a full company experience. Writing assignments, as appropriate to the discipline, are part of the course.
2 lecture and 2 lab hours per week.
3 credit hours.

ZOOLOGY (ZOOLOGY) [029]

ZOOLOGY 211

General Zoology - Fundamental principles of animal morphology, physiology, genetics, and ecology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a C or better, or Consent of Department Chairperson.
2 lecture and 4 lab hours per week.
4 credit hours.

ZOOLOGY 212

Vertebrate Zoology - Comparative anatomy and evolution of the vertebrates; dissections and study of representative chordates; study of selected vertebrate types. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Zoology 211, or Biology 115.
2 lecture and 4 lab hours per week.
4 credit hours.

ZOOLOGY 216

Vertebrate Embryology - Comparative vertebrate embryology. Emphasis on amphibians, birds, and mammals. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Zoology 212.
2 lecture and 4 lab hours per week.
4 credit hours.

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Humboldt Park Vocational Education Center

1645 N. California
Chicago, Illinois 60647
Phone (773) 489-8989
General Fax (773) 489-8947

<http://wright.ccc.edu/Humboldtpark/home.htm>

Humboldt Park Vocational Education Center

The Humboldt Park Vocational Education Center (HPVEC) of Wilbur Wright College is located at 1645 North California on Chicago's near northwest side. The Center opened in 1995 and serves as an education and training resource for the Humboldt Park/West Town Community. Courses are offered in the morning, afternoon, evening, and on weekends. Advising, counseling, and tutoring services are available to help students succeed in their coursework.

OCCUPATIONAL TRAINING PROGRAMS AT HPVEC

To prepare students whose goal is immediate employment, HPVEC offers Occupational Training Programs that lead to Basic and Advanced Certificates. Many of these programs transfer in whole or in part to an Associate in Applied Science (A.A.S.) degree. However, these programs are not designed specifically for transfer. Students intending to transfer should consult an academic advisor. Financial aid is available to eligible students.

Computerized Numerical Control (CNC)
Industrial Maintenance Technology (EEM)
Information Processing Technology
Practical Nurse (PN)*

*The Practical Nurse Program is offered as a college credit program.

CONTINUING EDUCATION AT HPVEC

The Continuing Education Department at HPVEC offers a variety of non-credit courses (morning, evening, and Saturday) to meet the educational, training, and personal needs of community residents of all ages. HPVEC offers classes on improving basic reading, math, and writing skills; English language proficiency and conversational Spanish, as well as computers for kids. Several short-term training programs designed for those seeking to enter or re-enter the work force include the following:

Certified Nurse Assistant
Computer Training
Job Preparation Skills
Pharmacy Tech Training
Phlebotomy Certification

ADULT EDUCATION PROGRAMS AT HPVEC

The Adult Education Department at HPVEC offers free ESL and GED classes (day and evening) designed for students who need to improve their English language proficiency and/or obtain their high school equivalency diploma.

English as a Second Language (ESL) - ESL courses are offered for students whose native language is not English. Students learn to speak, read, write, and understand English. They can move from beginning to intermediate and on to advanced levels as their skills improve. Credits earned in the ESL Program are not applied to certificates or degrees.

General Education Development (GED) – GED courses are offered for students who have not completed their high school education and wish to obtain a high school equivalency certificate. GED courses review the six major subject areas (writing skills, social studies, science, literature, mathematics, and the U.S./Illinois Constitution) of the GED examination.

Humboldt Park Vocational Education Center

Occupational Program Curriculum

NURSING ASSISTANT (334HLTH)

(Basic Certificate, Code 0700)

(7 credit hours minimum)

The Nurse Assistant certificate program prepares individuals with the theoretical and clinical knowledge necessary to function as members of the health care team. They are able to offer competent assistance and basic nursing care to patients and clients in a variety of health care settings. Students who complete the certificate meet the educational requirements for the Illinois Nurse Aide Competency Examination. After successful completion of this exam, an individual becomes a Certified Nurses Assistant (CNA) in Illinois. This certificate is often a prerequisite for associate degree nursing programs.

Prospective students must qualify for English 098 and agree to a criminal background check prior to registering for the program. Writing assignments, as appropriate to the discipline, are part of the course. 5 lecture hours and 6 lab/clinical hours are scheduled per week.

Health Tech	540	Nurse assistant	7
Total Hours			7

COMPUTERIZED NUMERICAL CONTROL PROGRAM (332ENGR)

Advanced Certificate (38 hours) (Code 0748)

Study of the basic principles of machine tool technology incorporating basic computer applications to the manufacturing industry. In addition, students will study CNC programming and computer integrated manufacturing (CAD/CAM).

Required Courses		Credit Hours
EIT 1	300 Introduction to CAD	3
EIT 1	301 CNC Operations	3
EIT 1	302 CNC Programming	3
EIT 1	303 CNC Programming II	3
EIT 1	304 CAD/CAM Numerical Control	3
EIT 1	305 Introduction to Computer Application In Manufacturing (Introduction to CAM)	4

EIT 1	539	Metallurgy	3
EIT 1	546	Career Development I	3
EIT 1	761	Machine Shop Math	3
EIT 1	764	Machine Shop Technician	4
EIT 1	767	Blueprint Reading	2
EIT 1	770	Machine Tool Operations	3
EIT 1	777	Statistical Process Control	3
EIT 1	779	Internship	1
Total Hours			38

INDUSTRIAL MAINTENANCE TECHNOLOGY (432ENGR)

(Advanced Certificate, Code 0790)

(36 credit hours minimum)

Study of the theory and application of electricity and electronics to wiring, motors, industrial controls, electronic instrumentation, and programmable logic controllers. The program integrates academic and occupational education leading to an internship at an actual worksite. These skills will help students expand their career opportunities and career plans in occupations related to power and control of buildings and equipment. Projects will demonstrate wiring, motor controls, switches, power operated mechanical devices, and other set-ups of systems that apply to electric/electronic power controls. Can be applied to AAS degree.

Required Courses		Credit Hours
EIT 6	515 Principles of AC/DC	4
EIT 6	502 Electrical Wiring and National Elect Code	3
EIT 6	503 Applied Mathematics	3
EIT 6	504 Introduction to Pneumatic Tech	2
EIT 6	505 Solid State Fundamentals	3
EIT 6	506 Industrial Motors	3
EIT 6	507 Industrial Controls	3
EIT 6	508 Digital Electronics Fundamentals	3
EIT 6	509 Industrial Programmable Control	3
EIT 6	510 Industrial Hydraulics	3
EIT 6	512 Internship	2
EIT 6	516 Quality Assurance	2
EIT 6	517 National Electric Code	2
Total Hours		36

INFORMATION PROCESSING TECHNOLOGY (330BSCM)

(Advanced Certificate, Code 0719)

(31 credit hours minimum)

Study of the latest skills in information technology emphasizing software applications and modern office procedures.

Courses are designed to provide instruction in computer keyboarding, computer literacy, word processing, spreadsheets, databases, business writing, and use of the Internet and electronic mail. Students also receive training in desktop publishing and apply their skills to office settings through their practicum experience.

Required Courses		Credit Hours	
Business Tech 1	503	Business Writing	3
Business Tech 1	508	Practicum	1
Business Tech 1	526	Introduction to Personal Computers	2
Business Tech 1	525	Introduction to Office Systems	2
Business Tech 1	540	Business Math III	3
Business Tech 1	543	Keyboarding for Microcomputers I	2
Business Tech 1	544	Keyboarding for Microcomputers II	2
Business Tech 1	545	Keyboarding for Microcomputers III	2
Business Tech 1	550	Word Processing Applications	2
Business Tech 1	551	Spreadsheet Applications	2
Business Tech 1	552	Database Applications	2
Business Tech 1	553	Desktop Publishing Applications	2
Business Tech 1	568	Language Skills I	3
Business Tech 1	569	Language Skills II	3
Total Hours			31

PRACTICAL NURSING (NURSING)

(Advanced Certificate, Code 0240)

(40 credit hours minimum)

Within the provisions of the Illinois Nursing Act of 2002 and the Rules for the Administration of the Illinois Nursing Act of 2002, the practical nurse provides and manages care and participates in the teaching and research under the supervision of a registered nurse, licensed physician, dentist, or podiatrist. This one-year (three-semester) Advanced Certificate Program prepares individuals to function as members of the health care team. Practical nursing education correlates clinical experiences and theoretical knowledge for nursing, communications, and the biological and social sciences.

Individuals completing the practical nursing program meet the educational requirements for the NCLEX-PN exam to become a licensed practical nurse (LPN). Recognizing that graduates vary in ability and that changes occur in long and short term goals, the practical nursing curriculum includes nursing and general education courses which allows articulation for career advancement in the nursing field. Certified Nurse Assistants actively employed are given credit for basic nursing skills. If more applicants apply than the program can accept, the most qualified applicants will be accepted. Requirements for consideration into the program:

- High School Diploma or GED
- Program Application
- Official transcripts
- Biology 226 and Biology 227 (Human Structural and Function/Anatomy and Physiology)
Note: Biology 121 is the prerequisite course for Biology 226
- English 101 (English Composition)
- Psychology 201 (General Psychology)
- Math: proof of eligibility for college level math by coursework or placement test
- Pre-admission Test

Humboldt Park Vocational Education Center

Occupational Program Curriculum

Required Nursing Courses:

First semester:

Nursing	150	Nursing Fundamentals I	4
		or	
Nursing	156	Nursing Fundamentals I (for those with current CNA certificate through the State of Illinois)	2
Nursing	151	Nursing Fundamentals II	4
Nursing	152	Nursing Perspectives	2

Second semester:

Nursing	153	Nursing through the Life Span I	5
Nursing	154	Nursing through the Life Span II	5

Third semester:

Nursing	155	Nursing through the Life Span III	6
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Required General Education:

English	101	Composition I	3
Bio	226	Human Structures and Functions I	4
Bio	227	Human Structures and Functions II	4
Psych	201	Introduction to Psychology	3
Total hours:			40

Humboldt Park Vocational Education Center

Occupational Program Course Descriptions

COMPUTERIZED NUMERICAL CONTROL PROGRAM (332ENGR)

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0300

Introduction to CAD – This course introduces students to the use of the microcomputer for computer aided design and drafting, using measuring instruments, special perception workpiece scales. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0301

CNC Operations – Students are provided the opportunity to learn the operations and set up of CNC controlled vertical mills and CNC controlled lathes. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0302

CNC Programming – This course provides knowledge and skills needed for entry level employment in CNC programming, as well as advanced programming dealing with the lathe and mill. Programming of complex parts with the aid of a computer is also part of this course. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0303

CNC Programming II - This course provides advanced part programming dealing with the lathe and mill. Programming of complex parts with the aid of a computer. Prerequisite: CNC Programming I. 2 lecture hours/3 lab hours. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0304

CAD/CAM Numerical Control – This course is designed to acquaint students with NC part programming as it applies to a CAD/CAM system. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisites: CNC programming, CAD experience, and machine shop experience. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0305

Introduction to Computer Applications – Fundamental concepts of computer information systems as applied to microcomputers in the manufacturing field. Students will be introduced to specialized software formats in word processing, spreadsheets, databases, and graphics. Includes hands-on experience using a variety of software employed in the manufacturing field. These include: computer-aided design, computer numerical control, quality assurance, and computer readouts. Writing assignments, as appropriate to the discipline, are part of the course. 4 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0539

Metallurgy – This course provides the student with the basic knowledge in the compositions, structure, and selection of steel and other metals used in modern machining processes. Emphasis is placed on the common properties of metals such as: density, ductility, tensile strength and hardness, as well as to show how some of the metals respond to heat treatment processes. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0546

Career Development – Develop interpersonal skills training to prepare individuals for the world of work with emphasis on enhancing their understanding of attitudes, behavior, perceptions, and motivation. Develop job seeking techniques, problem solving skills, and minimize obstacles that would jeopardize their employment opportunities. This course also reviews the mechanical elements of English and provides practical applications of traditional reading, writing, spelling, and punctuation skills. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0761

Machine Shop Math – This course provides the student with the necessary mathematical foundation for problem solving, review of the basic principles of arithmetic, decimal, fractions and metrics. It also

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Wilbur Wright College - One of the City Colleges of Chicago

Humboldt Park Vocational Education Center

Occupational Program Course Descriptions

provides training in the use of algebra, geometry and trigonometry as applied to the solution of practical machine shop problems. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0764

Machine Shop Technician - Students will study the nomenclature of hand tools, engine lathe, grinders, drill press, bandsaws and the use and care of precision measuring instruments. This course provides students with manual, semi-automatic, automatic, numerical and computerized numerical control training in the safe operation of engine and turret lathes, vertical and horizontal milling machine with the proper use of cutting, fluids, basic metallurgy, gears and gear cutting, feed and speeds. The use of the dividing head and rotary table are also emphasized. Writing assignments, as appropriate to the discipline, are part of the course. 4 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0767

Blueprint Reading – A course to develop the trainee's ability to interpret drawings related to actual machine shop projects. Wood and metal patterns and (CAM) graphics are used to facilitate interpretation. This course covers the basic principles of GD&T. Students learn how GD&T symbols are used to ensure the interchange ability of parts being manufactured, as well as how GD&T is added to enhance the quality of parts that must be assembled. Students will learn the various tolerances of form, profile, orientation, runout, and location. The practical application of GD&T will be used throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0770

Machine Tool Operations – Introduction to basic machine tool operations including bandsaws, engine lathes, drill presses, milling machines, grinding of drill and tool bits, bench work and related layout work and inspection. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0777

Statistical Process Control – This introductory course provides an overview of quality as it applies to producing quality products and services. Students learn the terminology and techniques necessary to control the processes and systems, including the control of procured materials, equipment, and services. The course starts with the history of quality control, standards, inspection, calibration, preventative maintenance, systems and OSHA standards. Production parts will be used to calculate the measured dimensions and determine quality compared to the standard. These skills will be applied to the lab portion of the CNC Program. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

COMPUTERIZED NUMERICAL CONTROL PROGRAM 0779

Internship – The internship will provide students with hands-on experience operating a lathe, mill, or other machining equipment at an actual work-site. The intern will most likely be an assistant to a machinist or perform basic machine work. Writing assignments, as appropriate to the discipline, are part of the course. 1 credit hour.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE (432ENGR)

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0502

Electrical Wiring – Introduction to electrical wiring, repair and construction techniques in a laboratory setting. Students will also acquire proficiency in the identification and use of various electrical components associated with wiring activities. Basic functions of addition, subtraction, multiplication, and division of decimal and base 10 numbering system will be used to calculate current, voltage, resistance, and watts. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: EEIM 0515, EEIM 503, EEIM 505, and EEIM 508. 3 credit hours.

Humboldt Park Vocational Education Center

Occupational Program Course Descriptions

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0503

Applied Mathematics - Introduction to the use of fractions, mixed numbers, decimals, order of operations, ration, proportion and percent problems as they relate to industrial maintenance activities. Measurement and graphical representation will be explored and the skill of estimating and solving word problems will be emphasized. College algebra will be introduced at the end of this course. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0504

Introduction to Pneumatic Technology – Introduction to pneumatic technology that will demonstrate how air is harnessed as a source of power to do work. The pneumatic trainer will be used to illustrate how pneumatic circuits are used in real-life and industrial applications. A variety of pneumatic instruments, components and systems are demonstrated through a series of enjoyable and interesting experiments. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: EEIM 0515, EEIM 502, EEIM 503, EEIM 505, EEIM 506, EEIM 507, and EEIM 508. 2 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0505

Solid State Fundamentals – This course will focus upon the use of discrete solid state devices in electronics. Topics of instruction will include: semiconduction, diodes, optoelectronic devices, DC and small signal analysis of bipolar transistors and FETS, power amplifiers, tune amplifiers, frequency response and other associated electronic devices. Solid State Basic functions of addition, subtraction, multiplication, and division of decimal and base 10 numbering system will be applied to semiconductor devices, diodes, and transistors. The theory and application of solid state electronics will be studied in a laboratory setting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: EEIM 0515 and EEIM 503. 3 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0506

Industrial Motors – Principals and applications of

electric motors used in industry. Topics to be studied include: motor and generator fundamentals, single and three-phase AC motors, DC and universal motors, stepper motors, servo motors, motor load characteristics, motor specifications and ratings, efficiency characteristics, motor testing and protective devices, and testing and troubleshooting procedures for motors. The theory and application of motors used by industry will be studied in a laboratory setting. Basic functions of addition, subtraction, multiplication and division of decimal and base 10 numbering system will be used to calculate current, voltage, resistance and watts. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: EEIM 0515, EEIM 502, EEIM 503, EEIM 505, and EEIM 508. 3 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0507

Industrial Controls – Introduction to the AC power control system used in the industry. Topics to be studied include: ladder diagramming, motor starters, relays, timers, solid state motor controls, photo electronic and proximity control devices and an introduction to programmable controllers. The theory and application of industrial controls will be studied in a laboratory setting. Introduces mathematical concepts and formulas used in measuring pressure. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: EEIM 0515, EEIM 502, EEIM 503, EEIM 505, and EEIM 508. 3 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0508

Digital Electronics Fundamentals – Introduction to electronic digital fundamentals through the study of combinational and sequential logic circuits. Topics of study will include Boolean algebra, number codes, latches, flip-flops, counters and shift registers. The theory and application of digital electronics will be studied in a laboratory setting. Digital basic functions of addition, subtraction, multiplication, Boolean algebra, and division of decimal and base 10 numbering system as applied to digital electronic devices, circuits and systems. Prerequisite: EEIM 0515, EEIM 503, and EEIM 505. 3 credit hours.

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Wilbur Wright College - One of the City Colleges of Chicago

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Occupational Program Course Descriptions

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0509

Industrial Programmable Controllers – Introduction to the basic operations of programmable controllers, central circuit programming and industrial programmable controller applications used in automated manufacturing. Basic functions of addition, subtraction, multiplication, division and computer numbering systems such as binary, octal, hexadecimal, and binary coded decimals as applied to programmable logical controllers. The theory and application of programmable controllers will be studied in a laboratory setting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: EEIM 0515, EEIM 503, EEIM 504, EEIM 505, EEIM 506, EEIM 507, and EEIM 508. 3 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0510

Industrial Hydraulics – Introduction to the basic concepts of hydraulics and its applications in an industrial setting. A hydraulics laboratory trainer will be utilized to help students learn hydraulics through the use of a variety of test instruments, gauges, components and control systems. Prerequisite: EEIM 0515, EEIM 502, EEIM 503, EEIM 504, EEIM 505, EEIM 506, EEIM 507, EEIM 508, and EEIM 509. 3 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0512

Internship – Placement on the job monitored by supervisor will introduce the student to the real world or work. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: successful completion of all course work in the Industrial Maintenance Program. 2 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0515

Principles of DC/AC – Introduction to DC and AC circuiting fundamentals including current and voltage resistive elements, Ohm's law, series, parallel, and series-parallel DC and AC circuits analysis, conductors and insulators, basic electric measurements, instruments, capacitors, magnetic circuits and electromagnetism, inductance, sinusoidal alternating current and voltage, and various types

of transformers. Various aspects of DC and AC theory and problem solving activities will be conducted in a laboratory setting. Prerequisite: EEIM 503, Applied Mathematics. 4 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0516

Quality Assurance – An overview of quality assurance as it applies to producing quality products and services based primarily upon processes and systems and including the control of procured materials, equipment and services. Includes an overview of the history of quality assurance, standards, inspection, calibration, preventative maintenance, systems and OSHA standards. These topics will be applied to the lab portion of the Industrial Maintenance Program. 2 credit hours.

ELECTRIC/ELECTRONIC INDUSTRIAL MAINTENANCE 0517

National Electrical Code – This course in the National Electrical Code helps students understand how the NEC is constructed, how to read the Code from beginning student to experienced electrician. A series of enjoyable lectures that clarify confusing and seemingly conflicting rules from the 1996 NEC. 2 credit hours.

INFORMATION PROCESSING (330BSCM)

INFORMATION PROCESSING TECHNOLOGY 0503

Business Writing – This course develops higher-level writing and editing skills, advanced report writing skills, and reviews excellent techniques for handling local, national, and international calls, as well as other electronic devices for communicating. Critical thinking and decision-making skills will be utilized in developing students' skills in handling complex business communications. Issues relating to information security, individual privacy, and ethics will be considered throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0508

Practicum – Planned and supervised career field experience relating to a student's occupational program is emphasized. Placement will introduce

Titles in (parenthesis) are registration subject codes.

the student to the real world of work in the field of Information Processing. Writing assignments, as appropriate to the discipline, are part of the course. 1 credit hour.

INFORMATION PROCESSING TECHNOLOGY 0525

Introduction to Office Systems – The major components of a computer system, terminology, operating system command structure, and related utilities will be integrated throughout the course. Basic operations, including directories, cataloging, and comparing files are covered. Advanced concepts such as sub directories, folders, and text editing are discussed. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0526

Introduction to Personal Computers – Overview course that ensures students a firm foundation in computer applications. Students will be introduced to operating systems, word processing, database, spreadsheet, desktop publishing, multimedia and telecommunications This course will also explain the difference between working on a network or a stand-alone environment. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0540

Business Math III – Reviews basic math principles and application of occupational proficiency in performing business applications such as discounting, payrolls, decimals, interest, and percentages. Also begins to look at basic accounting principles as applied to the office environment. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0543

Keyboarding for Microcomputers I – This course will teach students to operate the keyboard by touch and begin the development of speed and accuracy levels. Formatting of basic documents is also mentioned. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0544

Keyboarding for Microcomputers II – This course will provide training in keyboarding, skill building,

and document formatting. Students will use word processing software as a tool to build keyboarding speed and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0545

Keyboarding for Microcomputers III – Advanced document formatting and skill building on the ten-key number pad are included in the course. Students will use decision-making skills to evaluate document formats and mail ability. Applying written communication skills and demonstrating quality and efficiency in document production are emphasized. Development of keyboarding control and speed, complex tabulations, word division, business correspondence and simple manuscripts. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0546

Career Development – Develop interpersonal skills training to prepare individuals for the world of work with emphasis on enhancing their understanding of attitudes, behavior, perceptions, and motivation. Develop job seeking techniques, problem solving skills, and minimizing obstacles that would jeopardize their employment opportunities. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0547-2

Career Development – This course will introduce the student to career planning and help the student develop different techniques needed to find employment. 3 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0550

Word Processing Applications – Development of techniques and skills for word processing software. Features covered include: editing, retrieval, merging and storage of documents, systems layout, design management processes and implementation of programs. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0551

Spreadsheet Applications – This course will in-

Humboldt Park Vocational Education Center

Occupational Program Course Descriptions

Introduce students to spreadsheet concepts and applications. Students will format spreadsheets using effective design principles: entering common spreadsheet formulas, sorting data, using graphic/chart functions and importing spreadsheet files. The course is designed to teach students to think analytically, manipulate information, and use the computer as a productivity tool. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0552

Database Applications – This course will provide training in the concepts of database management and the use of relational database software for business applications. Students will create and manipulate data files and format output as documents and reports. Writing assignments, as appropriate to the discipline, are part of the course. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0553

Desktop Publishing I - This course covers the fundamental concepts of desktop publishing techniques, usage of microcomputers to create high-quality documents, principle page layouts, publications, text and graphic documents, brochures, newsletters, business cards, and publications, terminology and applications. Students will create a variety of documents and demonstrate proficiency in software functions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: IPT 543 and IPT 550. 2 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0568

Language Skills I – This course will provide comprehensive coverage of the fundamentals of English as applied to business applications. The students will develop a solid foundation of English grammar essential for successful communication. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

INFORMATION PROCESSING TECHNOLOGY 0569

Language Skills II - This course will teach advanced grammar, punctuation and composition skills. Students will prepare business correspondence, deliver oral presentations, and use electronic writing tools. Students will also develop sensitivity in communicating with a diverse workforce. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: IPT 568. 3 credit hours.

NURSING (NURSING)

NURSING 150

Nursing Fundamentals I - The concepts of holism, nursing practice, multicultural society and communication are studied for purposes of assisting persons to meet their basic needs. The role of the practical nurse in the use of the nursing process is studied and practiced in classroom, laboratory and long-term settings specifically in relation to protection against infection and providing for safety, mobility, comfort, hygiene, elimination and nutrition needs. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Practical Nursing Program 240. 2 lecture, 1 lab, and 3 clinical hours per week. 4 credit hours.

NURSING 151

Nursing Fundamentals II - Students learn to administer medications and to use the nursing process to care for persons having surgery. The nursing process is used to assist persons with oxygen, wound care, fluid and electrolyte, and rest and sleep needs and to assist persons who need relief from pain. Learning in classroom, lab and clinical settings foster professional growth. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 150. 2 lecture, 1 lab, and 3 clinical hours per week. 4 credit hours.

NURSING 152

Nursing Perspectives - The course introduces students to the philosophy, conceptual framework, outcomes and competencies of the program. Nursing practice, nursing process and the therapeutic relationship are studied along with the ethical and legal aspects of nursing from the perspective of nursing practice in today's society. Contemporary health care delivery issues are also discussed. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards

developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Practical Nursing Program 240.

100 minutes per week.

2 credit hours.

NURSING 153

Nursing Thru Life Span 1 - Focusing on meeting the basic needs of mothers and children and their families, the student integrates previous learning relating to the concepts of holism, nursing practice, nursing process, multicultural society and communication. Preventive, supportive and therapeutic care is learned in class, lab and clinical settings.

Students are expected to demonstrate professional growth and to function within the provisions of the Illinois Nursing Act of 1987. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Grade of C or better in Nursing 151 and Nursing 152 and Biology 226.

2 lecture, 1 lab, and 3 clinical hours per week.

5 credit hours.

NURSING 154

Nursing Thru Life Span II - This course focuses on the care of persons throughout the life span experiencing grief and death and the common disorders interfering with oxygenation, nutrition, elimination, hormonal balance, and protection from infection.

Students integrate previous related learning and are expected to demonstrate professional growth and to function within the provisions of the Illinois Nursing Act of 1987. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 153 and Biology 227.

2 lecture, 1 lab and 5 clinical hours per week.

5 credit hours.

NURSING 155

Nursing Thru Life Span III - This course focuses on the care of persons throughout the life span experiencing the most common disorders interfering with sexuality, mobility and safety (including mental

health disorders). Cancer is also studied because of its interferences with all basic needs. Students integrate previous related learning and are expected to demonstrate professional growth and to function within the provisions of the Illinois Nursing Act of 1987. Theoretical concepts and clinical nursing contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 154 and Biology 227.

2 lecture, 1, and 7 clinical lab hours per week.

6 credit hours.

NURSING 156

Nursing Fundamentals I Lecture - The concepts of holism, nursing practice, multicultural society and communication are studied for purposes of assisting persons to meet their basic needs. The role of the practical nurse in the use of the nursing process is studied and practiced in classroom, laboratory and long term care settings specifically in relation to protection against infection and providing for safety, mobility, comfort, hygiene, elimination and nutrition needs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Nursing 157.

100 minutes per week.

2 credit hours.

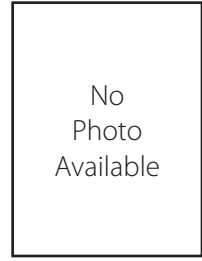
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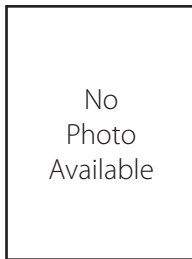
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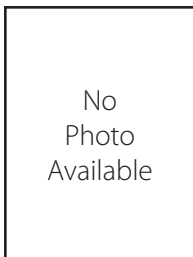
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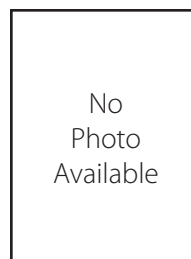
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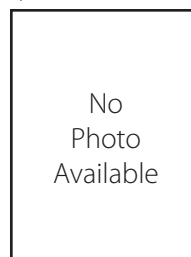
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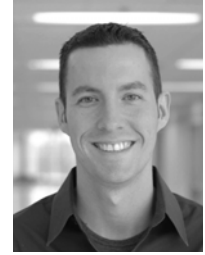
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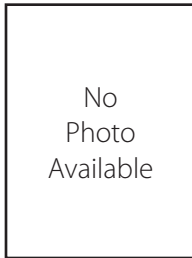
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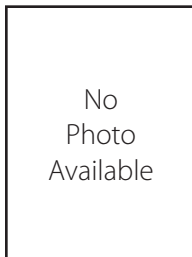
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Ph.D., University of Illinois at Chicago
Instructor
Humanities, 2005



WOLFE, WARREN

B.S., DePaul University
M.S., Northwestern University
Assistant Professor
Physical Science, 1967



ZENES, JAMES A.

B.A., Northeastern Illinois University
M.A., Northeastern Illinois University
Assistant Professor
Social Science, 2003



AAGAARD, SHARON M.
A.A.S., Wright College
B.S.R.T., St. Francis University
Coordinator
Radiography Services, 1998



CALABRESE, SUSAN M.
B.A., University of Toledo
College Advisor, 2001



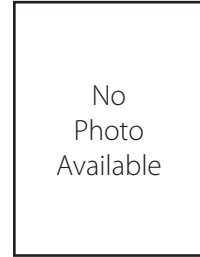
KRZEWINSKA, BARBARA
B.X., Thomas Edison State College
M.A., Concordia University
College Advisor
Humboldt Park Vocational Education
Center, 2001



BARTON, BETH
A.A., Wright College
B.A., Concordia University
Testing Coordinator
Student Services, 2005



NOSEK CARTER, CHRISTY
B.A., Northern Illinois University
M. Ed., Loyola University Chicago
M.A., Northeastern Illinois University
College Advisor, 2006



MATHEWS, SHARON
A. A. S., Wright College
Clinical Coordinator
Occupational Therapy, 2006



BASCHLEBEN, BARBRA
A.A., Wright College
Coordinator
Media Services, 1987



DICINTIO-DORN, ROSE M.
A.A.S., Wright College
Coordinator
Academic Support Center, 1983



MIAZEK, ELIZABETH
A.A., Wright College
B.A., DePaul University
M. Ed., DePaul University
College Advisor, 2002



**BOWEN-LANGWORTHY,
ATHA M**
A.A., Wright College
Business Services, 1987



KRYSA, HERMINE
A.A.S., Wright College
Lab Manager
Computer Support, 1980



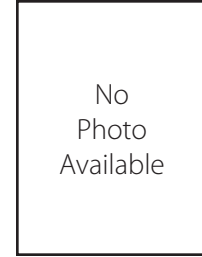
MOSQUERA, RICHARD
B.S. Northeastern Illinois University
Data Processing Lab Manager
Humboldt Park Vocational Education
Center, 2001



MULCRONE, MAUREEN
M.L.I.S., Rosary College
Director of Computer Training Labs
1998



REAVES, JOE
B.A. Northwestern University
M.A. Roosevelt University
Director of Career Planning and
Placement Center, 2005



RUSH, ALFONSO
Computer Support/Web Master,
2006



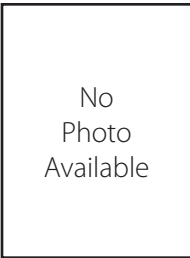
ORTIZ, KATHERINE
B.A., Northeastern University
College Advisor
Humboldt Park Educational Center, 1999



REN, ALLUN
M. Div., Catholic Theological Union at
Chicago
M.A., Catholic Theological Union at
Chicago
M.S., DePaul University
College Advisor, 2004



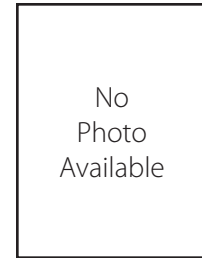
SIGGERS, RHONDA
Project Coordinator, 2007



POWELL, DEONO
College Advisor



RIVERA, LINDA S.
Lab Manager
Computer Support, 1987



SOLAR, OLADAYO
TRIO, Student Support Services



RAMOS, REINALDO
B.S., Northeastern Illinois University
System and Network Manager
Computer Support, 2005



ROMANOWSKI, NORMA
Humboldt Park Vocational
Education Center
Nursing



VASQUEZ, YOLANDA
B.A., University of Illinois at Chicago
M.S., Spertus College
College Advisor, 2002



WHITE, LARRY
Systems and Network Manager
Computer Support, 1996



WITKOWSKI, FRANCIS A.
B.S., Illinois Institute of Technology
Data Processing Manager
Computer Support, 1999

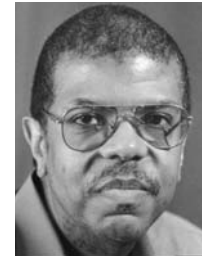
Clerical Staff



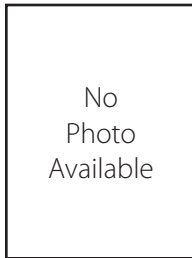
ALY, MAI M.
B.A., Cairo University
Records, 2007



BLACKSTONE, MARK
B.S., University of Illinois - Chicago
Physical Science Department, 2005



BURGIN, LATHROP
Media Services, 1980



ALIBHAI, ANNETTE M.
Business/C.I.S. Department, 1989



BROCK, BERTHA
Mathematics Department, 1997



BUTLER, AUDREY D.
B.S., Chicago State University
Business Services, 1981



BANKS-HULEY, DENISE
Physical Science, 1990



BRIDGES, TENILLE
Library



CADEMARTORI, DOROTHY J.
A.A., Wright College
Career Programs, 1996



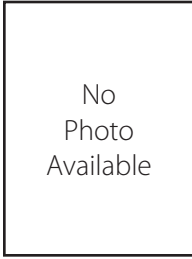
BAZILE, CHALTRESE L.
A.A.S., Wright College
B.A., Chicago State University
Business Services, 1993



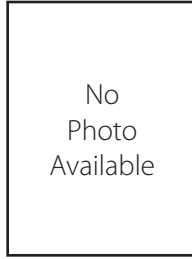
BRYANT, MARNITA
Adult Education, 2002



CAMMARATA, MARY LOU
Financial Aid, 1997



CARTAGENA, NICHOLAS
B.S., Loyola University
Natural Science, 2002



CRISTANCHO, SALLY
Social Science, 2005



EISCHEN, LINDA
Continuing Education, 1990



CASEY, JANUTE T.
B.S., Vilnius State
Pedagogical University
M.S., Vilnius State
Pedagogical University
Biology Department, 2003



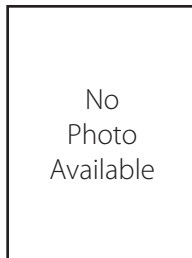
CRISTOBAL, CARMELITA
Business Services



ENG, IVY K.
A.A.S., Harold Washington College
Human Resources, 1973



CHERRY, VALMA L.
Student Academic Success Center, 1986



DIAZ, LISSETTE
TRIO, Student Support Services, 2005



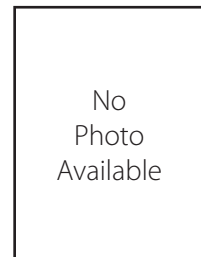
ENGLAND, SANDY T.
A.A., Wright College
Office of Vice President of
Academic Affairs, 1987



COLWELL, MARIA
Adult Education, 1998



DUBININ, MICHAEL
A.A., Wright College
Student Academic Success Center, 2004



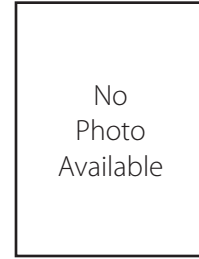
ESCAMILLA, GERARDO
Business Services, 1994



ESPINOZA, RODOLFO
Records



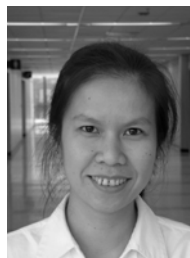
GEORGES, MARGARET A.
Continuing Education, 1994



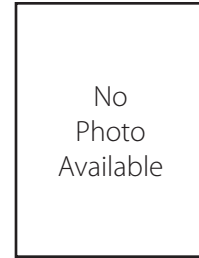
GUTIERREZ, GUADALUPE S.
Student Activities, 1984



FOSTER, PATRICIA A.
A.A.S., Wright College
Records, 1993



GIAP, DELENA
B.S., Northeastern Illinois University
Business Services, 2005



HAYES, JUSTIN L.
Media Services, 2007



FRIERI, LUCILLE
Allied Health, 1989



GUDUKOGLU, GUADALUPE
A.A., Harold Washington College
Student Academic Success Center, 2007



HEJNA, MEGAN
A.A. Wilbur Wright College
B. A., University of Illinois at Chicago
Business Services, 2005



GARCIA, GIZENIA
Environmental Tech, 2004



GULYAS, STEPHEN A.
B.S., Indiana University
M.A., Northeastern Illinois University
Records, 1995



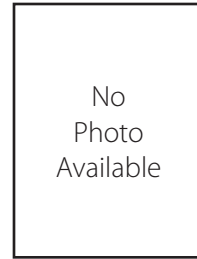
HERNANDEZ, CARMEN A.
Business Services
Humboldt Park Vocational Education
Center, 1998



HORNE, IRENE
Job Placement, 1996



KAPUT, ROSE A.
A.A.S.,Wright College
Library, 1995



McDOWELL, DAVID
Media Services



HOUSE, DEANNA N.
Student Academic Success Center, 2001



KARAS, STELLA
Records, 1998



MEDINA, ANA
Records, 2001



ISADA, MARISA
B.S., St. Louis University, Baguio City,
Philippines
Adult Education, 2002



LOSURDO, LORI
Student Academic Success Center, 2005



MEDRANO, JOSE
Student Academic Success Center



KAMINSKA, AGNIESZKA A.
A.A., Wright College
Adult Education, 2006



MARTIN, MICHAEL K.
Library, 1984



MENDEZ, DORIS E.
A.A.S.,Wright College
Business Services, 1980

Clerical Staff



MENSAH, GIFTY
A.A.S., Truman College
A.A.S., Oakton College
Business Services, 1993



NORIEGA, JON-MICHAEL
B.A., Columbia College, Chicago
Photography Lab, 2004



PADILLA, MICHAEL
Business Services, 1989



MICHAELS, THOMAS
Media Services, 1980



NUNEZ, TERESA
Library, 1999



PENHACKER, MARIA E.
A.A.S., Wright College
Business Services, 1989



MOBIN, MOHAMMAD
Student Activities, 1986



OEHLER, PEGGY
Office of the Dean of Instruction, 1999



ROGERS, FRED
Records, 1978



MOORE, THERESA
Main Office, 1987



OGAWA, MAY F.
A.A., Wright College
Records, 1977



ROLAND, LUCY M.
A.A.S., Malcolm X
Financial Aid, 1989



ROMANOWSKA, SABINA J.
Office of the Dean
Humboldt Park Vocational
Education Center, 2002



SCIANNA, MARIA A.
Humanities, 1997



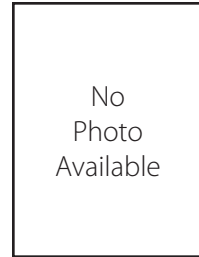
STEVENS, TAMIE
A.A., Wright College
Student Academic Success Center, 2007



SANDERS, ANTONIA
A.A., Wright College
A.G.S., Wright College
Office of the Dean of Student Services
1997



SMRECZAK, MABEL
Student Academic Success Center, 2001



STICH, KYLE
TRIO, Student Support Services, 2006



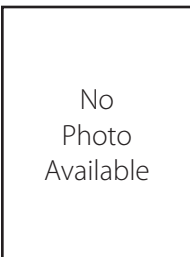
SANDERS, DARRYL
A.A., Cincinnati State
Allied Health
Humboldt Park Vocational
Education Center, 2005



SOKAL, GARY M.
A.A.S., Wright College
B.S., Northeastern Illinois University
Physical Science, 1981



STRIEGEL, DONNA L.
English, 1994



SANTIAGO, IVETTE
Visual & Performing Arts, 2006



STEIN, HELEN A.
Financial Aid, 1997

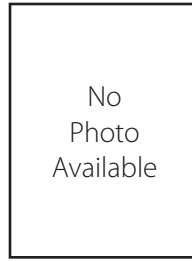


TORRES, GLORIA
Financial Aid, 1997

Clerical Staff



TRIMINO, ROSALINA
Student Academic Success Center, 1991



VIANA-VALDEZ, MARIA E.
Biology Department, 1988



WILLIAMS, CHARLES
AGS Harold Washington College
B.A. Northeastern Illinois University
Financial Aid, 2002



URGANUS, ANDREA A.
A.A.S., Wright College
Library, 1995



WALSH, MARY K.
Human Resources, 1999



WILLIAMS, JUANITA A.
Adult Education, 1989



VALERUGO, AMANDA
Main Office, 2005



WERDERITS, JOHN F.
Media Services, 1995



VENTOCILLA, APOLO A.
B.S., University of East Manila
Business Services, 1986



WERDERITS, JUDITH A.
Office of the Dean of Instruction, 1983

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Arturo Velasquez West Side Technical Institute of Daley College
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Kennedy-King College
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(773) 602-5000

Dawson Technical Institute of Kennedy-King College
3901 S. State St.
(773) 451-2100

Malcolm X College
1900 W. Van Buren St.
Chicago, IL 60612
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West Side Learning Center of Malcolm X College
4624 W. Madison St.
(312) 850-7420

Olive-Harvey College
10001 S. Woodlawn Ave.
Chicago, IL 60628
(773) 291-6100

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(773) 291-6770

Harry S. Truman College
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Chicago, IL 60640
(773) 907-4700

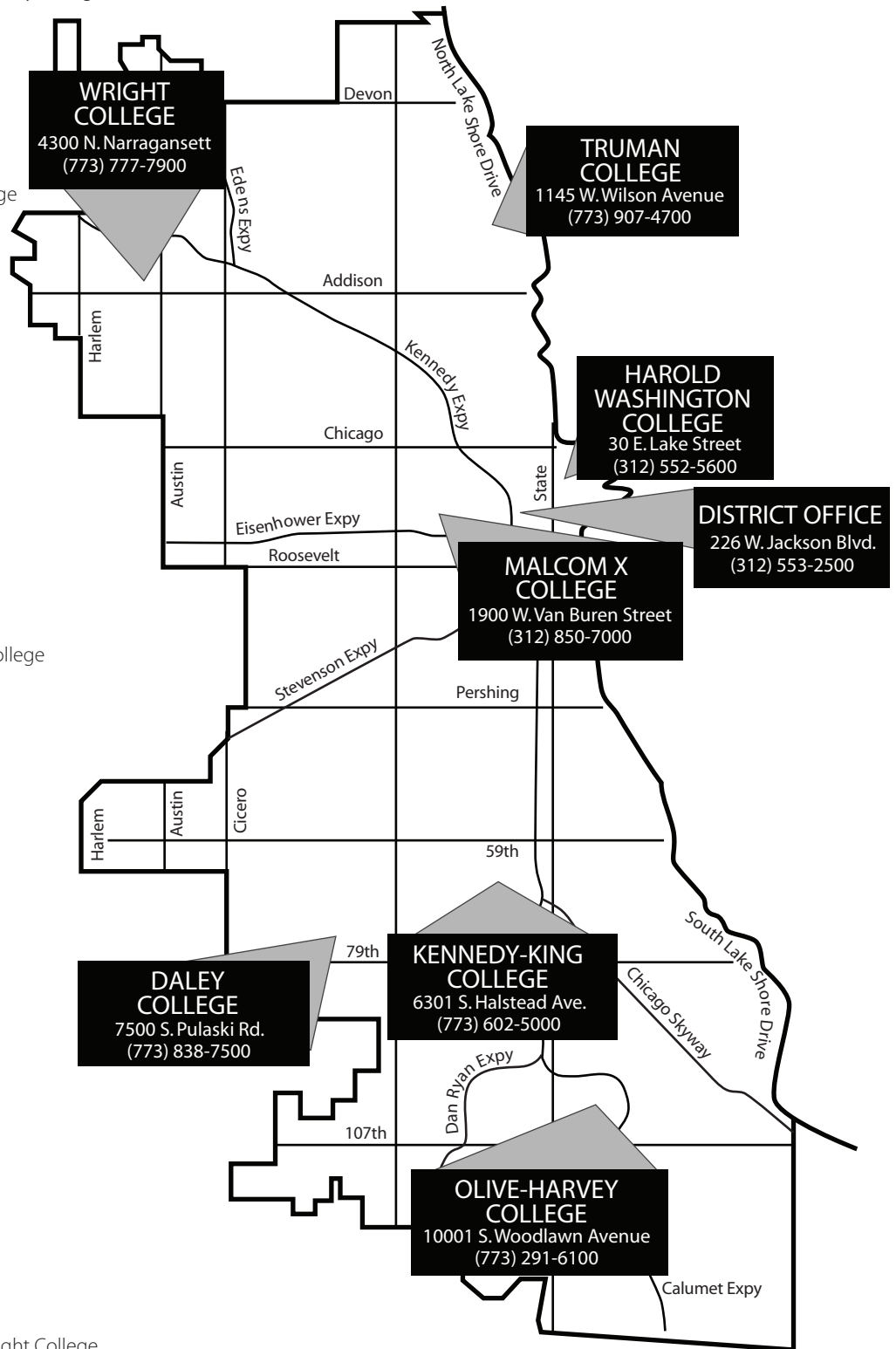
Lakeview Learning Center of Truman College
3310 N. Clark St.
(773) 907-4400

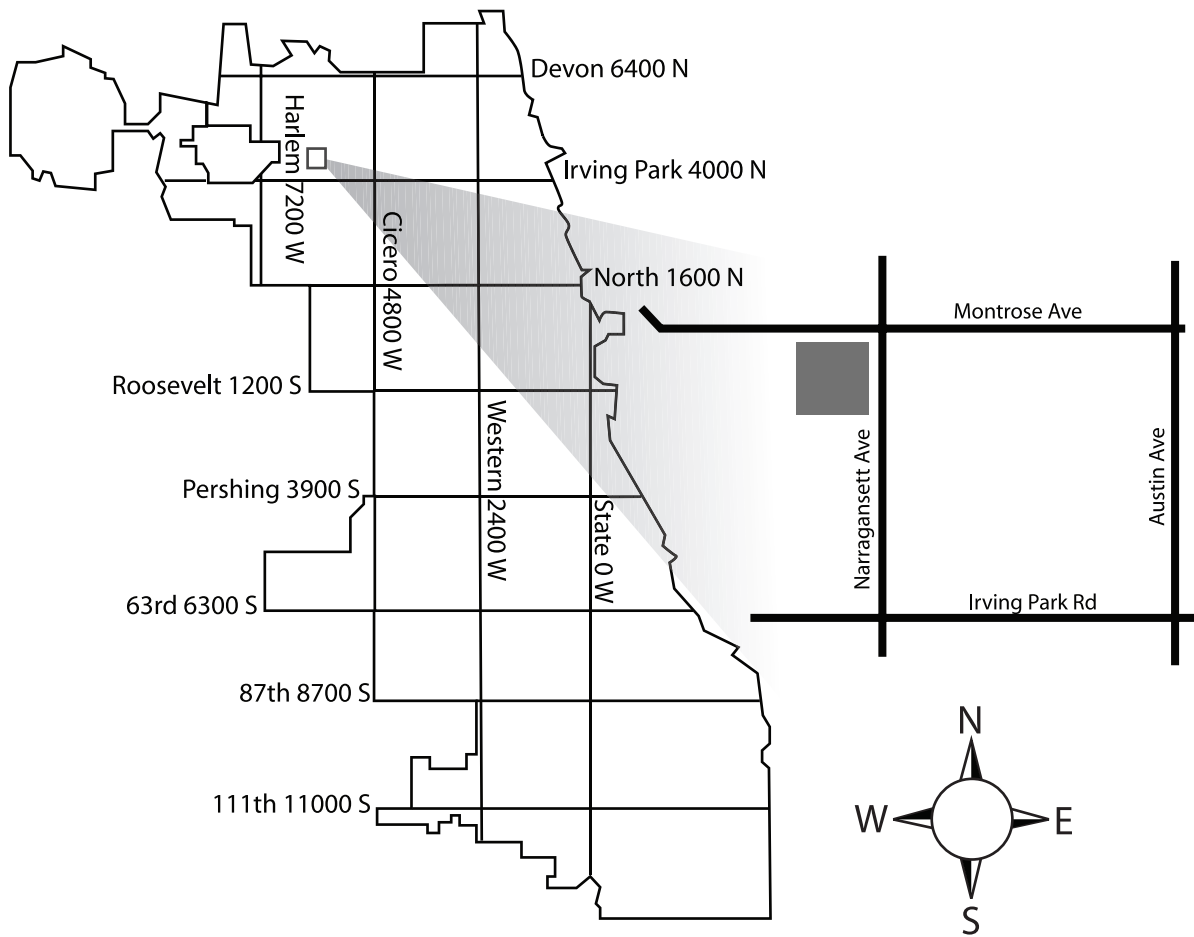
Truman Technical Center
1200 W. Sunnyside Ave
Chicago, IL 60640
(773) 907-3983

Harold Washington College
30 E. Lake St.
Chicago, IL 60601
(312) 553-5600

Wilbur Wright College
4300 N. Narragansett Ave. Chicago, IL 60634
(773) 777-7900

Humboldt Park Vocational Education Center of Wright College
1645 N. California Ave.
(773) 489-8989





Wright College North Campus 4300 N. Narragansett Ave.

From the North:

South on Edens Expy. (Interstate 94) to Wilson Avenue exit (4600 N). West (right) on Wilson Avenue to Cicero Avenue (4800 W). South (left) on to Cicero Avenue to Montrose Avenue (4400 N). West (right) on to Montrose Avenue to Narragansett (6400 W).

From the West:

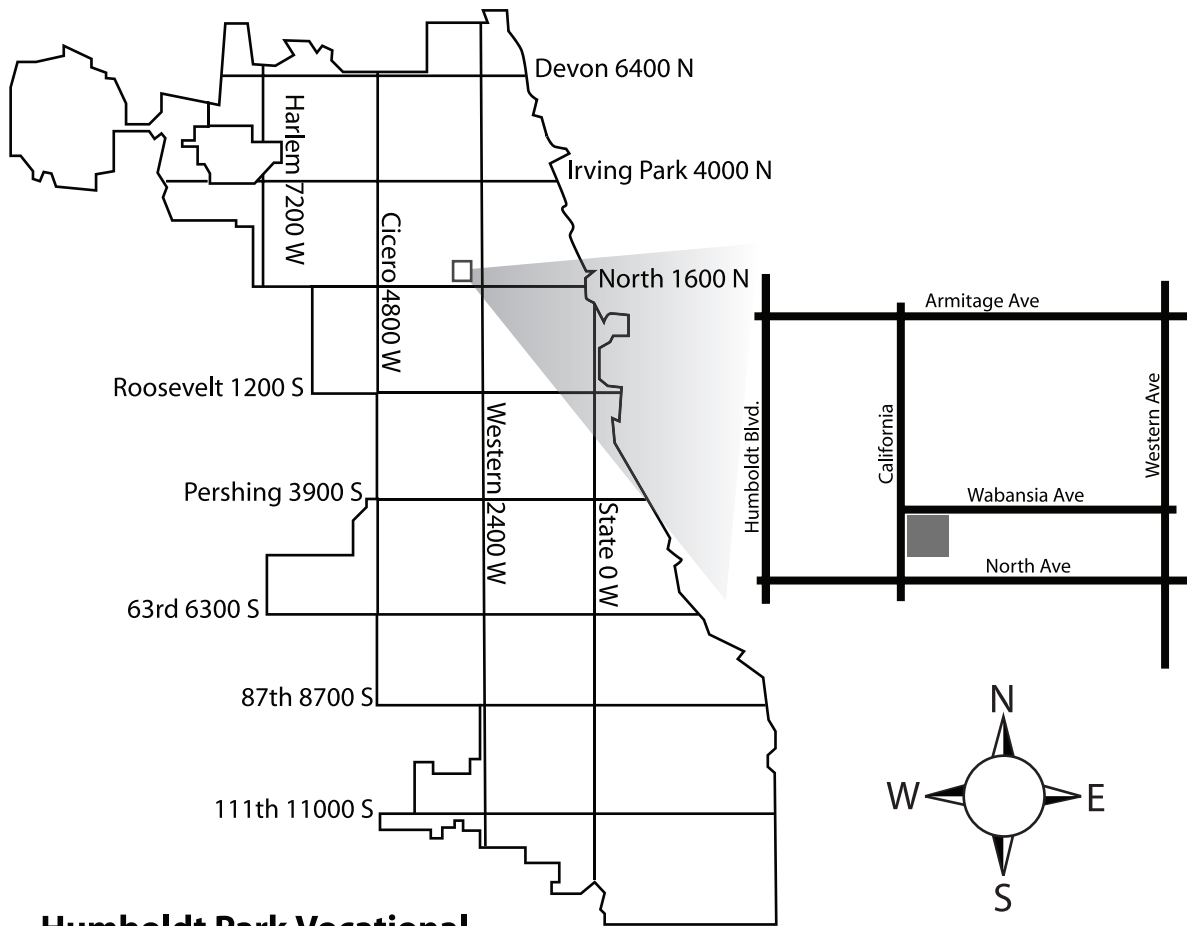
East on Northwest Tollway (Interstate 90 to Kennedy Expy. (Interstate 90/94) to Nagle Avenue exit (6400 W). South (right) on Nagle Avenue which becomes Narragansett Avenue at Montrose Avenue (4400 N).

From the South:

North on Calumet Expy. (Interstate 94 to Dan Ryan Expy. (Interstate 90/94) to Kennedy Expy. (Interstate 90/94) to Montrose Avenue exit (4400 N). West (left) on to Montrose Avenue to Narragansett (6400 W).

From the Southwest:

East on Joliet Road (Interstate 55) to Tri-State Tollway North (Interstate 294) to Northwest Tollway (interstate 90) to Kennedy Expy. (Interstate 90/94) to Nagle Avenue exit (6400 W). South (right) on Nagle Avenue which becomes Narragansett Avenue at Montrose Avenue (4400 N).



Humboldt Park Vocational Education Center 1645 N. California

From the North:

South on Edens Expy. (Interstate 94) to Kennedy Expy. (Interstate 90/94) to North Avenue Exit (1600 N). West (right) on to North Avenue to California Avenue (2800 W). North (right) on to California Avenue to Wabansia Avenue (1700 N).

From the West:

East on Northwest Tollway (Interstate 90) to Kennedy Expy. (Interstate 90/94) to North Avenue exit (1600 N). West (right) on to North Avenue to California Avenue (2800 W). North (right) on to California Avenue to Wabansia Avenue (1700 N).

From the South:

North on Calumet Expy. (Interstate 94) to Dan Ryan Expy. (Interstate 90/94) to Kennedy Expy. (Interstate 90/94) to North Avenue exit (1600 N). West (left) on to North Avenue to California Avenue (2800 W). North (right) on to California Avenue to Wabansia Avenue (1700 N).

From the Southwest:

East on Joliet Road (Interstate 55) to Stevenson Expy. (Interstate 55) to Dan Ryan Expy. (Interstate 90/94) to Kennedy Expy. (Interstate 90/94) to North Avenue exit (1600 N). West (left) on to North Avenue to California Avenue (2800 W). North (right) on to California Avenue to Wabansia Avenue (1700 N).

This catalog represents the current curriculum, educational plans, offerings, and requirements that may be altered from time to time to carry out the purposes and objectives of this college.

Wilbur Wright College reserves the right to change any provision, offering, or requirement at any time within the student's period of study at the College or as circumstances may require.

Wilbur Wright College
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We're on the Web. Check us out at <http://www.ccc.edu> then click the Wilbur Wright College logo, or <http://wright.ccc.edu/>.

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One of the City Colleges of Chicago
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