

# ACCOUNTING

Accounting is often called the language of business. Its basic principles provide an accepted medium for communicating the results of operating business, government, and other institutions.

With the increase in the number, size, and complexity of business, the need for timely financial information is greater than ever. As an accounting technician in private or public accounting, you will help assemble, identify, record, and interpret this information.

The accounting program at Elgin Community College provides you with the necessary skills to perform accounting functions from comparatively simple bookkeeping to financial analysis underlying management decisions.

The two-year degree includes the study of accounting terminology, systems of accounting, types of business entities, types of information to be measured, and the use of management accounting concepts. You will also be introduced to fields of accounting such as cost accounting, budgeting, and taxes.

In addition to a concentration in accounting, you have the opportunity to study related fields including business law, economics, management, and data processing.

This certificate emphasizes basic manual and computerized financial concepts and procedures to meet the demand of today's businesses which require individuals with accounting skills to possess general office skills. The major emphasis of the certificate is placed on acquiring up-to-date word processing skills along with office skills.

Accounting graduates are prepared for entry level employment as an accounting clerk, accounting trainee, accounting assistant, and bookkeeper. Depending upon your career goal, you may work for a retail, wholesale, manufacturing, or service business, state, local or federal government, or other institutions including schools and hospitals.

**Special Admissions Requirements:** None

**Program Requirements:** If it is the intention of the student pursuing the AAS degree to begin his/her study of accounting with ACC 100 Introductory Accounting I, only three hours of recommended electives will be required in the fourth semester.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

First Semester		Sem. Hrs.
ACC 101	Financial Accounting .....	4
BUS 100	Introduction to Business .....	3
BUS 120	Business Mathematics .....	3
MTH 125	Finite Mathematics for Business & Management .....	3
OTS 100	Keyboarding .....	1
		Total 14

Second Semester		Sem. Hrs.
ACC 105	Managerial Accounting .....	4
ACC 202	Microcomputer General Ledger .....	1
ACC 203	Spreadsheet Applications in Financial Accounting .....	1
BEC 101	Basic Economics or BEC 102 Principles of Macroeconomics .....	3
BUS 101	Business Communications .....	3
PSY 100	Introduction to Psychology .....	3
		Total 15

Third Semester		Sem. Hrs.
ACC 106	Cost Accounting .....	3
ACC 108	Intermediate Accounting I .....	3
ACC 205	Microcomputer Applications in Managerial Accounting or ACC 215 Spreadsheet Applications in Managerial Accounting .....	1
BUS 112	Legal Environment of Business or BUS 113 Business Law .....	3
MMT 101	Principles of Management .....	3
SPH 101	Fundamentals of Speech .....	3
		Total 16

Fourth Semester		Sem. Hrs.
ACC 112	Income Tax Accounting .....	3
ACC 212	Microcomputer Applications in Tax Accounting .....	1
BUS 142	Report Writing .....	3
Liberal Education Requirement*		3
Recommended Electives+		6
		Total 16

+ See Program Requirements this page.  
\* See p 21

Recommended Electives		Sem. Hrs.
ACC 100	Introductory Accounting I .....	3
ACC 109	Intermediate Accounting II .....	3
ACC 110	Intermediate Accounting III .....	3
ACC 201	Microcomputer Applications in Financial Accounting .....	1
ACC 205	Microcomputer Applications in Managerial Accounting .....	1
ACC 206	Microcomputer Applications in Cost Accounting .....	1
ACC 208	Microcomputer Applications in Intermediate Accounting I .....	1
ACC 212	Microcomputer Applications in Tax Accounting .....	1
ACC 221	Payroll Accounting .....	2
CIS 143	Spreadsheet Software .....	2
ACC 280	Financial Analysis/ Spreadsheet Appl. ....	2
ACC 130	Internship in Financial Accounting .....	3
ACC 134	Internship in Managerial Accounting .....	3
ACC 138	Internship in Tax Accounting .....	3

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN ACCOUNTING/OFFICE TECHNOLOGY

First Semester		Sem. Hrs.
ACC 100	Introductory Accounting I .....	3
BUS 101	Business Communications .....	3
BUS 120	Business Mathematics .....	3
OTS 100	Keyboarding .....	1
OTS 101	Keyboarding-Speed & Accuracy .....	2
OAT 141	Spreadsheet I .....	1
OAT 144	Operating Systems I .....	1
		Total 14

Second Semester		Sem. Hrs.
ACC 103	Introductory Accounting II .....	4
ACC 202	Microcomputer General Ledger .....	1
ACC 203	Spreadsheet Applications in Financial Accounting .....	1
ACC 221	Payroll Accounting .....	2
OAT 100	Professional Development Skills .....	1
OTS 105	Office Data Entry Skills .....	3
OAT 126	Word Processing Applications I .....	1.5
OAT 127	Word Processing Applications II .....	1.5
		Total 15

One 3 hour elective must be chosen from the following list and may be included in either semester of course work:

Recommended Electives:		Sem. Hrs.
BUS 100	Introduction to Business .....	3
MMT 101	Principles of Management .....	3
PSY 100	Introduction to Psychology .....	3
OAT 130	Software Applications for the Office ...	3

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

## CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# AUTOMOTIVE

The automotive field has a severe shortage of qualified technicians with some estimates indicating a need for more than 40,000 new technicians every year.

Elgin Community College opens the doors of opportunity to this exciting and vibrant field by helping students master the skills needed to service cars. Course work can be tailored to individuals with little or no experience in the automotive service industry, those seeking to advance their career, or those changing careers.

ECC's automotive programs are designed to meet the ever-changing requirements of the auto industry as well as the varying interests and needs of students. All ECC instruction is geared to prepare students for the Automotive Service Excellence (ASE) tests which maximize earning power on the job.

You receive training in all phases of automotive maintenance work for all types of vehicles. Your specialty study covers the function, construction, operation, and servicing of automotive components including fuel systems, standard and automatic transmissions, suspension and brake systems, driveline units, air conditioning, electrical systems, computer controls, and emission systems. Diagnosis and trouble-shooting, shop safety, and shop procedures are also covered.

In automotive service classes, you have the opportunity for the practical application of specialty skills in an on-the-job atmosphere where service needs of local garages are stressed. In addition to developing and applying technical skills, you will study management functions of dealerships and service centers including distribution channels, organizational structure, facility organization and management responsibility.

Short term certificates are ideal for building specialty skills and make nice enhancements to the degree.

Employment opportunities in the automotive service field include automotive mechanic, specialty mechanic, lab technician, service salesman, parts manager, service manager, jobber salesman, sales representative, automotive shop instructor, and service writer.

**Special Admissions Requirements:** None

**Program Requirements:** ECC Automotive students are required to provide their own hand tools, safety glasses, and protective clothing. Complete lists of special equipment are available from ECC Automotive Instructors.

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE SERVICE TECHNOLOGY

First Semester	Sem. Hrs.
AUT 151 Automotive Engine Service and Repair .....	7
AUT 153 Manual Transmissions & Drivetrains ...	7
Required Communications Course* .....	3
Total	17
Second Semester	
AUT 160 Automotive Electricity I .....	6
AUT 163 Automotive Electricity II .....	4
AUT 290 Auto Heating & Air Conditioning .....	5
Required Communications Course* .....	3
Total	18
Third Semester	
AUT 171 Automotive Suspensions & Wheel Alignment .....	5
AUT 172 Automotive Brake Systems .....	5
Required Math or Science Course* .....	3/4
Required Social or Behavioral Science Course* ...	3
Total	16/17
Fourth Semester	
AUT 180 Fuel & Ignition System Fundamentals .....	7
AUT 271 Diagnostics & Engine Performance .....	7
Liberal Education Requirement* .....	3
Total	17

\* See p. 21

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN AUTOMOTIVE ELECTRICAL SPECIALIST

	Sem.Hrs.
AUT 160 Automotive Electricity I .....	6
AUT 163 Automotive Electricity II .....	4
Total	10

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN BRAKE AND SUSPENSION SPECIALIST

	Sem. Hrs.
AUT 171 Automotive Suspensions & Wheel Alignment .....	5
AUT 172 Automotive Brake Systems .....	5
Total	10

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN ENGINE MECHANICAL REPAIR SPECIALIST

	Sem. Hrs.
AUT 151 Automotive Engine Service & Repair .....	7
Total	7

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN ENGINE PERFORMANCE SPECIALIST

	Sem. Hrs.
AUT 180 Fuel & Ignition System Fundamentals .....	7
AUT 271 Diagnostic & Engine Performance .....	7
Total	14

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN TRANSMISSION & DRIVETRAIN SPECIALIST

	Sem. Hrs.
AUT 153 Manual Transmissions & Drivetrains .....	7
AUT 253 Automatic Transmissions .....	5
Total	12

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# CLINICAL LABORATORY TECHNOLOGY

The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

The Clinical Laboratory Technology programs of Elgin Community College prepare individuals for rewarding professional careers combining medicine and science. Clinical Laboratory Technicians (CLTs) perform diagnostic analyses on blood and body fluid samples using state-of-the-art equipment, interpret test results, and consult with physicians in determining and monitoring necessary treatment for patients.

Clinical Laboratory Assistants (CLAs) are also important members of the laboratory team. They collect and process specimens, prepare slides and cultures, and perform point-of-care procedures.

The job outlook for CLTs and CLAs is excellent. Employment opportunities exist in hospitals, outpatient clinics, commercial labs, research labs, blood centers, public health departments, veterinary labs, and others.

## CLINICAL LABORATORY TECHNICIANS

The Clinical Laboratory Technician program integrates general education and professional courses with hands on experiences in a variety of clinical lab settings. It leads to an associate degree and offers online education combined with on-campus labs and discussions to prepare students with the technical skills needed to work in the following laboratory departments.

**Hematology** - examination of blood cells and blood clotting mechanisms

**Microbiology** - identification of infectious microorganisms

**Chemistry** - assessment of biochemical compounds and correlation with disease

**Blood Bank** - determination of blood types and selection of components for transfusion

**Immunology** - evaluation of immune response

**Microscopy** - microscopic analysis of body fluids

**Phlebotomy** - collection of blood specimens

Upon completion of the degree, students are eligible to sit for national certification exams.

The CLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, 773-714-8880.

## CLINICAL LABORATORY ASSISTANTS

The Clinical Laboratory Assistant program leads to a basic vocational specialist certificate and introduces basic lab skills, safety and infection control, medical terminology, and laboratory automation. Students also perform point-of-care procedures in hematology, urinalysis, chemistry, microbiology, and immunology.

### Special Admissions Requirements:

Students may obtain an application for admission to the CLT/CLA program from the CLT

Program Director (HBT 191), Health Professions office (HBT 179), First Stop information desk, or online at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare). Students may apply to the CLT/CLA program while completing the entrance requirements. Applications will be evaluated on an ongoing basis and candidates will be notified upon acceptance. New CLT classes begin each fall semester; new CLA classes begin each spring semester.

### Admissions Materials:

All CLT/CLA candidates must submit the following items to the ECC Records Office:

1. Completed ECC application
2. Completed Health Professions application
3. Official high school transcript/GED scores
4. Official transcripts from other colleges attended

### Entrance Requirements:

#### Clinical Laboratory Technician

1. BIO 110 **or** equivalent **or** one year of high school biology with a minimum grade of C.
2. CHM 101 **or** equivalent **or** one year of high school chemistry with a minimum grade of C.
3. MTH 097 and MTH 098 **or** equivalent **or** two years of high school algebra and one year of high school geometry with minimum grades of C.
4. One of the following: graduated in upper third of high school class **or** minimum 67% on GED **or** ACT score of 20 or higher **or** completed 8 semester hours of CLT general education requirements with a minimum 2.0 GPA.

### Entrance Requirements:

#### Clinical Laboratory Assistant

1. High school graduate **or** GED certificate.
2. One year of high school biology with a minimum grade of C **or** BIO 110 **or** equivalent.
3. One year of high school chemistry with a minimum grade of C **or** CHM 101 **or** equivalent.
4. Two years of high school algebra with minimum grades of C **or** MTH 098 **or** equivalent.

Students who complete the Clinical Laboratory Assistant certificate and who continue in the CLT program will receive credit for CLT 100 and CLT 120.

### Program Requirements:

Students must complete all required courses with a minimum grade of C. Prior credits in Anatomy and Physiology, Microbiology, Chemistry, and College Algebra must have been earned within the last 10 years. A completed medical form, proof of health insurance, results of a criminal background check and a drug test must be on file prior to beginning clinical practicums. Students must provide their own uniform and transportation to and from all clinical sites.

### Recommended Courses:

CLT students who plan to continue their education toward a bachelor's degree in Clinical Laboratory Science through the Illinois Articulation Initiative should meet with a counselor to set up an educational plan.

The CLT program also provides a strong foundation for students considering a career in healthcare leadership, biotechnology, forensics, or medicine.

### DEGREE CONFERRED:

#### ASSOCIATE OF APPLIED SCIENCE IN CLINICAL LABORATORY TECHNOLOGY

First Semester	Sem. Hrs.
BIO 130 Human Anatomy and Physiology <b>or</b> BIO 135 Human Anatomy and Physiology I and BIO 136 Human Anatomy and Physiology II .....	5/8
MTH 112 College Algebra .....	4
BIO 113 Molecular and Cellular Biology .....	4
CLT 100 Introduction to Clinical Lab Technology <b>OR</b> CLT 105 Clinical Lab Assistant Skills I <b>AND</b> CLT 106 Clinical Lab Assistant Skills II .....	2.5/5
CLT 120 Clinical Lab Technology Practicum I (.5)	
	Total 16/21.5

#### Second Semester

CHM 142 General Chemistry I .....	5
ENG 101 English Composition I .....	3
Social/Behavioral Science Elective* .....	3
CLT 110 Clinical Microscopy .....	3
CLT 112 Clinical Hematology .....	3.5
	Total 17.5

#### Summer

BIO 120 General Microbiology .....	4
CLT 114 Clinical Immunology .....	2.5
	Total 6.5

#### Third Semester

CLT 210 Clinical Chemistry .....	3.5
CLT 212 Clinical Microbiology .....	3.5
CLT 220 Clinical Lab Technology Practicum II ..	5
	Total 12

#### Fourth Semester

ENG 102 English Composition II .....	3
Liberal Education Elective* .....	3
CLT 214 Clinical Immunohematology .....	3
CLT 222 Clinical Lab Technology Practicum III ..	5
CLT 230 Clinical Lab Technology Conference ..	1
	Total 15

\*See p 21

### CERTIFICATE CONFERRED:

#### BASIC VOCATIONAL SPECIALIST IN CLINICAL LABORATORY ASSISTANT

First Semester	Sem. Hrs.
*CLT 101 Phlebotomy .....	3
CLT 105 Clinical Lab Assistant Skills I .....	2
CLT 106 Clinical Lab Assistant Skills II .....	3
	Total 8

#### Second Semester

*CLT 120 Clinical Lab Technology Practicum I ..	1.5
	Total 1.5

\*Students with one year of acceptable full-time phlebotomy experience may apply for proficiency credit for CLT 101 and CLT 120.

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

# COMPUTER AIDED DESIGN AND DRAFTING

Computer Aided Design (CAD), the world's most advanced product development tool, is revolutionizing industrial manufacturing.

CAD allows engineers, designers, and drafters, to develop new products faster by automating many complex, tedious, and repetitive design tasks. Traditional drafting tools of pencils, triangles, and scales are still used, but along side digitizing pens, icons, tablets, and other high tech commodities.

Elgin Community College is at the forefront of this technology with a two-year Associate of Applied Science Degree program in Computer Aided Design and Drafting. Its strength allows ECC students to use two different hardware platforms of CAD; that is, Personal Computer hardware using AutoCAD software and Unix hardware using Pro/Engineer software. The student receives the best of both worlds. Not only does it prepare students for careers in the dynamic growth field of CAD, but it also provides students with strong traditional drafting, descriptive geometry, mathematics, and static skills for employment.

The CAD station is only as powerful as the person using it. Critical to any phase of work in this highly demanding profession is a solid, well-balanced background in drafting. An understanding of Orthographic Projection, the universal language of all industrial, technical, and engineering work, is vital. The engineer, designer, and drafter must be able to communicate and interpret through graphics (drawings).

In ECC's program, the first step toward clear and precise presentations of technical information begins with basic drawing skills. Students work on methods and procedures of design, graphic representations, and spatial relationships to communicate design concepts to others. The design will not only be graphically correct, but also mathematically precise regarding size, function, and the relationship of components.

As course work progresses, classes in technical mathematics, physics, and manufacturing technology are added to the curriculum. Other courses in communications and humanities, that are applied towards the two-year degree, provide a well-rounded education.

Graduates of ECC's Computer Aided Design and Drafting program are prepared to enter many different areas of engineering technology including mechanical, civil, aeronautical, and various research and development fields.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
COMPUTER AIDED DESIGN & DRAFTING  
TECHNOLOGY**

**Special Admissions Requirements:** None

**Program Requirements:** None

<b>First Semester</b>		<b>Sem. Hrs.</b>
EGR 101	General Engineering Drawing or CAD 101 Introduction to Engineering Design .....	4
CAD 105	Pro/ENGINEER Basic Design Training .....	3
IMT 103	Industrial Manufacturing Tech. I (Fundamental Lathe Technology 1st 8 weeks) .....	3
IMT 104	Industrial Manufacturing Tech. II (Milling & Grinding Technology 2nd 8 weeks) .....	3
ENG 101	English Composition I .....	3
OTS 100	Keyboarding .....	1
		Total 17

<b>Second Semester</b>		
CAD 111	Pro/E Adv Part & Assembly Design ....	3
CAD 206	Industrial Design Problems .....	4
MTH 112	College Algebra (4) or MTH 114 Trigonometry (3) or MTH 133 Calculus w/Analytic Geometry I (4) .	3/4
ENG 102	English Composition II .....	3
Social/Behavioral Science Requirement .....		3
		Total 17

<b>Third Semester</b>		
CAD 207	Applied Math for Design .....	3
CAD 108	Introduction to Micro-CAD AutoCAD ..	3
CAD 118	Computer Graphics -Advanced AutoCAD .....	3
CAD 115	Pro/E Production Drawing & Detailing .....	3
MTH 114	Trigonometry or MTH 133 Calculus w/Analytic Geometry I or MTH 134 Calculus w/ Analytic Geometry II .....	3/5
		Total 15/17

<b>Fourth Semester</b>		
DFT 208	Applied Descriptive Geometry & Statics .....	5
CAD 211	Pro/E Pro SURFACE Basic FEM-POST (1st 8 weeks) .....	3
CAD 215	Pro/E Super User Training (2nd 8 weeks) .....	3
PHY 101	General Physics (5) or PHY 105 Technical Physics (4) or PHY 111 Engineering Physics (5) .....	4/5
Liberal Education Requirement* .....		3
		Total 18/19

\*See p. 21

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
PRACTICING PROFESSIONAL - ProE**

This advanced certificate is for an individual who has previously received a technical degree or engineering degree, has at least three years of design/drafting working experience, has a need to upgrade his/her knowledge using a Computer Aided Design package on a commercial CAD workstation.

The ProE certificate is for students who meet or exceed the suggested requirements below:

1. Previously degreed individual in the design/drafting technology area or higher.
2. Meet or exceed all drafting prerequisites for ECC's AAS degree in CAD or drafting.
3. Three years of documented work experience in the area of design/drafting.

<b>First Semester</b>		<b>Sem. Hrs.</b>
OTS 100	Keyboarding .....	1
CAD 105	Pro/ENGINEER Basic Design Training	3
CAD 111	Pro/E Adv Part & Assembly Design ....	3
		Total 7

<b>Second Semester</b>		
CAD 211	Pro/E ProSURFACE Basic FEM-POST .....	3
CAD 215	Pro/E Super User Training .....	3
		Total 6

<b>Third Semester</b>		
CAD 115	Pro/E Production Drawing & Detailing .....	3
		Total 3

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN:  
AutoCAD**

This certificate is for an individual who previously received a technical degree or engineering degree, has at least three years of design/drafting work experience, and has a need to upgrade her/his knowledge and skill in using a computer aided design station and software.

The AutoCAD certificate is for students who meet or exceed the suggested requirements below:

1. Previously degreed individual with either an Associate of Applied Science or Bachelor of Science degree in the areas of industrial design, industrial manufacturing, or a closely related discipline.
2. Three years of documented work experience in one of the above areas.

<b>First Semester</b>		<b>Sem. Hrs.</b>
CAD 108	Introduction to Micro-CAD AutoCAD ..	3
CAD 118	Computer Graphics-Advanced AutoCAD .....	3

Note: The two AutoCAD classes may be taken the same semester: First eight weeks: CAD 108; second eight weeks: CAD 118

Total 6

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# COMPUTER AND INFORMATION SCIENCES

**Special Admissions Requirements:** None

**Program Requirements:** None

## STARTING YOUR BACHELOR'S WITH THE ASSOCIATE IN SCIENCE DEGREE

For the greatest flexibility toward earning your bachelor's degree in computer science at ECC, take the courses required for the Associate in Science (AS) Degree described on page 15 along with CIS 121 Computer Science I, CIS 127 Discrete Structures, and CIS 223 Computer Science II. Courses as prescribed in the AS degree are designed to transfer easily and will fulfill some of your major requirements within the general education courses. The three core computer science courses (CIS 121, 127 & 223) match freshman/sophomore courses at most public and private universities and colleges in the state. Once you decide which university you plan to attend to complete your bachelor's, computer science instructors can recommend one or two additional courses that best fit your transfer school's program.

Most computer science degrees require a good mathematics background. Colleges that have programs that are more engineering-oriented will require you to complete the calculus sequence. Those with programs that are more business-oriented may only require the business calculus sequence. Likewise, some engineering-oriented programs may require calculus-based physics, which satisfies the science portion of your general education requirements. Business-oriented schools may require economics, which can fulfill the social science part of general education requirements.

## STARTING YOUR BACHELOR'S DEGREE WITH THE ASSOCIATE OF APPLIED SCIENCE DEGREE

For students successfully completing any one of the three ECC Associate of Applied Science (AAS) degrees shown on pages 28-30 and who seek a bachelor's degree, ECC and Southern Illinois University, Carbondale (SIUC) have an educational agreement in place that allows ECC students to transfer to SIUC for completion of a bachelor's degree. Students must earn an AAS in Computer & Information Sciences - Microcomputer Specialist, Network Specialist, or Internet Specialist. The degree must include CIS 121, Computer Science I, and CIS 142, Database Programming courses.

Upon completion of the AAS requirements, students should apply to SIUC for admission into the Bachelor of Science Degree in Information Systems Technology program. An important feature of this program is that all the courses may be completed online or on campus. Details will be available from your CIS instructors and your ECC counselor.

## VISUAL BASIC

The BVS certificate in Visual Basic Programming provides entry level skills in visual programming for Microsoft Windows. Students with this certificate will be able to write Windows applications using the Visual Basic language, and they will be able to use Visual Basic as the interface for writing database applications. It is a first step toward a career ladder in computer programming.

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN VISUAL BASIC PROGRAMMING

First Semester	Sem. Hrs.
CIS 110 Introduction to Computers .....	3
CIS 121 Computer Science I or CIS 105 Programming in BASIC .....	4
Total 7	

Second Semester	Sem. Hrs.
CIS 205 Visual Programming .....	4
CIS 210 Database Programming .....	3
Total 7	

Third Semester	Sem. Hrs.
CIS 206 Advanced Visual Programming .....	3
Total 3	

## INTERNET

Most organizations now rely on the Internet for information, communication, and marketing. For those who are interested in the technical side of using the Internet and creating Internet sites, the college offers two certificates and an Associate of Applied Science (AAS) degree geared especially toward the skills needed to create and manage complex and interactive Internet sites.

The BVS in Web Technician focuses on the technical end of web design. Students learn the underlying languages of the Internet ... from how to get a web page to look exactly the way it should, to adding multimedia and interactive programming for collecting and retrieving data.

The BVS in Internet Programming builds on the Web Technician certificate by adding more advanced programming skills with Java and database skills with SQL (Structured Query Language). Students earning this certificate will have the skills needed for creating the underlying components of sophisticated web sites.

The AAS Internet Specialist degree builds further on the Internet Programming certificate, adding courses that provide skills for installing and maintaining Internet servers on which web sites operate, as well as business and other courses that provide a well-rounded background for the student seeking employment.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN INTERNET SPECIALIST

First Semester	Sem. Hrs.
CIS 110 Introduction to Computers .....	3
CIS 121 Computer Science I .....	4
BUS 100 Introduction to Business .....	3
Required Communications Course* .....	3
Liberal Education Requirement* .....	3
Total 16	

Second Semester	Sem. Hrs.
CIS 147 Internet Publishing .....	1
CIS 148 Web Page Markup Language .....	2
CIS 210 Database Programming .....	3
CIS 215 Multimedia Technologies .....	2
MTH 125 Finite Math for Business & Management or MTH 112 College Algebra or BUS 120 Business Mathematics .....	3/4
BUS 142 Report Writing .....	3
Total 14/15	

Third Semester	Sem. Hrs.
CIS 221 Computer Operating Systems/ Microsoft .....	4
CIS 222 Computer Operating Systems/Linux ...	4
CIS 247 Internet Programming .....	4
SPH 101 Fundamentals of Speech .....	3
Total 15	

Fourth Semester	Sem. Hrs.
CIS 258 Network Administration/Linux or CIS 256 Network Administration/ Microsoft .....	3/4
CIS 257 Serving the Internet/Microsoft or CIS 259 Serving the Internet/Linux ...	3
CIS 207 Java Programming .....	4
CIS 262 Applied Programming .....	3
Social/Behavioral Science Requirement* .....	3
Total 16/17	

\* See p 21

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN INTERNET PROGRAMMING

First Semester	Sem. Hrs.
CIS 110 Introduction to Computers .....	3
CIS 121 Computer Science I or CIS 105 Programming in BASIC .....	4
Total 7	

Second Semester	Sem. Hrs.
CIS 147 Internet Publishing .....	1
CIS 148 Web Page Markup Language .....	2
CIS 210 Database Programming .....	3
CIS 215 Multimedia Technologies .....	2
CIS 247 Internet Programming .....	4
Total 12	

Third Semester	Sem. Hrs.
CIS 207 Java Programming .....	4
CIS 262 Applied Programming .....	3
Total 7	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN WEB TECHNICIAN

First Semester	Sem. Hrs.
CIS 110 Introduction to Computers .....	3
CIS 121 Computer Science I or CIS 105 Programming in BASIC .....	4
Total 7	

Second Semester	Sem. Hrs.
CIS 147 Internet Publishing .....	1
CIS 148 Web Page Markup Language .....	2
CIS 215 Multimedia Technologies .....	2
CIS 247 Internet Programming .....	4
Total 9	

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# COMPUTER AND INFORMATION SCIENCES

## DATA COMMUNICATIONS AND NETWORKING

Two of the most used words in computers and information systems today are internetworking and security, especially with increasing emphasis on internet applications and the demand for more secure systems.

The AAS degree in Networking Specialist prepares individuals for positions that require training in hardware, local area networks, internetworking, and both network and internetwork security. This degree prepares individuals to maintain and administer multi-user, multi-tasking operating systems and the equipment associated with them.

The VS certificate in Data Communications & Networking provides a working knowledge of computer system fundamentals, operating systems, a firm foundation in connectivity, and internetworking fundamentals.

The BVS certificate in Network Administration prepares individuals for entry level administration of multi-user operating systems.

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN NETWORK SPECIALIST

First Semester	Sem. Hrs.
CIS 115 Computer System Fundamentals .....	3
CIS 230 Computer Hardware .....	3
BUS 100 Introduction to Business .....	3
MTH 125 Finite Math for Business & Management or MTH 112 College Algebra or BUS 120 Business Mathematics .....	3/4
Required Communications Course* .....	3
Total 15/16	
Second Semester	
CIS 221 Computer Operating Systems/ Microsoft .....	4
CIS 256 Network Administration/Microsoft .....	4
CIS 150 Help Desk Fundamentals .....	2
BUS 142 Report Writing .....	3
Social/Behavioral Science Requirement* .....	3
Total 16	
Third Semester	
CIS 155 Data Communications and Networking I .....	3
CIS 250 Data Communications and Networking II .....	3
CIS 222 Computer Operating Systems/Linux .....	4
CIS 258 Network Administration/Linux .....	3
SPH 101 Fundamentals of Speech .....	3
Total 16	
Fourth Semester	
CIS 251 Network Security .....	3
CIS 257 Serving the Internet/Microsoft .....	3
CIS 259 Serving the Internet/Linux .....	3
CIS 260 Applied Technical Support .....	3
Liberal Education Requirement* .....	3
Total 15	

\* See p 21

### CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN DATA COMMUNICATIONS AND NETWORKING

First Semester	Sem. Hrs.
CIS 115 Computer System Fundamentals .....	3
CIS 230 Computer Hardware .....	3
BUS 101 Business Communications or ENG 101 English Composition I .....	3
Total 9	
Second Semester	
CIS 221 Operating Systems/Microsoft or CIS 222 Computer Operating Systems/Linux .....	4
CIS 258 Network Administration/Linux or CIS 256 Network Administration/ Microsoft .....	3/4
BUS 142 Report Writing .....	3
Total 10/11	
Third Semester	
CIS 150 Help Desk Fundamentals .....	2
CIS 155 Data Communications and Networking I .....	3
CIS 250 Data Communications & Networking II	3
SPH 101 Fundamentals of Speech .....	3
Total 11	
Fourth Semester	
CIS 251 Network Security .....	3
CIS 257 Serving the Internet/Microsoft or CIS 259 Serving the Internet/Linux .....	3
CIS 260 Applied Technical Support .....	3
Total 9	

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN NETWORK ADMINISTRATION

First Semester	Sem. Hrs.
CIS 115 Computer System Fundamentals .....	3
CIS 230 Computer Hardware .....	3
Total 6	
Second Semester	
CIS 221 Computer Operating Systems/ Microsoft or CIS 222 Computer Operating Systems/Linux .....	4
CIS 258 Network Administration/Linux or CIS 256 Network Administration/ Microsoft .....	3/4
Total 7/8	
Third Semester	
CIS 257 Serving the Internet/Microsoft or CIS 259 Serving the Internet/Linux .....	3
CIS 260 Applied Technical Support .....	3
Total 6	

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN MICROCOMPUTER SPECIALIST

Computer systems today are smaller, faster, more powerful, less power consuming, and more portable than ever imagined. Their proliferation has produced a need for microcomputer specialists who can do it all ... from connecting the pieces and showing the user how to utilize the system most efficiently, to updating, upgrading, and repairing systems when required.

Courses in ECC's Microcomputer Specialist degree cover fundamentals of computers systems, operating systems, structured and visual programming languages, system troubleshooting and help-desk fundamentals, and network technologies and administration. Students also develop proficiency in popular microcomputer applications such as word processing, spreadsheet, database, and desktop publishing.

First Semester	Sem. Hrs.
CIS 115 Computer System Fundamentals .....	3
CIS 121 Computer Science I or CIS 105 Programming in BASIC .....	4
BUS 100 Introduction to Business .....	3
OAT 126 Word Processing Applications I .....	1.5
OAT 127 Word Processing Applications II .....	1.5
Required Communications Course* .....	3
Total 16	
Second Semester	
CIS 147 Internet Publishing .....	1
CIS 148 Web Page Markup Language .....	2
CIS 221 Computer Operating Systems/ Microsoft or CIS 222 Computer Operating Systems/Linux .....	4
CIS 230 Computer Hardware .....	3
MTH 125 Finite Math for Business & Management or MTH 112 College Algebra or BUS 120 Business Mathematics .....	3/4
BUS 142 Report Writing .....	3
Total 16/17	
Third Semester	
CIS 142 Database Software .....	2
CIS 143 Spreadsheet Software .....	2
CIS 150 Help Desk Fundamentals .....	2
CIS 205 Visual Programming .....	4
CIS 258 Network Administration/Linux or CIS 256 Network Administration/ Microsoft .....	3/4
SPH 101 Fundamentals of Speech .....	3
Total 16/17	
Fourth Semester	
CIS 145 Introduction to Desktop Publishing .....	2
CIS 210 Database Programming .....	3
CIS 215 Multimedia Technologies .....	2
CIS 260 Applied Technical Support .....	3
Liberal Education Requirement* .....	3
Social/Behavioral Science Requirement* .....	3
Total 16	

\* See p 21

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

# COMPUTER AND INFORMATION SCIENCES

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
COMPUTER TECHNICAL SUPPORT**

Providing technical assistance, support, and advice to customers and users is key to the VS certificate in Computer Technical Support. These customer support specialists, customer service specialists, and help-desk technicians are troubleshooters who interpret problems and provide technical support for computer hardware, software, and systems applications and networks. Students pursuing this certificate can choose either the Microsoft or Linux path, or both.

Course work applies to the AAS degree in Microcomputer Specialist should the student wish to pursue additional study. Other certificates with course work common to the Microcomputer Specialist degree are the BVS in Visual Basic Programming, the BVS in Web Technician, BVS in Computer Service Technician, and the VS in Data Communications and Networking.

<b>First Semester</b>	<b>Sem. Hrs.</b>
CIS 115 Computer System Fundamentals .....	3
CIS 121 Computer Science I <b>or</b> CIS 105 Programming in BASIC .....	4
BUS 101 Business Communications <b>or</b> ENG 101 English Composition I .....	3
OAT 126 Word Processing Applications I .....	1.5
OAT 127 Word Processing Applications II .....	1.5
SPH 101 Fundamentals of Speech .....	3
<b>Total 16</b>	

<b>Second Semester</b>	
CIS 142 Database Software .....	2
CIS 143 Spreadsheet Software .....	2
CIS 147 Internet Publishing .....	1
CIS 221 Computer Operating Systems/ Microsoft <b>or</b> CIS 222 Computer Operating Systems/Linux .....	4
CIS 230 Computer Hardware .....	3
BUS 142 Report Writing .....	3
<b>Total 15</b>	

<b>Third Semester</b>	
CIS 145 Introduction to Desktop Publishing .....	2
CIS 148 Web Page Markup Language .....	2
CIS 150 Help Desk Fundamentals .....	2
CIS 215 Multimedia Technologies .....	2
CIS 258 Network Administration/Linux <b>or</b> CIS 256 Network Administration/ Microsoft .....	3/4
CIS 260 Applied Technical Support .....	3
<b>Total 14/15</b>	

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
COMPUTER SERVICE TECHNICIAN**

Earn the BVS certificate in Computer Service Technician for a position in microcomputer upgrade and repair.

<b>First Semester</b>	<b>Sem. Hrs.</b>
CIS 115 Computer System Fundamentals .....	3
CIS 230 Computer Hardware .....	3
<b>Total 6</b>	

<b>Second Semester</b>	
CIS 155 Data Communications and Networking I .....	3
CIS 221 Computer Operating Systems/ Microsoft .....	4
CIS 222 Computer Operating Systems/Linux ...	4
<b>Total 11</b>	

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# CRIMINAL JUSTICE

Increasing crime rates and the complexities of society and laws are mandating criminal justice agencies to require a college degree. Criminal justice professionals not only have to be skilled communicators, but they must also be cognizant of constitutional rights and be familiar with criminal law and procedure, all of which demand advanced study and higher education.

Elgin Community College meets the challenge of preparing college educated men and women for careers in criminal justice. The Associate of Applied Science Degree (AAS) in criminal justice is ideal for students intending to seek employment within the criminal justice system immediately after completing the two-year degree program. An Associate in Arts Degree (AA) in criminal justice is for students planning to transfer without delay to a four-year college for completion of at least a bachelor's degree. Students intending to transfer should meet with their ECC counselor and follow the AA degree requirements specified in the University Transfer section of this catalog.

The college also offers two certificates in public safety communications for work as 911 dispatchers and telecommunications officers in police stations, fire stations, hospitals, or centralized city communications centers. Public safety communications are shown on pg. 69 of this catalog.

The AAS in criminal justice degree allows students opportunities to learn essential knowledge for preparedness to work in policing, but does not cover the professional courses that lead to police licensing. There are also opportunities for police officers and other practitioners to receive credit for their experiences in this program. Students pursuing these studies who are not interested in policing will be prepared to enter other areas of the criminal justice field such as corrections, probation, or private security. Coursework includes the philosophies of community policing, professional integrity and ethics, personal fitness, broad based criminal justice education, and writing across the curriculum.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
CRIMINAL JUSTICE**

**Special Admissions Requirements:** None

**Program Requirements:** None

<b>First Semester</b>	<b>Sem. Hrs.</b>
Required Communications Course*	3
CRJ 101 Introduction to Criminal Justice	3
SPH 101 Fundamentals of Speech	3
CRJ 111 Stress Management in Law Enforcement	3
POS 150 American Government-National	3
	<b>Total 15</b>

<b>Second Semester</b>	<b>Sem. Hrs.</b>
Required Communications Course*	3
CRJ 110 Introduction to Corrections	3
CRJ 198 The Police Service	3
HUM 216 Ethics	3
PSY 100 Introduction to Psychology	3
	<b>Total 15</b>

<b>Third Semester</b>	<b>Sem. Hrs.</b>
CRJ 199 Community Based Policing	3
SOC 100 Introduction to Sociology	3
CRJ 231 Juvenile Justice	3
Math/Science Requirement*	3-4
Criminal Justice Elective	3
	<b>Total 15/16</b>

<b>Fourth Semester</b>	<b>Sem. Hrs.</b>
CRJ 225 Criminal Investigation	3
CRJ 230 Criminology	3
CRJ 270 Police Organization and Management	3
Criminal Justice Elective	3
General Education Elective	3-4
	<b>Total 15/16</b>

\* See p. 21

**Criminal Justice Electives**

CRJ 120 Introduction to Probation and Parole	3
CRJ 160 Criminal Justice Report Writing	2
CRJ 180 Crime Prevention	3
CRJ 200 Police Operations	3
CRJ 201 Crisis and Conflict Mediation	3
CRJ 202 Corrections Operations	2
CRJ 203 Corrections Counseling	2
CRJ 204 Legal Aspects of Corrections	3
CRJ 205 Criminal Law	3
CRJ 215 Criminal Procedure	3
CRJ 216 Crime Investigation I	3
CRJ 217 Crime Investigation II	3
CRJ 218 Use of Force I	2
CRJ 219 Use of Force II	2
CRJ 220 Criminalistics	3
CRJ 235 Issues in Criminal Justice	(.5)-3
CRJ 250 Juvenile Delinquency	3
CRJ 290 Criminal Justice Seminar & Practicum	3
SUB 122 Basic Substance Abuse Pharmacology	3
SUB 125 Special Populations	3

**General Education Electives**

HUM 116 Logic	3
FLS 101 Elementary Spanish	4
HIS 151 United States History to 1870	3
PSY 214 Adulthood & Aged	3
SOC 201 Social Problems	3
SOC 210 Marriage & Family	3

CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# CULINARY ARTS & HOSPITALITY INSTITUTE OF ELGIN

The Culinary Arts & Hospitality Institute of Elgin is accredited by the American Culinary Federation Educational Institute Accrediting Commission

The food and beverage industry is one of the largest and fastest growing in the country and the world, offering outstanding employment opportunities for well-trained men and women. Elgin Community College offers 11 culinary related study options through the Culinary Arts & Hospitality Institute of Elgin. Eight options emphasize cooking, baking and food preparation skills while three others center on restaurant/hospitality management. All are recognized by the National Restaurant Association Educational Foundation and accredited by the American Culinary Federation Educational Institute Accrediting Commission.

The Pastry and Culinary Arts degrees prepare students with the skills to plan, purchase, prepare, and present food in a variety of settings ranging from cafeterias, banquet halls, bakeries, and small diners to clubs and gourmet restaurants. The shorter-term certificates emphasize cooking, baking, and preparation skills only.

The Restaurant Management degree and the two certificates in restaurant operations and hospitality prepare students for positions in the food and beverage industry outside the kitchen. They learn the many other aspects of running a large concern like employee and customer relations, advertising and promotion, cost control, and the legalities regarding inkeeping.

All study options emphasize food preparation, nomenclature, kitchen operations, staffing and equipment needs, and sanitation requirements. Additionally, all students receive considerable "hands-on" learning experiences throughout their course of study.

Students work in state-of-the-art kitchen facilities in the new Culinary Arts Center and have a unique opportunity to test their managerial, cooking, and baking skills at Spartan Terrace, a student-run restaurant featuring fine dining in tasteful surroundings. Additionally, students compete for honors at least twice a year in state and national culinary contests and annually in international competition through a partnership with the Hotelfauschule in Semmering, Austria.

During the second year of the degree programs, Culinary Arts and Pastry majors develop advanced food preparation skills and concentrate on other essentials of running a quality kitchen while Restaurant Management students continue their study of management, business and accounting.

Graduates are prepared for positions in the hotel and motel industry, retail food stores, for jobs as a cook, sous chef, chef, baker, bread and pastry specialist, or as self-employed restaurateurs, bakers, and caterers.

**Special Admissions Requirements:** None

**Program Requirements:** Students must supply their own chef uniforms and will be expected to purchase a few culinary tools. Complete information is available from ECC Culinary Institute instructors.

## DEGREE CONFERRED ASSOCIATE OF APPLIED SCIENCE IN CULINARY MANAGEMENT CULINARY ARTS

**Summer**  
CUL 100 Culinary Techniques ..... 1

<b>First Semester</b>	<b>Sem. Hrs.</b>
HOS 101 Introduction to Hospitality Industry	3
CUL 102 Food Production I	7
PAS 102 Baking I	7
CUL 106 Applied Food Service Sanitation	1
	<b>Total 18</b>

<b>Second Semester</b>	<b>Sem. Hrs.</b>
CUL 103 Food Production II	7
BUS 100 Introduction to Business	3
HOS 212 Quantity Food Purchasing	3
OAT 140 Word Processing I	1
OAT 141 Spreadsheet I	1
Required Communications Course*	3
	<b>Total 18</b>

<b>Third Semester</b>	<b>Sem. Hrs.</b>
CUL 203 Food Production III	7
HOS 214 Menu Design & Strategy	3
HOS 215 Hospitality Supervision	3
BIO 101 Nutrition for Today	3
Required Communications Course*	3
	<b>Total 19</b>

<b>Fourth Semester</b>	<b>Sem. Hrs.</b>
CUL 206 Garde Manger/International	4
HOS 220 Dining Room Operations	6
Social/Behavioral Science Requirement*	3
Liberal Education Requirement*	3
	<b>Total 16</b>

<b>Fifth Semester</b>	<b>Sem. Hrs.</b>
CUL 205 Culinary Internship	4
CUL 208 Food Production IV	6
HOS 218 Food, Beverage and Labor Control	3
	<b>Total 13</b>

\* See p 21

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN FIRST COOK

<b>First Semester</b>	<b>Sem. Hrs.</b>
CUL 100 Culinary Techniques	1
HOS 101 Introduction to the Hospitality Industry	3
CUL 102 Food Production I	7
CUL 106 Applied Food Service Sanitation	1
	<b>Total 12</b>

<b>Second Semester</b>	<b>Sem. Hrs.</b>
CUL 103 Food Production II	7
HOS 215 Hospitality Supervision	3
BIO 101 Nutrition for Today	3
	<b>Total 13</b>

<b>Third Semester</b>	<b>Sem. Hrs.</b>
CUL 203 Food Production III	7
HOS 212 Quantity Food Purchasing	3
PAS 102 Baking I	7
	<b>Total 17</b>

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PREP COOK

<b>First Semester</b>	<b>Sem. Hrs.</b>
CUL 100 Culinary Techniques	1
HOS 101 Introduction to the Hospitality Industry	3
CUL 102 Food Production I	7
CUL 106 Applied Food Service Sanitation	1
	<b>Total 12</b>

<b>Second Semester</b>	<b>Sem. Hrs.</b>
CUL 103 Food Production II	7
HOS 215 Hospitality Supervision	3
BIO 101 Nutrition for Today	3
	<b>Total 13</b>

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN CULINARY MANAGEMENT COOKS HELPER

<b>First Semester</b>	<b>Sem. Hrs.</b>
CUL 100 Culinary Techniques	1
HOS 101 Introduction to the Hospitality Industry	3
CUL 102 Food Production I	7
CUL 106 Applied Food Service Sanitation	1
	<b>Total 12</b>

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN HOSPITALITY

<b>First Semester</b>	<b>Sem. Hrs.</b>
CUL 100 Culinary Techniques	1
HOS 101 Introduction to Hospitality Industry	3
CUL 102 Food Production I	7
CUL 106 Applied Food Service Sanitation	1
	<b>Total 12</b>

<b>Second Semester</b>	<b>Sem. Hrs.</b>
HOS 212 Quantity Food Purchasing	3
HOS 214 Menu Design & Strategy	3
HOS 215 Hospitality Supervision	3
HOS 220 Dining Room Operations	6
	<b>Total 15</b>

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# CULINARY ARTS & HOSPITALITY INSTITUTE OF ELGIN

The Culinary Arts & Hospitality Institute of Elgin is accredited by the American Culinary Federation Educational Institute Accrediting Commission

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
CULINARY MANAGEMENT  
RESTAURANT MANAGEMENT**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to Hospitality Industry .....	3
CUL 102 Production I .....	7
BUS 100 Introduction to Business .....	3
CUL 106 Applied Food Service Sanitation .....	1
OAT 140 Word Processing I .....	1
Total 16	
<b>Second Semester</b>	
BUS 120 Business Mathematics .....	3
HOS 212 Quantity Food Purchasing .....	3
ACC 100 Introduction to Accounting I .....	3
HOS 214 Menu Design & Strategy .....	3
OAT 141 Spreadsheet I .....	1
Required Communications Course* .....	3
Total 16	
<b>Third Semester</b>	
HOS 215 Hospitality Supervision .....	3
HOS 216 Beverage Management .....	3
SPH 110 Interpersonal Communication .....	3
HOS 220 Dining Room Operations .....	6
Required Social/Behavioral Science Course* .....	3
Total 18	
<b>Summer</b>	
Required Communications Course* .....	3
<b>Fourth Semester</b>	
HOS 225 Dining Room Management .....	7
HOS 218 Food and Beverage Control .....	3
HTM 205 Hospitality Law .....	4
Liberal Education Requirement* .....	3
Total 17	
<b>Summer</b>	
HOS 230 Internship/Hospitality Management ....	4

\*See p 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
RESTAURANT OPERATIONS**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to Hospitality Industry .....	3
CUL 102 Production I .....	7
BUS 100 Introduction to Business .....	3
CUL 106 Applied Food Service Sanitation .....	1
Total 15	
<b>Second Semester</b>	
BUS 120 Business Mathematics .....	3
HOS 212 Quantity Food Purchasing .....	3
SPH 110 Interpersonal Communication .....	3
HOS 214 Menu Design & Strategy .....	3
OAT 140 Word Processing I .....	1
OAT 141 Spreadsheet I .....	1
Total 14	
<b>Third Semester</b>	
HOS 215 Hospitality Supervision .....	3
HOS 216 Beverage Management .....	3
HOS 220 Dining Room Operations .....	6
HOS 218 Food and Beverage Control .....	3
Total 15	

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
PASTRY ARTS**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to the Hospitality Industry .....	3
PAS 104 Yeast Bread .....	6.5
PAS 102 Baking I .....	7
CUL 106 Applied Food Service Sanitation .....	1
OAT 140 Word Processing I .....	1
OAT 141 Spreadsheet I .....	1
Total 20.5	
<b>Second Semester</b>	
PAS 180 Baking II .....	7
HOS 215 Hospitality Supervision .....	3
Social/Behavioral Science Requirement* .....	3
Required Communications Course* .....	3
HOS 212 Quantity Food Purchasing .....	3
Total 19	
<b>Summer</b>	
PAS 205 Pastry Internship .....	4
<b>Third Semester</b>	
PAS 202 Advanced Pastry I .....	7
BIO 101 Nutrition for Today .....	3
HOS 218 Food, Beverage and Labor Control ....	3
Liberal Education Requirement* .....	3
Total 16	
<b>Fourth Semester</b>	
PAS 280 Advanced Pastry II .....	7
HOS 214 Menus Design & Strategy .....	3
PAS 204 Decorative Pastry .....	6
Required Communications Course* .....	3
BUS 100 Introduction to Business .....	3
Total 22	

\* See p 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
PASTRY CHEF ASSISTANT**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to the Hospitality Industry .....	3
CUL 106 Applied Food Service Sanitation .....	1
PAS 102 Baking I .....	7
Total 12	
<b>Second Semester</b>	
PAS 180 Baking II .....	7
PAS 202 Advanced Pastry I .....	7
HOS 215 Hospitality Supervision .....	3
Total 17	
<b>Third Semester</b>	
PAS 280 Advanced Pastry II .....	7
HOS 212 Quantity Food Purchasing .....	3
PAS 104 Yeast Bread .....	6.5
Total 16.5	

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
LEAD BAKER**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to the Hospitality Industry .....	3
CUL 106 Applied Food Service Sanitation .....	1
PAS 102 Baking I .....	7
Total 12	
<b>Second Semester</b>	
PAS 180 Baking II .....	7
PAS 202 Advanced Pastry I .....	7
HOS 215 Hospitality Supervision .....	3
Total 17	

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
BAKING ASSISTANT**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to the Hospitality Industry .....	3
CUL 106 Applied Food Service Sanitation .....	1
PAS 102 Baking I .....	7
PAS 202 Advanced Pastry I .....	7
Total 19	

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

# DENTAL ASSISTING

*The Dental Assisting Program is accredited by the Commission on Dental Accreditation of the American Dental Association*

A dental assistant is an important member of an efficient dental team, providing valuable service to both the dentist and patient. An assistant aids and anticipates the needs of a dentist in intra-oral procedures like general dentistry, oral and maxillofacial surgery, prosthetic, endodontic, orthodontic and pediatric dentistry. Other functions of a dental assistant include responsibility for the disinfection and sterilization protocols of the office, lab procedures such as exposing and processing radiographs, secretarial and receptionist duties, and instructing patients concerning proper techniques of preventive dentistry.

Elgin Community College's dental assisting program prepares students for an active role in dentistry through classroom, laboratory, and clinical experiences. Highly trained dental professionals teach and supervise all on-and off-campus activities.

Clinical experience begins in May and continues for 300 hours in area dental offices. Students are placed in two general practice offices and, in addition, can select their specialty office from among oral and maxillofacial surgery, orthodontics, periodontics, pediatric dentistry, or endodontic practices.

Jobs are available in general practice and specialty offices, civil service, the armed forces, children's hospitals, and dental school clinics. Positions vary and can be tailored to an individual's career strengths and/or areas of interest. In a dental office, positions include chairside assistant, coordinating assistant, asepsis manager, laboratory assistant, radiographic assistant, secretarial assistant, office managers, and expanded duty assistant. Other jobs outside of traditional office settings represent teaching, sales and consulting.

Graduates may take an examination to become a Certified Dental Assistant (CDA). While it is not required for employment, certification is a special recognition for a high level of professional competence.

With additional education, training and work experience, graduates may also opt for certification in oral and maxillofacial surgery assisting, dental practice management assisting, or orthodontic assisting. For the motivated dental assistant, know that your career and level of expertise will stop growing only when you want it to.

## SPECIAL OPTION: CAREER ADVANCEMENT PROGRAM

Experienced dental assistants who did not complete a dental assisting program and are not a C.D.A. can use their job experiences to complete requirements for the ECC Dental Assisting program on an individualized basis through a combination of proficiency examinations, individualized study and regular classroom instruction. CAP is also ideal for those who've been out of the profession for awhile and seek refresher courses.

The dental assisting staff assesses each person's professional and educational experiences to determine the right combination of tests and instruction. For information regarding CAP, contact the Dental Assisting Office.

## Special Admissions Requirements

Pick up an application for admission from the Health Professions office, HBT-179, First Stop, SRC-142A, or online at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare). Applications will be evaluated on an ongoing basis and candidates will be notified upon acceptance. New DEA classes begin each semester.

## Admissions Materials

All candidates for admission to this program must submit the following items to the ECC Records Office:

1. Completed ECC application
2. Completed Health Professions application
3. Official high school transcript or GED scores
4. Official transcripts from other colleges/universities attended

Criminal background checks and drug testing are mandatory upon admission to all Health Professions programs. Please see individual program handbooks for details which are available at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

## Program Requirements

Proof of recent physical exam must be furnished prior to the start of the first clinical practice. Proof of immunizations or signed declarations for various diseases will be required. Proof of CPR certification will be required. All students must purchase their own uniforms and safety glasses and provide their own transportation to and from clinical sites. Demonstrated typing ability is highly recommended for completion of the program.

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN CLINICAL DENTAL ASSISTING

<b>First Semester</b>		<b>Sem. Hrs.</b>
DEA 101	Dental Assisting I .....	3
DEA 103	Dental Materials I .....	3
DEA 106	Dental Aseptic Techniques .....	3
DEA 108	Chairside Dental Assisting I .....	3
SPH 112	Special Topics in Speech .....	1
BUS 101	Business Communications .....	3
Total		16

<b>Second Semester</b>		
DEA 107	Dental Radiography .....	3
DEA 111	Dental Assisting II .....	3
DEA 118	Dental Materials II .....	2.5
DEA 119	Dental Records & Communications .....	2.5
DEA 120	Chairside Dental Assisting II .....	3
Total		14

<b>Summer Semester</b>		
**DEA 123	Clinical Practice I .....	3
**DEA 124	Clinical Practice II .....	3
Total		6

\*See p 22

\*\*Students with one year of acceptable full-time Dental Assisting experience may apply for proficiency credit for DEA 123 and DEA 124.

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# ELECTRONICS

Electronics is part of your everyday life. Industry needs motivated and skilled individuals familiar with state-of-the-art technology to install, maintain, troubleshoot and repair digital and linear electronic equipment.

The newly revised electronics technology degree is designed to equip students with the tools and skills they need to meet employer expectations for well-trained workers in today's workplace. Graduates should be well prepared to meet the challenges of a changing technology in a global economy.

Courses within the degree feature extensive hands-on training using some of the latest test equipment and simulation software to provide real world application of coursework. Students learn to:

- Apply the fundamental laws of electricity and electronics
- Operate analog and digital equipment
- Breadboard, troubleshoot, maintain, and repair linear and digital circuits
- Program microprocessor based microcontrollers used in environmental and automated systems
- Apply technical jargon and communicate with consumers

Graduates will possess the skills for entry level employment in fields of:

- Computer science
- Aerospace
- Telecommunications
- Biomedical
- Consumer electronics
- Data communications
- Machine maintenance
- Robotics
- Automation
- Automotive
- Instrumentation
- Personal computer maintenance
- Home entertainment systems

## ELECTRONICS TECHNOLOGY DEGREE

This program includes a thorough study of electronics for linear, digital, control systems, communications systems, microprocessor hardware and software for research and development skills, robotics and automated manufacturing. Students may choose to pursue studies that concentrate on telecommunications, lead to careers with the Federal Aviation Administration, or transfer toward a bachelor's of science degree in electronics management at Southern Illinois University.

Math, science and communications courses enable students to better interpret, analyze, and transmit facts orally, graphically, and in written reports to enhance their ability to convert ideas and theories into products and processes.

### ELSTechnology Degree Leads to FAA Careers

The electronics technology degree at ECC provides coursework approved by the Airway Facilities-Collegiate Training Initiative (AF-CTI), an international consortium of select colleges, universities, and trade schools approved by the Federal Aviation Administration (FAA). Training and education allows college students and currently employed FAA personnel who wish to shift into an airway facilities technical workforce career to prepare for FAA careers that include electronics technicians, general engineers, environmental protection specialists, electronics engineers, airway transportation systems specialists, and computer systems specialists.

Those who successfully complete the ECC electronics degree and FAA work experiences have an increased chance of gaining permanent, full-time employment with the FAA in airway facilities technical careers.

### Eligibility

- ECC students must be enrolled in ECC's two-year electronics technology degree for a minimum of one semester prior to applying for an AF-CTI internship and complete the Federal Application for Employment, OF-612, available at <http://jobs.faa.gov/forms/of612.pdf> PLEASE NOTE: Internships are awarded and supervised by the FAA, not ECC.
- Currently employed FAA personnel apply for tuition reimbursement from the FAA through the Upward Mobility and Tuition Assistance Programs and must meet all requirements for reimbursement.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY

**Special Admissions Requirements:** None

**Program Requirements:** Students are required to provide their own hand tools and safety glasses. A complete list of required tools is available from ECC Electronics instructors.

<b>First Semester</b>		<b>Sem. Hrs.</b>
ELS 100	Introduction to Electronics .....	5
CIS 121	Computer Science I .....	4
MTH 107	Technical Math I <b>or</b> IMT 107 Technical Math I <b>or</b> MTH 112	
	College Algebra (for Transfer focus) ...	4
ENG 101	English Composition I or BUS 101 Business Communications .....	3
	Total	16

<b>Second Semester</b>		
ELS 104	DC & AC Network Analysis .....	4
ELS 205	Digital Electronics .....	5
MTH 109	Technical Mathematics II <b>or</b> IMT 111 Technical Mathematics II <b>or</b> MTH 114 Trigonometry (for Transfer focus) .....	3/4
	Liberal Education Requirement .....	3
	Total	15/16

<b>Third Semester</b>		
ELS 106	Semiconductors/Operational Amplifier .....	4
ELS 215	Microprocessors & Microcomputers .....	5
ELS 206	Basic Communications Systems I .....	4
ENG 102	English Composition II or BUS 142 Report Writing .....	3
	Required Social/Behavioral Science Course* .....	3
	Total	19

**Fourth Semester**  
(pick Telecommunications, FAA, or Transfer Focus below)

### Telecommunications Focus:

ELS 214	Electronic Control Devices & System .....	4
ELS 207	Basic Communications Systems II .....	4
ELS 208	Digital and Data Communications .....	4
ELS 209	Radio Transmission Systems .....	3
ELS 210	Fiber Optics .....	4
	Total	19

### FAA Focus:

ELS 214	Electronic Control Devices & System .	4
CIS 230	Computer Hardware .....	3
CIS 155	Data Communications and Networking .....	3
CIS 221	Computer Operating Systems – Microsoft .....	4
PHY 105	Technical Physics .....	4
	Total	18

### Transfer Focus:

ELS 214	Electronic Control Devices & System .....	4
MTH 133	Calculus with Analytic Geometry I .....	4
PHY 105	Technical Physics .....	4
SPH 101	Fundamentals of Speech .....	3
	Total	15

\* See p 21

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# ELECTRONICS

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
ELECTRONICS TECHNOLOGY**

Professional literacy is a prerequisite for success. While knowing your skill, trade, and equipment is still important, today's consumer electronics and service industry professional must also be able to communicate that knowledge. This certificate was designed with industry and advisory committee input to meet those needs. It provides a strong foundation in basic electronics, math, plus solid communication skills.

All of the courses in this program are included in the two-year curriculum and may be applied toward the degree should the student decide to continue study.

**Special Admissions Requirements:** None

**Program Requirements:** Students are required to provide their own hand tools and safety glasses. A complete list of required tools is available from ECC Electronics instructors.

First Semester		Sem. Hrs.
ELS 100	Introduction to Electronics .....	5
CIS 121	Computer Science I .....	4
MTH 107	Technical Math I or IMT 107 Technical Math I .....	4
ENG 101	English Composition I or BUS 101 Business Communications .....	3
		Total 16
Second Semester		
ELS 104	DC & AC Network Analysis .....	4
ELS 205	Digital Electronics .....	5
MTH 109	Technical Mathematics II or IMT 111 Technical Mathematics II .....	4
SPH 101	Fundamentals of Speech .....	3
		Total 16

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
ELECTRONIC COMMUNICATIONS**

Communications was among the first applications of electronics and it remains at the leading edge of electronics today through the use of fiber optics, cellular phones, satellite communication and television, fax machines, modems, e-mail, and online services.

There is a critical need in telecommunications for employees with the right technical skills. Technicians are needed in manufacturing, research and development (R&D), field service, installation, testing, maintenance, sales and sales support, and marketing.

This new certificate is specially designed for those individuals with a strong math background and aptitude who have completed all other requirements of ECC's AAS in Electronics Technology or for those who need retraining.

The following courses have prerequisite courses, ELS 106 and ELS 205, MTH 107 or IMT 107, and MTH 109 or IMT 111 which are included in the two year degree curriculum and in the digital and linear BVS certificates.

ELS 206	Basic Communications Systems I ...	4(2,4)
ELS 207	Basic Communications Systems II ..	4(2,4)
ELS 208	Digital and Data Communications ...	4(2,4)
ELS 209	Radio Transmission Systems .....	3(1,4)
ELS 210	Fiber Optics .....	4 (2,4)

**Special Admissions Requirements:** Students are expected to have completed and received a grade of C or better in ELS 106, ELS 205, MTH 107 or IMT 107 and MTH 109 or IMT 111 prior to enrolling in the first course of this certificate, ELS 206. Also, it is recommended that students complete ELS 101, ELS 102, ELS 103 and ELS 105.

**Program Requirements:** Students are required to provide their own hand tools and safety glasses. A complete list of required tools is available from ECC Electronics instructors.

First Semester		Sem. Hrs.
ELS 206	Basic Communications Systems I .....	4
ELS 207	Basic Communications Systems II .....	4
ELS 217	Calculus for Electronics I .....	3
		Total 11
Second Semester		
ELS 208	Digital and Data Communications .....	4
ELS 209	Radio Transmission Systems .....	3
ELS 210	Fiber Optics .....	4
		Total 11

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
DIGITAL TECHNOLOGY**

Today's electronics are smaller and less expensive systems which are more reliable, accurate, and efficient with broader applications. All courses in this certificate have prerequisites and require either work or academic experience in electronics to enroll. It is ideal for persons already employed in the field.

Topics in this program include TTL and CMOS characteristics, sequential logic circuits, memory devices (RAM and ROM), encoders and decoders, multiplexers and demultiplexers, A to D and D to A converters, computer structure, interfacing of hardware, memory and I/O, machine and assembly language programming, instruction sets, addressing modes, sub-routines, and flowcharting.

All of the courses in this program are included in the two-year curriculum and may be applied toward the degree should the student decide to continue study.

Students who have completed one year of high school algebra or ECC's MTH 096 can earn the basic vocational specialist certificate in digital technology at the same time they earn the basic vocational specialist certificate in linear electronics and in only nine months through a Fast Track electronics option. Coursework meets mornings, Mondays - Fridays. For specific courses, consult a current class schedule.

**Special Admissions Requirements:** None

**Program Requirements:** Students are required to provide their own hand tools and safety glasses. A complete list of required tools is available from ECC Electronics instructors.

		Sem. Hrs.
ELS 205	Digital Electronics .....	5
ELS 215	Microprocessors & Microcomputers ...	5
ELS 241	Microprocessor Applications .....	2
		Total 12

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# ELECTRONICS

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
LINEAR ELECTRONICS**

The emphasis here is on communications circuitry - amplifiers, oscillators, regulators, mixers, modulators and demodulators.

As with the other short-term electronics program shown on this page, linear electronics is best suited for individuals with training or experience in the field. Lab time working on transistors, filters, timers, amplifiers, and other devices is integrated with lecture presentations. All courses carry prerequisites and may be applied toward the two-year electronics degree should the student decide to continue study.

Students who have completed one year of high school algebra or ECC's MTH 096 can earn the basic vocational specialist certificate in linear electronics at the same time they earn the basic vocational specialist certificate in digital technology and in only nine months through a Fast Track electronics option. Coursework meets mornings, Mondays - Fridays. For specific courses, consult a current class schedule.

**Special Admissions Requirements:** None

**Program Requirements:** Students are required to provide their own hand tools and safety glasses. A complete list of required tools is available from ECC Electronics instructors.

	<b>Sem. Hrs.</b>
ELS 104 DC & AC Network Analysis .....	4
ELS 106 Semiconductors/Operational Amplifier ..	4
ELS 242 Linear Applications .....	2
	Total 10

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
ELECTRONICS MANUFACTURING**

This degree addresses a shortage of skilled electronics technicians in Northern Illinois and the need for electronics assemblers to upgrade their skills due to the changing requirements of the industry. Coursework meets both national standards for electronic technical skills as well as a state-of-the-art competency model provided by Motorola Corporation. In addition to ECC, Harper College (Palatine), College of Lake County (Grayslake) and McHenry County College (Crystal Lake) have partnered with Motorola to develop the curriculum to meet this demand.

Courses include general education, technical programming, digital electronics, DC circuit analysis, AC circuit analysis, linear devices, microprocessors, electronic communications systems, and worksite internships. Graduates of the program may find employment as electronics technicians, field engineers, repair/maintenance technicians and computer repair/programmer technicians.

This regional degree provides three significant benefits:

- Develops core technical competencies required by most high tech companies in Northern Illinois, using Motorola competencies as the quality standard. In addition, this technical degree enables Motorola employees to upgrade their skills via a "fast track" approach.
- Allows students to transfer credits easily from one community college to another as employees change jobs, utilize flexible job scheduling and/or are transferred. The new degree helps Motorola employees complete their degrees as quickly as possible.
- Recruits college bound high school students and adults into a technical career path in an industry that cannot find enough qualified candidates in Illinois.

**Special Admissions Requirements:** None

**Program Requirements:** Students are required to provide their own hand tools and safety glasses. A complete list of required tools is available from ECC Electronics instructors.

	<b>Sem. Hrs.</b>
<b>First Semester</b>	
EMF 111 Electronics Math I .....	2
EMF 112 Electronics Math II .....	2
EMF 132 Technical Programming I .....	1.5
EMF 133 Technical Programming II .....	1.5
EMF 134 Digital Electronics I .....	2
EMF 135 Digital Electronics II .....	2
EMF 170 Electronics Manufacturing Intern I .....	2
Required Communications Course* .....	3
	Total 16
<b>Second Semester</b>	
EMF 113 Electronics Math III .....	2
EMF 114 Electronics Math IV .....	2
EMF 136 DC Circuit Analysis I .....	2.5
EMF 137 DC Circuit Analysis II .....	2.5
SPH 101 Fundamentals of Speech .....	3
EMF 171 Electronics Manufacturing Intern II .....	1
Liberal Education Requirement* .....	3
	Total 16
<b>Third Semester</b>	
PHY 115 Applied Physics for Electronics I .....	3
PHY 116 Applied Physics for Electronics II .....	3
EMF 230 AC Circuit Analysis I .....	2
EMF 231 AC Circuit Analysis II .....	2
EMF 232 Linear Devices I .....	2
EMF 233 Linear Devices II .....	2
EMF 234 Microprocessors I .....	2
EMF 235 Microprocessors II .....	2
	Total 18
<b>Fourth Semester</b>	
EMF 236 Microprocessors III .....	2
EMF 237 Microprocessors IV .....	2
EMF 238 Electronic Communications Systems I	
EMF 239 Electronic Communications	
Systems II .....	2
EMF 250 Linear Devices III .....	2
EMF 251 Linear Devices IV .....	2
EMF 172 Electronics Manufacturing Intern III .....	2
Required Social/Behavioral Science Course* .....	3
	Total 17

\*See p 21

# EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC

The EMT-P (emergency medical technician - paramedic) is a professional provider of immediate care to the sick and injured. They are responsible for transporting patients to medical facilities for further care and attention. Since their inception in the early 1970's, EMT-P's have been directly responsible for greatly decreasing the death toll from highway accidents and sudden, emergency illnesses.

The Emergency Medical Technician - Paramedic program at Elgin Community College is a joint educational venture with the Emergency Medical Services Department at Sherman Hospital in Elgin and Provena St. Joseph Hospital in Elgin.

Paramedics function under the direction of a licensed physician or a registered professional nurse / ECRN and, where authorized, by the EMS medical director in an Illinois Department of Public Health approved advanced life support system. They follow strict guidelines for which procedures they may perform and provide extensive prehospital care.

ECC's basic vocational specialist certificate program in EMT-P exposes the student to a wide variety of emergency situations, including direct patient care in one of the involved EMS system hospitals and on emergency vehicles. After completion of the program, candidates are eligible to take the EMT-P licensure exam in the state of Illinois.

**Admission Requirements:**

1. Proof of current Illinois licensure as an EMT-B or EMT-I.
2. Proof of 6 months experience on an EMS vehicle.
3. Proof of written agreement with ALS agency for field experience and documentation of liability insurance to be filed with application.
4. 18 years of age or older.
5. Proof of high school graduation or Graduate Equivalency Diploma (GED).
6. Submission of official transcripts from high school and all colleges/universities attended.
7. Current CPR certification, at the healthcare provider level, either American Heart Association or American Red Cross.
8. Score 75% or higher on Paramedic Training entrance exam.
9. Show evidence of a DRP reading assessment score of 56 or above or evidence of remediation as indicated below:
  - a. Students scoring between 59-56 are encouraged to complete RDG 110.
  - b. Students scoring between 55-47 must take RDG 110 and achieve a grade of C or higher.
  - c. Students scoring less than 47 must take the prescribed reading courses and HPE 112-Introduction to Healthcare Vocabulary and achieve a grade of C or higher.
10. Completed ECC general and health professions application form to be submitted between May 1 and July 1 to ECC Records Office.
11. Proof of required immunizations and hospitalization insurance must be on file prior to beginning clinical experiences.
12. Criminal background checks and drug testing are mandatory upon admission to all Health Professions programs. Please see individual program handbooks for details which are available at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

**Program Requirements:** None

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
EMERGENCY MEDICAL TECHNOLOGY-  
PARAMEDIC**

<b>First Semester</b>	<b>Sem. Hrs.</b>
EMT 121 Paramedic I .....	6
EMT 122 Paramedic II .....	6
Total 12	
<b>Second Semester</b>	
EMT 123 Paramedic III .....	6
EMT 124 Paramedic IV .....	6
Total 12	
<b>Summer Session</b>	
EMT 133 Paramedic Seminar .....	4.5
Total 4.5	

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

## CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# ENTREPRENEURSHIP

From a “mom and pop” bricks and mortar enterprise to e-commerce, the business endeavors of today’s entrepreneur are more diverse and more plentiful than ever before. The emotional and financial rewards of being your own boss can provide great satisfaction and fulfillment. But, the risks can be equally great.

Elgin Community College now offers four instructional options in entrepreneurship for those interested in controlling the destiny of their own careers; a four-semester degree along with three, shorter term certificates. Certificate options are designed so that coursework may be applied to the degree should the student pursue additional study or specialization and/or enhanced credentials.

Persons interested in entrepreneurial pursuits should be passionate about the business they plan to start, self-motivating and willing to work hard, possess enough capital to support themselves and the business through start-up, and understand the demand for the product or service they want to sell.

ECC brings top-notch teaching professionals and experienced, real-world entrepreneurs into the classroom. Coursework covers everything from the initial business idea, to how to write a business plan, to cash flow management, to developing a customer base. Additional study involves investigating the market potential for a product or service and assessing capital needs to start a business. Instruction also includes an overview of what is required to actually execute and manage an on-going operation successfully.

### How do I know if starting my own small business is the right career track for me?

#### ENT 101 Entrepreneurship Seminar I

This three-hour credit course is ideal for men and women who need to explore what it takes to start a small business and manage its on-going operation. This course shows you the types of self-assessment and planning that you should understand if you are considering going into business, information that becomes vital if you eventually enter the workforce as a small business owner.

**Special Admissions Requirement:** None

**Program Requirements:** None

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN ENTREPRENEURSHIP

First Semester	Sem. Hrs.
ENT 101 Entrepreneurship Seminar I .....	3
ENT/MMT111 Small Business Management .....	3
ENT 120 Business Plan Writing I .....	3
BUS 120 Business Mathematics .....	3
MKT 103 Marketing .....	3
Total	15

Second Semester	Sem. Hrs.
ENT 102 Entrepreneurship Seminar II .....	2
BUS 100 Introduction to Business .....	3
MMT 101 Principles of Management .....	3
MKT 105 Sales .....	3
ACC 101 Financial Accounting .....	4
Total	15

Summer Session	Sem. Hrs.
BUS 101 Business Communications .....	3
BUS 112 Legal Environment of Business .....	3
Total	6

Third Semester	Sem. Hrs.
BUS 142 Report Writing .....	3
ENT/MMT210 Small Business Finance .....	3
CIS 110 Introduction to Computers or OAT 130 Software Applications for the Office .....	3
ENT 200 The Virtual Company .....	4
ENT/MMT145 e-Commerce: A Managerial Perspective .....	3
Total	16

Fourth Semester	Sem. Hrs.
ENT 220 Business Plan Writing II .....	3
BEC 102 Principles of Macroeconomics or BEC 103 Principles of Microeconomics .....	3
SPH 101 Fundamentals of Speech .....	3
Business/Management Elective** .....	1-3
Liberal Education Requirement* .....	3
Total	13/15

\* See p 21

#### \*\*Business/Management Electives

ACC 202 Microcomputer General Ledger (Quickbooks) .....	1
MMT 233 Special Topics in Management .....	(.5)
MMT 234 Special Topics in Management .....	1
MMT 235 Special Topics in Management .....	2
MMT 236 Special Topics in Management .....	3

### CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN ADVANCED ENTREPRENEURSHIP

First Semester	Sem. Hrs.
ENT 101 Entrepreneurship Seminar I .....	3
ENT/MMT111 Small Business Management .....	3
ENT 120 Business Plan Writing I .....	3
MKT 103 Marketing .....	3
BUS 120 Business Mathematics .....	3
Total	15

Second Semester	Sem. Hrs.
ENT 102 Entrepreneurship Seminar II .....	2
MKT 105 Sales .....	3
BUS 100 Introduction to Business .....	3
MMT 101 Principles of Management .....	3
ACC 101 Financial Accounting .....	4
Total	15

Summer Session	Sem. Hrs.
BUS 101 Business Communications .....	3
BUS 112 Legal Environment of Business .....	3
Total	6

Third Semester	Sem. Hrs.
ENT/MMT210 Small Business Finance .....	3
ENT 220 Business Plan Writing II .....	3
CIS 110 Introduction to Computers or OAT 130 Software Applications for the Office .....	3
ENT 200 The Virtual Company .....	4
Total	13

### CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN INTERMEDIATE ENTREPRENEURSHIP

First Semester	Sem. Hrs.
ENT 101 Entrepreneurship Seminar I .....	3
ENT/MMT111 Small Business Management .....	3
ENT 120 Business Plan Writing I .....	3
MKT 103 Marketing .....	3
BUS 120 Business Mathematics .....	3
Total	15

Second Semester	Sem. Hrs.
ENT 102 Entrepreneurship Seminar II .....	2
MKT 105 Sales .....	3
BUS 100 Introduction to Business .....	3
MMT 101 Principles of Management .....	3
ACC 101 Financial Accounting .....	4
Total	15

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN INTRODUCTORY ENTREPRENEURSHIP

First Semester	Sem. Hrs.
ENT 101 Entrepreneurship Seminar I .....	3
ENT/MMT111 Small Business Management .....	3
ENT 120 Business Plan Writing I .....	3
MKT 103 Marketing .....	3
Total	12

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# FIRE SCIENCE & SAFETY

When people rush to evacuate the scene of a fire, accident or other catastrophe, firefighters are just going to work. The disastrous nature of fire to life and property is complex and compounded by urban expansion, a growing population, rapid technological advancements, and new threats to homeland security.

Control and prevention of fire is a science based on principles of building construction and design, knowledge of chemicals and materials, law and enforcement, and the application of the most modern methods of combating a fire. The highest standards of technical knowledge, training and education are at Elgin Community College, designed to enhance firefighting knowledge and qualifications at every phase of a firefighter's career.

## TRAINING BEFORE YOU APPLY FOR A FIREFIGHTER JOB

Applying for a firefighter's job can be highly competitive. To improve your chances for employment and confirm your career choices, ECC recommends completion of the following certificates:

- Basic Vocational Specialist in Fire Science
- Basic Vocational Specialist in EMS (Emergency Medical Services)

## TRAINING AFTER YOU ARE EMPLOYED AS A FIREFIGHTER

To qualify for higher pay and a promotion, currently employed firefighters should investigate these study options:

- Basic Vocational Specialist in EMS (Emergency Medical Services)
- Basic Vocational Specialist in Hazardous Materials & Apparatus
- Basic Vocational Specialist in Fire Officer I
- Vocational Specialist in Fire Science & Safety
- Associate of Applied Science in Fire Science & Safety

By completing the requirements for all five fire science and safety certificates at ECC, students meet all FSS requirements for the AAS degree. The student must still fulfill general education requirements.

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN FIRE SCIENCE

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
FSS 101 Introduction to Fire Science .....	3
FSS 103 Fire Suppression .....	3
FSS 204 Fire Protection Systems .....	3
<b>Total 9</b>	

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN FIRE SCIENCE & SAFETY

**Special Admissions Requirements:** None

**Program Requirements:** None

<b>First Semester</b>	<b>Sem. Hrs.</b>
FSS 101 Introduction to Fire Science .....	3
FSS 204 Fire Protection Systems .....	3
FSS 202 Hazardous Materials .....	3
FSS 215 Emergency Medical Technician-Basic .....	6
<b>Total 15</b>	

<b>Second Semester</b>	<b>Sem. Hrs.</b>
FSS 102 Fire Prevention Principles I .....	3
FSS 103 Fire Suppression .....	3
FSS 201 Fire Fighting Tactics & Strategy I .....	3
FSS 203 Fire Apparatus Engineer Specialist .....	4
FSS 214 Fire Service Instructor-Basic Level .....	3
<b>Total 16</b>	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN FIRE OFFICER I

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
FSS 102 Fire Prevention Principles I .....	3
FSS 201 Fire Fighting Tactics & Strategy I .....	3
FSS 206 Fire Service Management I, Officer Role & Function .....	3
FSS 207 Fire Service Management II, Communication & Group Dynamics ...	3
FSS 214 Fire Service Instructor-Basic Level .....	3
<b>Total 15</b>	

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN FIRE SCIENCE & SAFETY

**Special Admissions Requirements:** None

**Program Requirements:** None

<b>First Semester</b>	<b>Sem. Hrs.</b>
FSS 101 Introduction to Fire Science .....	3
FSS 204 Fire Protection Systems .....	3
Mathematics/Science Requirement* .....	3/4
PSY 100 Introduction to Psychology .....	3
Required Communications Course* .....	3
<b>Total 15/16</b>	

<b>Second Semester</b>	<b>Sem. Hrs.</b>
FSS 102 Fire Prevention Principles I .....	3
FSS 103 Fire Suppression .....	3
MMT 101 Principles of Management .....	3
General Elective .....	3/4
Required Communications Course* .....	3
<b>Total 15/16</b>	

<b>Third Semester</b>	<b>Sem. Hrs.</b>
FSS 201 Fire Fighting Tactics & Strategy I .....	3
FSS 202 Hazardous Materials .....	3
SPH 101 Fundamentals of Speech .....	3
General Elective .....	3/4
Fire Science Elective .....	3
<b>Total 15/16</b>	

<b>Fourth Semester</b>	<b>Sem. Hrs.</b>
FSS 203 Fire Apparatus Engineer Specialist .....	4
FSS 214 Fire Service Instructor - Basic Level ...	3
MMT 102 Human Relations in Applied Management .....	3
Liberal Education Requirement* .....	3
Fire Science Elective .....	3
<b>Total 16</b>	

\* See p 21

## General Electives

ART 120 Fundamentals of Photography .....	3
BIO 110 Principles of Biology .....	4
BIO 130 Human Anatomy & Physiology .....	5
BIO 135 Human Anatomy and Physiology I .....	4
BIO 136 Human Anatomy and Physiology II .....	4
BUS 113 Business Law .....	3
BUS 140 Business Statistics .....	3
CAD 101 Introduction to Engineering Design .....	4
CHM 101 Preparatory Chemistry .....	4
CIS 110 Introduction to Computers .....	3
EMT 121 Paramedic I .....	5
GRD 101 Introduction to Graphic Design .....	3
MMT 107 Human Resource Management .....	3
PHR 102 First Aid and Safety .....	3
PHY 105 Technical Physics .....	4
POS 150 American Government, National .....	3
POS 151 American Government State and Local .....	3
PSY 217 Industrial/Organizational Psychology ..	3

## Fire Science Electives

FSS 206 Fire Service Management I, Officer Role & Function .....	3
FSS 207 Fire Service Management II, Communication & Group Dynamics ...	3
FSS 215 Emergency Medical Technician-Basic ..	6

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN EMS

**Special Admissions Requirements:** FSS 215 has a prerequisite of a current CPR card from either an American Heart Association Healthcare Provider OR an American Red Cross Professional Rescuer. Successful completion of ECC's PHR 102 First Aid and Safety fulfills this requirement.

**Program Requirements:** None

	<b>Sem. Hrs.</b>
FSS 215 Emergency Medical Technician-Basic ..	6
<b>Total 6</b>	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN HAZARDOUS MATERIALS & APPARATUS

**Special Admissions Requirements:** Students are expected to have completed the prerequisites or received instructor consent for the courses contained in the certificate:

1. FSS 202 has prerequisites of FSS 204 or consent of instructor.
2. FSS 203 has prerequisites of FSS 103 or consent of instructor.

**Program Requirements:** FSS 203 meets certification requirements as required by the Office of the State Fire Marshall, Division of Personnel Standards and Education. This course is recommended for volunteer, paid-on-call or career firefighters for professional development as an Apparatus Engineer. Employment as a firefighter is not required to enroll in this course.

FSS 202 is not currently approved for certification at the operations level. Course approval is currently pending through the Office of the State Fire Marshall. This course does, however, meet ECC degree and certificate requirements.

	<b>Sem. Hrs.</b>
FSS 202 Hazardous Materials .....	3
FSS 203 Fire Apparatus Engineer Specialist ..	4
<b>Total 7</b>	

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

# GRAPHIC DESIGN

Marketable skills and rewarding careers for people with artistic talent are as close as the Graphic Design program of Elgin Community College.

Computerized Graphic Design is among eight study options in Graphic Design which also includes Airbrushing, Illustration, Multimedia Design, Web Design, and Graphics Software. Each one is distinct, yet all are ideal for entry into today's information explosion. According to US Labor Bureau statistics, the need for graphic designers is expected to grow faster than average for all occupations through 2015.

ECC's Graphic Design program teaches students the technical skills they need to visually communicate an idea or an image, plus how to refine and hone their innate conceptual abilities. Instead of creating art as self-expression, students learn to create design which communicates by objective.

Mastery of manual skills and traditional design tools are first steps in all programs. Course work builds on the mechanics of design, production, and typography. Progression through the sequences allows students to develop creative problem-solving skills, command of tools and equipment, and a solid work ethic. Plus, every completed project is intended to create an outstanding portfolio which is vital to landing professional employment or transfer.

Instruction is founded on the proven formula of learning by hearing, seeing and doing. Faculty are professional designers and educators with years of know-how and the knack for sharing it. They guide students using demonstrations, films, lectures, hands-on exercises, and critiques. New concepts and techniques are reinforced in uninterrupted studio time where students see immediate return on their investments of time and talent.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN GRAPHIC DESIGN COMPUTERIZED GRAPHIC DESIGN OPTION

Computerized graphic design combines electronics and digital technology which allow designers access to a vast array of expressive means, electronic design of original art and image manipulation. Computerized graphics are a staple of the print media, print production, electronic prepress, and multimedia with desktop publishing, one application of computer graphics, used extensively by the print media. ECC's Computerized Graphics labs are equipped with Macintoshes, color monitors, scanners, printers, and a host of other peripherals.

### Special Admissions Requirements: None

**Program Requirements:** Students should possess a good sense of design and balance; artistic talent and drawing skills preferred. Students will also be expected to purchase some personal graphic design tools, including templates and technical pens, and some supplies, including illustration board, markers, colored pencils, airbrush kits, computer disks and a portfolio.

First Semester	Sem. Hrs.
GRD 100 Design Principles/Drawing Techniques .....	3
MKT 115 Advertising & Promotion .....	3
GRD 101 Introduction to Graphic Design .....	3
OTS 100 Keyboarding .....	1
GRD 102 Tech Illustration/Info. Graphics .....	3
GRD 115 History of Graphic Design .....	3
<b>Total 16</b>	
Second Semester	
GRD 103 Conceptual Visualization .....	3
GRD 104 Typography and Color Theory .....	3
GRD 106 Layout Design .....	3
GRD 203 Designing with Quark I .....	3
GRD 204 Design/Adobe Illustrator I .....	3
Required Communications Course* .....	3
<b>Total 18</b>	
Third Semester	
GRD 200 Computer Type Design .....	3
GRD 205 Designing with Quark II .....	3
SPH 101 Fundamentals of Speech .....	3
GRD 206 Design/Adobe Illustrator II .....	3
GRD 207 Image Design/Photoshop I .....	3
Required Communications Course* .....	3
<b>Total 18</b>	
Fourth Semester	
GRD 214 Portfolio Review .....	1
Required Math/Science Course* .....	3
Required Social/Behavioral Science* .....	3
GRD 227 Image Design/Photoshop II .....	3
Liberal Education Requirement* .....	3
GRD 225 Adobe Acrobat .....	3
GRD 213 Electronic Prepress .....	3
<b>Total 19</b>	

\* See p 21

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN GRAPHIC DESIGN ILLUSTRATION OPTION

Illustration is among many specializations available in Graphic Design, a great choice for designers who wish to paint or illustrate for books, magazines, films, slides, videos, albums, cassettes, compact disc covers, and theater posters. Some illustrators choose to specialize as editorial artists, medical/scientific illustrators and fashion artists.

### Special Admissions Requirements: None

**Program Requirements:** Students should possess artistic talent and/or drawing skills. Students will also be expected to purchase some personal graphic design tools, including templates and technical pens, and some supplies, including illustration board, markers, colored pencils, airbrush kits, computer disks and a portfolio.

First Semester	Sem. Hrs.
GRD 100 Design Principles/Drawing Techniques or ART 101 Drawing I .....	3
MKT 115 Advertising & Promotion .....	3
GRD 101 Introduction to Graphic Design .....	3
GRD 103 Conceptual Visualization .....	3
SPH 101 Fundamentals of Speech .....	3
OTS 100 Keyboarding .....	1
<b>Total 16</b>	
Second Semester	
GRD 102 Tech. Illustration/Info. Graphics .....	3
GRD 104 Typography and Color Theory .....	3
Required Math/Science Course* .....	3
GRD 203 Designing with Quark I .....	3
GRD 204 Design/Adobe Illustrator I .....	3
ART 201 Life Drawing .....	3
<b>Total 18</b>	
Third Semester	
Required Communications Course* .....	3
GRD 106 Layout Design .....	3
GRD 110 Illustration I .....	3
GRD 200 Computer Type Design .....	3
GRD 208 Airbrush Illustration .....	3
GRD 207 Image Design/Photoshop I .....	3
<b>Total 18</b>	
Fourth Semester	
GRD 212 Illustration II .....	3
GRD 214 Portfolio Review .....	1
Liberal Education Requirement* .....	3
GRD 227 Image Design/Photoshop II .....	3
Required Social/Behavioral Sciences Course* .....	3
Required Communications Course* .....	3
<b>Total 16</b>	

\* See p 21

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# GRAPHIC DESIGN

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
WEB DESIGN**

Web design is a new career specialty that's grown alongside the Internet and the World-wide Web. These certificates introduce the technical skills and softwares needed to visually communicate an idea or an image online.

**Special Admissions Requirements:** Students are expected to have completed the prerequisites for the following courses contained in the certificate:

1. GRD 220 has prerequisites of GRD 204 and GRD 207 and GRD 219 or concurrent enrollment in GRD 219, or consent of instructor.
2. GRD 221 has prerequisites of GRD 219 and GRD 220 or consent of instructor.
3. GRD 222 has prerequisites of GRD 220 or consent of instructor.

**Program Requirements:** None

First Semester	Sem. Hrs.
GRD 221 Web Page Design .....	3
GRD 220 Web Graphics .....	3
GRD 222 Advanced Web Design .....	3
GRD 104 Typography and Color Theory .....	3
GRD 219 Web Basics .....	3
Total 15	

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
ADVANCED WEB DESIGN**

**Special Admissions Requirements:** Students are expected to have completed the prerequisites for the following courses contained in the certificate:

1. GRD 223 has prerequisites of GRD 220 and GRD 221.
2. GRD 224 has a prerequisite of GRD 222.
3. GRD 225 has prerequisites of GRD 203 and GRD 204 and GRD 207.
4. GRD 226 has a prerequisite of GRD 222.

**Program Requirements:** None

First Semester	Sem. Hrs.
GRD 223 Adv. Web Page Design/ Dreamweaver II .....	3
GRD 224 Flash II .....	3
GRD 225 Adobe Acrobat .....	3
GRD 226 Dynamic Flash (Database Integration) .....	3
Total 12	

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
AIRBRUSH DESIGN**

Airbrushing is a highly skilled technique and artistically challenging application of illustration. The certificate in Airbrush is a valuable enhancement to any Graphic Design major, especially those pursuing the Illustration degree, or those who seek work as story board illustrators (designing and conceptualizing TV commercials), cartoonists and animators.

**Special Admissions Requirements:** None

**Program Requirements:** Students should possess artistic talent and/or drawing skills. Students will also be expected to purchase some personal graphic design tools, including templates and technical pens, and some supplies, including illustration board, markers, colored pencils, airbrush kits, and a portfolio.

	Sem. Hrs.
GRD 110 Illustration I .....	3
GRD 102 Tech. Illustration/Info. Graphics .....	3
GRD 208 Airbrushing (to be repeated 3 times) ..	9
GRD 212 Illustration II .....	3
Total 18	

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
MULTIMEDIA DESIGN**

Multimedia design brings together a variety of design and film media to communicate in an electronic environment. It utilizes sound, text, color, images, and animation / videos to create output like digital videos, digital movies, CD ROMs, business or educational kiosks, interactive kiosks, multimedia games, teaching CDs, presentations, QuickTime movies, and streaming videos for Internet websites.

**Special Admissions Requirements:** None

**Program Requirements:** Students need a good sense of design and balance; artistic talent and drawing skills preferred, and computer literacy.

First Semester	Sem. Hrs.
GRD 100 Design Principles/Drawing Techniques	3
GRD 103 Conceptual Visualization .....	3
GRD 104 Typography and Color Theory .....	3
GRD 106 Layout Design .....	3
MKT 115 Advertising & Promotion .....	3
OTS 100 Keyboarding .....	1
Total 16	

Second Semester	Sem. Hrs.
GRD 203 Designing with Quark I .....	3
GRD 204 Design/Adobe Illustrator I .....	3
GRD 207 Image Design/Photoshop I .....	3
GRD 201 Presentation Graphics .....	3
Liberal Education Requirement* .....	3
Required Communications Course* .....	3
Total 18	

**Third Semester**

GRD 220 Web Graphics .....	3
GRD 221 Web Page Design .....	3
GRD 230 Introduction to Multimedia Design .....	3
GRD 231 Information Architecture .....	3
SPH 101 Fundamentals of Speech .....	3
Required Communications Course* .....	3
Total 18	

**Fourth Semester**

GRD 214 Portfolio Review .....	1
GRD 222 Advanced Web Design Techniques .....	3
GRD 232 Multimedia Design .....	3
GRD 233 Digital Video & Editing .....	3
GRD 234 Multimedia Production .....	2
GRD 239 Multimedia Internship .....	1
Required Math/Science Course* .....	3
Required Social/Behavioral Science* .....	3
Total 19	

\*See p 21

**DEGREE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
GRAPHICS SOFTWARE LEVEL I**

**Special Admissions Requirements:** None

**Program Requirements:** Students need a good sense of design and balance. Artistic talent and/or drawing skills are not required.

First Semester	Sem. Hrs.
OTS 100 Keyboarding .....	1
OAT 126 Word Processing Applications I: Microsoft Word .....	1.5
GRD 201 Presentation Graphics .....	3
GRD 203 Designing with Quark I .....	3
GRD 204 Design/Adobe Illustrator I .....	3
GRD 207 Image Design/Photoshop I .....	3
Total 14.5	

**DEGREE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
GRAPHICS SOFTWARE LEVEL II**

**Special Admissions Requirements:** None

**Program Requirements:** Students need a good sense of design and balance. Artistic talent and/or drawing skills are not required.

First Semester	Sem. Hrs.
OTS 100 Keyboarding .....	1
OAT 126 Word Processing Applications I: Microsoft Word .....	1.5
GRD 201 Presentation Graphics .....	3
GRD 203 Designing with Quark I .....	3
GRD 204 Design/Adobe Illustrator I .....	3
GRD 207 Image Design/Photoshop I .....	3
Total 14.5	

**Second Semester**

GRD 205 Designing with Quark II .....	3
GRD 206 Design/Adobe Illustrator II .....	3
GRD 227 Image Design/Photoshop II .....	3
GRD 225 Adobe Acrobat .....	3
GRD 213 Electronic Prepress .....	3
Total 15	

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION ENVIRONMENTAL CONTROL SYSTEMS

Maximizing indoor comfort levels while minimizing energy use is the challenge of technicians in the HVACR field (heating, ventilation, air conditioning and refrigeration). Each year the demand for well-trained men and women to install, service, and maintain equipment increases as fuel conservation, ozone depletion and global warming remain critical issues worldwide.

The Heating, Ventilation, Air Conditioning & Refrigeration programs of ECC are education and training leaders in Illinois and the Midwest. All programs are in touch with industry standards and in tune with new trends and developments. Equipment has been retrofitted to alternate refrigerants which reduce environmental hazards.

The Associate Degree in Environmental Control Systems prepares students for work as a mid-level technician whose position is lower than an engineer but higher than an HVACR technologist. It will require extensive study, dedication and determination to complete.

Students seeking this degree design, retrofit, test, balance, and problem-solve environmental controls and computerized building automation systems. They learn up-to-date methods of identifying and performing efficiency evaluations for energy management control in buildings, indoor air quality, and codes and standards set by the industry. In addition to classroom study, students actually perform energy and systems analysis on area buildings.

The Associate Degree in Heating, Air Conditioning and Refrigeration offers in-depth study of systems technology. Students concentrate on system design, energy management controls and computerized building management controls. Commercial refrigeration including installation and control troubleshooting is presented in the degree program as well. Students also have the opportunity to explore experimental technologies like water-to-air heat pumps and cascade systems.

Heating, Air Conditioning & Refrigeration Certificates emphasize fundamental skills where students learn to install, operate, maintain, troubleshoot and repair various residential and light commercial systems. They are recommended for the individual who wishes to specialize or who requires basic knowledge of heating, air conditioning, refrigeration and electrical control troubleshooting as part of his or her job.

Another short-term program, the Certificate in Sheet Metal Mechanics, is ideal for students seeking a specialty. Instruction provides in-depth study of basic and commercial sheet metal, cost estimating, air balancing, and architectural and ornamental applications.

Students in all study options learn in modern, well-equipped labs, including an electronics lab and one of the largest pneumatic control labs with computerized building automation systems in the Midwest. The commercial air conditioning lab is equipped with variable air volume and features two 20-ton dual duct systems and two 18 1/2 ton dual duct systems along with other air conditioning and heat pump rooftop units. All students receive a great deal of "hands on" experiences and enjoy personalized attention. Faculty includes veteran teachers and industry professionals.

Heating, air conditioning & refrigeration jobs exist in installation, service, sales, estimating, and maintenance with mechanical contractors and companies throughout the area. In the environmental controls area, graduates work in applications engineering and HVACR in-plant control engineering or as a field technician, systems representative, control systems technician, and manufacturer representative.

For learning activities outside the classroom, students may wish to join the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), Fox Valley Student Branch Chapter, to take part in educational meetings and Midwest manufacturer tours. Student memberships in the greater Chicago chapter of the Refrigeration Service Engineers Society (RSES) are also available. Free training seminars and networking opportunities are among the benefits of RSES membership.

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
HEATING AC & REFRIGERATION LEVEL I**

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
HAC 114 Basic Electricity and HVACR Controls .....	3
HAC 101 Air Conditioning & Refrigeration I .....	3
HAC 103 Basic Heating Gas/Oil .....	3
HAC 102 Air Conditioning & Refrigeration II .....	4
HAC 119 Refrigerant Recovery Certification . (.5)	.5
	<b>Total 13.5</b>

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
HEATING AC & REFRIGERATION LEVEL II**

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
HAC 115 Blueprint Reading for Heating and Air Conditioning .....	3
HAC 114 Basic Electricity and HVACR Controls .....	3
HAC 101 Air Conditioning & Refrigeration I .....	3
HAC 103 Basic Heating Gas/Oil .....	3
HAC 109 Basic Sheet Metal .....	3
	<b>Total 15</b>

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
HEATING AC & REFRIGERATION LEVEL III**

**Certification:** Students are required to take the ARI/GAMA National Residential Air Conditioning and Heating exam (HAC 220).

**Special Admissions Requirements:** None

**Program Requirements:** None

<b>First Semester</b>		<b>Sem. Hrs.</b>
HAC 115 Blueprint Reading for Heating and Air Conditioning .....		3
HAC 114 Basic Electricity and HVACR Controls .....		3
HAC 101 Air Conditioning & Refrigeration I .....		3
HAC 103 Basic Heating Gas/Oil .....		3
HAC 109 Basic Sheet Metal .....		3
HAC 119 Refrigerant Recovery Certification . (.5)		.5
Industrial Technology Elective* .....		3
		<b>Total 18.5</b>

<b>Second Semester</b>		<b>Sem. Hrs.</b>
HAC 102 Air Conditioning & Refrigeration II .....		4
HAC 104 HVACR Controls .....		3
HAC 205 Commercial Air Conditioning .....		3
HAC 110 Heat Pumps & Electrical Heat .....		3
WEL 101 Welding I .....		2
HAC 111 Commercial Sheet Metal .....		3
HAC 220 HVACR National Certification .....		1
		<b>Total 19</b>

\*See p. 44

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION ENVIRONMENTAL CONTROL SYSTEMS

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
SHEET METAL MECHANICS**

**Certification:** Upon completion of the program, students are encouraged to take the ARI/GAMA National Light Commercial or Commercial Competency Exam (HAC 220).

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
HAC 114 Basic Electricity and HVACR Controls	3
HAC 109 Basic Sheet Metal	3
WEL 101 Welding I	2
HAC 115 Blueprint Reading for Heating and Air Conditioning	3
HAC 116 Cost Estimating for Sheet Metal	3
HAC 104 HVACR Controls <b>or</b> HAC 212 Pneumatic Controls	3/4
Total 17/18	
Second Semester	
HAC 111 Commercial Sheet Metal	3
HAC 117 Architectural & Ornamental Sheet Metal	3
HAC 208 Load Calculations & Duct System Design	4
HAC 118 Testing and Balancing HVAC Equipment	3
WEL 102 Welding II	4
Total 17	

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HEATING, AIR CONDITIONING &  
REFRIGERATION**

**Certification:** Upon completion of the program, students are required to take the ARI/GAMA National Light Commercial or Commercial Competency Exam (HAC 220).

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
HAC 115 Blueprint Reading for Heating and Air Conditioning	3
HAC 114 Basic Electricity and HVACR Controls	3
HAC 101 Air Conditioning & Refrigeration I	3
HAC 103 Basic Heating Gas/Oil	3
IMT 107 Technical Math I <b>or</b> MTH 107 Technical Math I	4
HAC 119 Refrigerant Recovery Certification	(.5)
Total 16.5	
Second Semester	
HAC 102 Air Conditioning & Refrigeration II	4
HAC 104 HVACR Controls	3
HAC 205 Commercial Air Conditioning	3
HAC 109 Basic Sheet Metal	3
HAC 110 Heat Pumps & Electrical Heat	3
WEL 101 Welding I	2
Total 18	

Third Semester	
HAC 106 Advanced Heating Hydraulics/Steam	3
HAC 208 Load Calculations & Duct System Design	4
HAC 111 Commercial Sheet Metal	3
Required Social/Behavioral Science Course*	3
Required Communications Course*	3
Total 16	

Fourth Semester	
HAC 207 Commercial Refrigeration	3
HAC 212 Pneumatic Controls	4
HAC 220 HVACR National Certification	1
Industrial Technology Electives	3
Liberal Education Requirement*	3
Required Communications Course*	3
Total 17	

\*See p 21

**Industrial Technology Electives**

AUT 290 Auto Heating & Air Conditioning	5
CAD 108 Introduction to Micro-Cad AutoCAD	3
CIS 110 Introduction to Computers	3
ELS 101 DC Fundamentals	5
GET 118 Hydraulics & Pneumatics	5
HAC 233 Special Topics in HVACR	(.5)
HAC 234 Special Topics in HVACR	1
HAC 235 Special Topics in HVACR	2
HAC 236 Special Topics in HVACR	3

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
ENVIRONMENTAL CONTROL SYSTEMS**

**Special Admissions Requirements:** None

**Program Requirements:** None

Summer Semester	Sem. Hrs.
CIS 110 Introduction to Computers	3
First Semester	
HAC 101 Air Conditioning & Refrigeration I	3
HAC 104 HVACR Controls	3
ECS 101 Introduction to Direct Digital Controls	3
ECS 103 Commercial/Industrial Boilers	3
HAC 205 Commercial Air Conditioning	3
Total 15	

Second Semester	
HAC 212 Pneumatic Controls	4
ECS 202 Commercial Load Calculations	3
ECS 104 Building Automation Systems I	3
ECS 108 Commercial Electronic Systems	3
ECS 105 Programming in Plain English	3
Total 16	

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
ENVIRONMENTAL CONTROL SYSTEMS**

**Special Admissions Requirements:** None

**Program Requirements:** None

Summer Semester	Sem. Hrs.
CIS 110 Introduction to Computers	3
First Semester	
ELS 101 DC Fundamentals	5
HAC 101 Air Conditioning & Refrigeration I	3
HAC 104 HVACR Controls	3
ECS 101 Introduction to Direct Digital Controls	3
IMT 107 Technical Math I <b>or</b> MTH 107 Technical Math I <b>or</b> MTH 112 College Algebra	4
Total 18	

Second Semester	
Required Communications Course*	3
HAC 205 Commercial Air Conditioning	3
HAC 212 Pneumatic Controls	4
ECS 202 Commercial Load Calculations	3
ECS 104 Building Automation Systems I	3
Total 16	

Third Semester	
Required Communications Course*	3
ECS 105 Programming in Plain English	3
ECS 206 Commercial Duct Design	3
ECS 108 Commercial Electronic Control Systems	3
ECS 110 Codes and Standards	2
ECS 114 IAQ for Commercial Buildings	3
Total 17	

Fourth Semester	
ECS 107 Building Automation Systems II	3
ECS 215 Commercial Applications Systems	3
Recommended Electives	3/4
Liberal Education Course*	3
Required Social/Behavioral Science Course*	3
Total 15/16	

\* See p 21

**Recommended Electives**

HAC 236 Special Topics in HVACR	3
ELS 140 Introduction to Programmable Controllers	4
ECS 103 Commercial/Industrial Boilers	3

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

## CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# HOTEL MANAGEMENT

A pleasant stay in comfortable surroundings can make the difference between a great trip, one that's so-so, or even worse. Hotel managers who treat their customers as guests in their home and who possess the know-how to motivate their staff to achieve the highest service standards help ensure enjoyable experiences for business travelers and those who travel for fun. They also help assure a profitable and efficient business operation.

Elgin Community College's Hotel Management program provides students with the skills and training to successfully enter the hotel and convention industry, an integral part of tourism which is one of the largest and fastest growing businesses in the world. Locally, the number of hotel and meeting/conference facilities available to both businesses and families is on the rise too, with the Fox Valley and Greater Chicagoland undergoing new and rapidly expanding residential, commercial and business growth.

Study options at ECC are broad and deep which allow students to establish their career of choice in this diverse field. The associate degree is ideal for those with little or no formal training in the field and/or for currently employed hotel employees who seek a promotion and more opportunity within the industry. The certificates provide credentials for immediate employment in entry-level positions and opportunities to specialize.

Upon completion of the degree and certificates at ECC, students may be awarded additional certification from the Educational Institute of the American Hotel and Motel Association (EIAHMA). Those who earn the associate degree may be awarded the Hospitality Operations Certificate from EIAHMA. A student may be awarded a Marketing and Sales Management Certificate of Specialization from EIAHMA after earning ECC's certificate in hotel management & marketing. For those receiving ECC's certificate in hotel operations, a student may be awarded a Rooms Division Management Certificate of Specialization from EIAHMA.

Graduates of the Hotel Management program are prepared for work in the following career fields: Assistant marketing manager; meeting & convention planner, catering manager, reception & concierge services, front desk manager, reservations agent, front desk operations, reservations manager, guest services supervisor, and sales representative. With additional training, work experiences, or specializations, graduates may also qualify for work in corporate travel departments, hotel corporations, wholesale tour operators, group specialist ground operators, and convention and visitor's bureaus.

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN HOTEL MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
HOS 101 Intro to the Hospitality Industry .....	3
MMT 101 Principles of Management .....	3
MKT 105 Sales .....	3
Social/Behavioral Science Requirement* .....	3
HTM 109 Hotel Computer Systems .....	4
	Total 16

Second Semester	Sem. Hrs.
HOS 215 Hospitality Supervision .....	3
BUS 120 Business Math .....	3
OAT 140 Word Processing I .....	1
HTM 104 Housekeeping Management .....	3
HTM 217 Meeting and Convention Planning .....	4
Communications Requirement .....	3
	Total 17

Third Semester	Sem. Hrs.
OAT 141 Spreadsheet I .....	1
ACC 100 Introduction to Accounting I .....	3
SPH 110 Interpersonal Communication .....	3
HTM 205 Hospitality Law or BUS 112 Legal Environment of Business .....	3/4
HOS 214 Menu Design & Strategy .....	3
Liberal Education Requirement (Recommend a foreign language) .....	3/4
	Total 16/18

Fourth Semester	Sem. Hrs.
HOS 218 Food, Beverage, and Labor Control ...	3
HTM 103 Front Office Procedures .....	3
CUL 106 Applied Food Service Sanitation .....	1
BUS 142 Report Writing .....	3
MKT 103 Marketing .....	3
HOS 212 Quantity Food Purchasing .....	3
	Total 16

\* See p 21

Summer Semester	Sem. Hrs.
HTM 211 Hotel Internship: Management .....	4

### CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN HOTEL MANAGEMENT OPERATIONS

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
HTM 100 Tourism and the Hotel Industry .....	3
HTM 103 Front Office Procedures .....	3
HOS 215 Hospitality Supervision .....	3
OTS 100 Keyboarding .....	1
BUS 131 Customer Service Solutions .....	1
CIS 110 Introduction to Computers or OAT 130 Software Applications for the Office .....	3
	Total 14

Second Semester	Sem. Hrs.
HTM 205 Hospitality Law .....	4
BUS 101 Business Communications .....	3
HTM 109 Hotel Computer Systems .....	4
HTM 104 Housekeeping Management .....	3
BUS 162 International Business Protocol .....	2
	Total 16

Summer Semester	Sem. Hrs.
HTM 210 Hotel Internship: Rooms Division .....	4

### CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN HOTEL MANAGEMENT & MARKETING

**Special Admissions Requirements:** None

**Program Requirement:** Students must complete prerequisite (see course description section of this catalog) for OAT 130 prior to taking that class.

First Semester	Sem. Hrs.
HTM 100 Tourism and the Hotel Industry .....	3
MMT 101 Principles of Management .....	3
HTM 217 Meeting and Convention Planning .....	4
MKT 105 Sales .....	3
BUS 101 Business Communications .....	3
	Total 16

Second Semester	Sem. Hrs.
HTM 230 Travel Product Marketing .....	3
BUS 131 Customer Service Solutions .....	1
HOS 215 Hospitality Supervision .....	3
MKT 115 Advertising and Promotion .....	3
BUS 162 International Business Protocol .....	2
OAT 130 Software Applications for the Office ...	3
	Total 15

Summer Semester	Sem. Hrs.
HTM 211 Hotel Internship: Management .....	4

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN MEETING AND CONVENTION PLANNING

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
HTM 137 Travel Geography/Business and Industry .....	3
HTM 217 Meeting and Convention Planning .....	4
BUS 162 International Business Protocol .....	2
BUS 131 Customer Service Solutions .....	1
HTM 230 Travel Product Marketing .....	3
HTM 203 Travel Geography-Europe & North Africa .....	3
	Total 16

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# HUMAN SERVICES - Early Childhood/Montessori Education

The Human Services/Early Childhood Education Program is accredited as a Level I Entitled Program for the Illinois Director Credential (IDC).

In the Fox Valley and Elgin area, qualified childcare professionals have no trouble finding and keeping a job with so many two-income families and single parents. Work caring for and nurturing children ages birth to 5 years often interests returning adult students, particularly mothers with children who want child care benefits, and grandparents and other empty nesters who are re-careering. High school students have learned they can achieve greater earning power by the time they turn 21 by taking career ladder classes and working in childcare at the same time. ECC's Early Childhood Education programs prepare students to work in the following areas:

To become a child care worker you must:

- have a high school diploma or equivalent
- be at least 19 years of age
- complete two years of college credit with 6 credits in child care or complete one year of college credits with 6 credits in child care plus one year (1560 clock hours) of experience as a child care assistant.

To become a child care director you must:

- have a high school diploma or equivalent
- be at least 21 years of age
- complete two years of college credit with 18 hours in child care or complete one year of college credit with 10 hours in child care plus two years (3120 clock hours) of experience in a licensed day care facility, nursery school, or kindergarten.

- The associate of applied science degree in human services/early childhood education is approved as a Level I Entitled Program for the Illinois Director Credential (IDC). That means the college is authorized to offer the courses approved by the IDC Commission within the approved degree program and to certify students who have met all requirements of the IDC Level 1. ECC is one of only 10 community colleges to achieve this IDC recognition and entitlement. The credential recognizes colleges that are operating at a high level of quality in all areas of knowledge and experience, while establishing a high standard of professionalism for the child care field.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES EARLY CHILDHOOD EDUCATION OPTION

Special Admissions Requirements: None

Program Requirements: All students must provide their own transportation to and from all field experience sites.

First Semester	Sem. Hrs.
Required Communications Course*	3
ECE 100 Health & Nutrition for Children	3
ECE 102 Foundations of Early Childhood Education	3
ECE 115 Preschool Activities & Programming	3
HUS 110 Issues in Human Services	3
	Total 15

Second Semester	Sem. Hrs.
Required Communications Course*	3
SPH 101 Fundamentals of Speech	3
ECE 116 School-Age Activities & Programming	3
ECE 174 Development of Young Children	3
HUS 205 Introduction to Group Processes	3
	Total 15

Third Semester	Sem. Hrs.
ECE 124 Curriculum Planning/Young Child	3
ECE 150 Child Guidance Practices I	3
HUS 201 Field Experience I & Seminar	4
ECE 204 The Exceptional Child	3
Liberal Education Requirement*	3
Behavioral Science Elective	3
	Total 19

Fourth Semester	Sem. Hrs.
HUS 202 Field Experience II & Seminar	4
Math/Science Requirement*	3
HUS 102 Principles & Practices of Human Services	3
Early Childhood Education Electives	3
PHR 102 First Aid & Safety	3
	Total 16

\*See p 21

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN HUMAN SERVICES EARLY CHILDHOOD EDUCATION

Special Admissions Requirements: None

Program Requirements: All students must provide their own transportation to and from all field experience sites.

Required Communications Course*	Sem. Hrs.
HUS 102 Principles & Practices of Human Services	3
HUS 205 Introduction to Group Processes	3
Behavioral Science Elective	3
ECE 100 Health & Nutrition for Children	3
ECE 102 Foundations of Early Childhood Education	3
ECE 115 Preschool Activities & Programming	3
ECE 116 School-Age Activities & Programming	3
ECE 150 Child Guidance Practices I	3
ECE 174 Development of Young Children	3
HUS 201 Field Experience I & Seminar	4
	Total 34

\*See p 22

### Behavioral Science Electives

PSY 100 Introduction to Psychology	3
SOC 100 Principles of Sociology	3
SOC 210 Marriage & Family	3

### Early Childhood Education Electives

ECE 111 Activities for the Exceptional Child	2
ECE 114 Infant-Toddler Care	3
ECE 120 Music & Movement for the Young Child	3
ECE 121 Math & Science for the Young Child	3
ECE 122 Creative Art Activities/Young Child	3
ECE 123 Language Development for Young Child	3
ECE 154 Parenting the Young Child	3
ECE 205 Behavior Management	3
ECE 206 Group Leadership Skills	3
ECE 210 Home Day Care Management	3
ECE 215 Day Care Administration	3
ECE 216 Dealing with Death	3
ECE 220 Child, Family & Community Relations	3
HUS 253 Topics in Human Services	1-3

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

# HUMAN SERVICES - Early Childhood/Montessori Education

## TEACHER'S AIDES

Teacher's aides or teacher's assistants provide the tutoring, individualized attention, instructional and clerical support that frees up a teacher for more lesson planning and teaching. Some 86 percent of teaching aides and assistants work in public and private education, usually elementary grades. Most of the others work in early childhood education. Since 50 percent of work in this field is part-time, it often appeals to mothers with young children and older workers uninterested in working full-time.

To become a teacher's aide you must:

- complete ECC's one-year Vocational Specialist Certificate in Teacher Aide or one-year Vocational Specialist Certificate in Early Childhood Education. Beginning in 2006, teacher aides must complete ECC's two-year Associate of Applied Science Degree in Early Childhood Education

To become a teacher's aide in special education you must:

- complete ECC's two-year Associate of Applied Science Degree in Early Childhood Education.

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN HUMAN SERVICES TEACHER AIDE

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from all field experience sites.

First Semester	Sem. Hrs.
ENG 101 English Composition I .....	3
SPH 101 Fundamentals of Speech .....	3
PSY 100 Introduction to Psychology .....	3
HUS 205 Introduction to Group Processes .....	3
Liberal Education Elective (LIT 225 Children's Literature) .....	3
Total	15

Second Semester	Sem. Hrs.
ECE 205 Behavior Management .....	3
ECE 174 Development of Young Children or PSY 212 Child Psychology .....	3
ECE 116 School-Age Activities and Programming .....	3
Recommended Electives .....	6
Total	15

### Recommended Electives

Choose 2 courses from the following to total 6 hours:

EDN 105 Art in the Classroom .....	3
EDN 128 Music for the Elementary Teacher .....	3
EDN 201 Introduction to Cross-Cultural Education .....	3
EDN 211 Pre-Student Teaching Clinical Experience .....	2
CIS 110 Introduction to Computers .....	3
FLS 101 Elementary Spanish (or higher level) .....	3/4
ECE 123 Language Development for Young Child .....	3
ECE 204 The Exceptional Child .....	3
MTH 110 Math for Elementary Teaching I .....	3
PSY 211 Educational Psychology .....	3

## MONTESSORI PRACTITIONER

Montessori Education Centers Associated in partnership with ECC offers a Montessori preparedness program for teachers of infants and preschoolers at ECC. Interested students intern at a local Montessori school and earn academic credits from ECC. Instruction meets the academic component of the American Montessori Society teacher certification program and practicum credit for the 9-month required practicum and leads to teacher certification for employment at Montessori schools worldwide.

Montessori environments are built on a child's tendencies toward exploration, creativity, and communication rather than a strict, dictated set of lessons. A Montessori educator, therefore, is trained to recognize a child's readiness according to age, ability, and interest in a specific lesson, and is prepared to guide individual progress. Read more about Montessori education at <http://www.montessori.edu/index.html>. Locally, direct questions about admission and course content to Lynn Sellers at Montessori, 630-654-0151; or at ECC, contact Dean Rick Mao.

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN MONTESSORI INFANT/TODDLER

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from all field experience sites.

First Semester	Sem. Hrs.
MEC 101 Mont. History and Philosophy .....	3
MEC 102 Mont. Developmental Theory .....	3
MEC 103 Mont. Activities and Programs .....	3
MEC 104 Mont. Child, Family & Community .....	3
MEC 105 Montessori Program Leadership .....	3
Total	15

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN MONTESSORI EARLY CHILDHOOD

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from all field experience sites.

First Semester	Sem. Hrs.
MEC 111 Mont. History, Philosophy & Pedagogy	3
MEC 112 Mont. Dev. Theory, Early Childhood ...	3
MEC 113 Montessori Practical Life .....	3
MEC 114 Montessori Language Arts .....	3
MEC 115 Montessori Mathematics .....	3
Total	15

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# HUMAN SERVICES - Family Violence Counseling

Family violence is a critical problem in our society. In the 1980's and 90's, social awareness coupled with legislation mandated that violence toward women, children and older adults be reported, addressed, and prevented by health and human services professionals.

Instruction in family violence counseling at ECC educates and trains students for work in this sensitive and crucial area. Though job duties, job titles and responsibilities vary greatly in this field, prevention and working toward promoting optimum conditions are emphasized. Graduates are prepared for entry-level paraprofessional work in the fields of domestic violence, sexual assault, child abuse and advocacy, and elder abuse and advocacy.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HUMAN SERVICES  
FAMILY VIOLENCE  
COUNSELING OPTION**

**Special Admissions Requirements:** None

**Program Requirements:** Students in the Human Service program must complete all of the core courses and all of the courses required in their specialty. All students must also provide their own transportation to and from all field experience sites if required in their core or specialty courses.

<b>First Semester</b>	<b>Sem. Hrs.</b>
Required Communications Course*	3
FMV 101 Introduction to Family Violence	3
HUS 102 Principles and Practices of Human Services	3
PSY 100 Introduction to Psychology	3
MEN 213 Crisis Intervention	3
	<b>Total 15</b>

<b>Second Semester</b>	<b>Sem. Hrs.</b>
Required Communications Course*	3
Behavioral Science Elective	3
MEN 205 Behavior Management	3
SPH 101 Fundamentals of Speech	3
FMV 110 Family Violence Regulations	3
	<b>Total 15</b>

<b>Third Semester</b>	<b>Sem. Hrs.</b>
HUS 205 Introduction to Group Processes	3
HUS 201 Field Experience I & Seminar	4
Liberal Education Requirement*	3
MEN 211 Behavior Problems	3
FMV 150 Violence Against Women	3
	<b>Total 16</b>

<b>Fourth Semester</b>	<b>Sem. Hrs.</b>
HUS 202 Field Experience II & Seminar	4
Human Services Elective	3
HUS 110 Issues in Human Services	3
MEN 125 Special Populations	3
Math/Science Requirement*	3
	<b>Total 16</b>

\* See p 21

**Behavioral Science Electives**

PSY 212 Child Psychology	3
PSY 213 Psychology of Adolescence	3
PSY 214 Adulthood and Aging	3
SOC 210 Marriage & Family	3

**Human Services Electives**

HUS 101 Introduction to Human Services	3
ECE 150 Child Guidance Practices I	3
ECE 154 Parenting the Young Child	3
MEN 210 Working with Families	3
MEN 206 Group Leadership Skills	3
SUB 215 Basic Substance Abuse & Treatment	3

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
FAMILY VIOLENCE COUNSELING**

**Special Admissions Requirements:** None

**Program Requirements:** Students in the Human Service program must complete all of the core courses and all of the courses required in their specialty. All students must also provide their own transportation to and from all field experience sites if required in their core or specialty courses.

<b>First Semester</b>	<b>Sem. Hrs.</b>
PSY 100 Introduction to Psychology	3
FMV 101 Introduction to Family Violence	3
HUS 102 Principles and Practices of Human Services	3
MEN 125 Special Populations	3
HUS 201 Field Experience I and Seminar	4
	<b>Total 16</b>

<b>Second Semester</b>	<b>Sem. Hrs.</b>
MEN 213 Crisis Intervention	3
FMV 110 Family Violence Regulations	3
FMV 150 Violence Against Women	3
HUS 205 Introduction to Group Processes	3
HUS 202 Field Experience II and Seminar	4
	<b>Total 16</b>

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# HUMAN SERVICES - Mental Health Generalist

Students come face to face with real problems in learning to help mental health clients in everyday living. Classroom training is enhanced by clinical experiences at facilities such as the Elgin Mental Health Center, Ecker Center, and the Elgin Rehabilitation Center.

While basic courses in psychology and sociology provide the foundation for work in group processes, additional study and firsthand training allows students to explore intervention techniques, socialization, remotivation, and behavior problems.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HUMAN SERVICES  
MENTAL HEALTH GENERALIST OPTION**

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from field experience sites if required in their study sequence.

<b>First Semester</b>	<b>Sem. Hrs.</b>
Required Communications Course*	3
HUS 101 Introduction to Human Services	3
PSY 100 Introduction to Psychology <b>or</b> SOC 100 Principles of Sociology	3
HUS 110 Issues in Human Services	3
MEN 213 Crisis Intervention	3
<b>Total</b>	<b>15</b>
<b>Second Semester</b>	
Required Communications Course*	3
SPH 101 Fundamentals of Speech	3
HUS 102 Principles & Practices of Human Services	3
HUS 205 Introduction to Group Processes	3
Behavioral Science Elective	3
<b>Total</b>	<b>15</b>
<b>Third Semester</b>	
HUS 201 Field Experience I & Seminar	4
MEN 211 Behavior Problems	3
Human Services Electives	3/6
Liberal Education Requirement*	3
PHR 102 First Aid & Safety	3
<b>Total</b>	<b>16/19</b>
<b>Fourth Semester</b>	
HUS 202 Field Experience II & Seminar	4
Math/Science Requirement*	3
Human Services Electives	6
MEN 205 Behavior Management	3
<b>Total</b>	<b>16</b>

\* See p 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
HUMAN SERVICES  
MENTAL HEALTH**

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from field experience sites if required in their study sequence.

	<b>Sem. Hrs.</b>
Required Communications Course*	3
HUS 101 Introduction to Human Services	3
HUS 102 Principles & Practices of Human Services	3
HUS 205 Introduction to Group Processes	3
PSY 100 Introduction to Psychology	3
MEN 205 Behavior Management	3
MEN 211 Behavior Problems	3
MEN 213 Crisis Intervention	3
Electives with MEN prefix	6
<b>Total</b>	<b>30</b>

\* See p 22

**Behavioral Science Electives**

PSY 100 Introduction to Psychology	3
PSY 212 Child Psychology	3
PSY 214 Adulthood and Aging	3
SOC 100 Principles of Sociology	3
SOC 210 Marriage & Family	3

**Human Services Electives**

HUS 253 Special Topics in Human Services ..	1-3
MEN 103 Programming for Independent Living	3
MEN 125 Special Populations	3
MEN 206 Group Leadership Skills	3
MEN 210 Working with Families	3
MEN 215 Basic Substance Abuse & Treatment	3
MEN 216 Dealing with Death	3
PRE 101 Survey of Psychiatric Rehabilitation ...	3
PRE 102 Psychiatric Rehabilitation Skills	3

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# HUMAN SERVICES - Psychiatric Rehabilitation

People who gain satisfaction from assisting others in need should investigate these career fields which help individuals with mental illness or injury, emotional disturbances, or mental retardation cope with everyday living. Men and women employed in the mental health and psychiatric rehabilitation field are part of a team that most often includes psychiatrists, psychologists, psychiatric nurses, social workers, and therapists. Psychiatric rehabilitation and mental health specialists develop ongoing relationships with mental health clients and interact with them in a positive, caring way. They observe clients' physical, mental, and emotional conditions and report any change to the team.

First rate education and training in mental health are available at Elgin Community College. Classroom training is enhanced by clinical experiences at facilities such as the Elgin Mental Health Center, Ecker Center, and the Elgin Rehabilitation Center. While basic courses in psychology and sociology provide the foundation for work in group processes, additional study and firsthand training and observation allows students to explore intervention techniques, socialization, remotivation, and behavior problems.

Graduates are prepared for work in residential care facilities such as halfway houses, psychiatric units of general hospitals, psychiatric hospitals, state and county mental institutions, homes for mentally retarded and psychiatric patients, and community mental health centers.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HUMAN SERVICES  
PSYCHIATRIC REHABILITATION  
OPTION**

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from all field experience sites.

<b>First Semester</b>	<b>Sem. Hrs.</b>
Required Communications Course*	3
PRE 101 Survey of Psychiatric Rehabilitation ...	3
PRE 201 Internship for Survey of Psych Rehab .....	(.5)
PSY 100 Introduction to Psychology .....	3
Liberal Education Requirement*	3
SPH 101 Fundamentals of Speech .....	3
<b>Total</b>	<b>15.5</b>

<b>Second Semester</b>	<b>Sem. Hrs.</b>
Required Communications Course*	3
PRE 102 Psychiatric Rehabilitation Skills .....	3
PRE 202 Psych Rehab Skills - Internship .....	(.5)
HUS 205 Introduction to Group Processes .....	3
MEN 205 Behavior Management .....	3
Human Services Elective .....	3
<b>Total</b>	<b>15.5</b>

<b>Third Semester</b>	<b>Sem. Hrs.</b>
PRE 125 Health Skills for Psychiatric Rehabilitation .....	3
PRE 203 Health Skills for PR - Internship .....	(.5)
MEN 213 Crisis Intervention .....	3
MEN 211 Behavior Problems .....	3
HUS 110 Issues in Human Services .....	3
HUS 201 Field Experience I & Seminar .....	4
<b>Total</b>	<b>16.5</b>

<b>Fourth Semester</b>	<b>Sem. Hrs.</b>
PRE 150 Vocational and Community Living Skills .....	3
PRE 204 Voc & Comm Living Skills-Internship(.5)	.5
HUS 202 Field Experience II & Seminar .....	4
Math/Science Requirement* .....	3
Behavioral Science Elective .....	3
<b>Total</b>	<b>13.5</b>

\* See p 21

**Behavioral Science Electives**

PSY 213 Psychology of Adolescence .....	3
PSY 214 Adulthood and Aging .....	3
PSY 215 Social Psychology .....	3
PSY 216 Abnormal Psychology .....	3
SOC 100 Principles of Sociology .....	3
SOC 210 Marriage & Family .....	3

**Human Services Electives**

FMV 101 Introduction to Family Violence .....	3
FMV 150 Violence Against Women .....	3
HUS 101 Introduction to Human Services .....	3
HUS 102 Principles and Practices of Human Services .....	3
HUS 253 Topics in Human Services .....	1-3
MEN 206 Group Leadership Skills .....	3
MEN 210 Working with Families .....	3
SUB 125 Special Populations .....	3
SUB 215 Basic Substance Abuse & Treatment ..	3

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
PSYCHIATRIC REHABILITATION**

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from all field experience sites.

	<b>Sem. Hrs.</b>
PRE 101 Survey of Psychiatric Rehabilitation ...	3
PRE 102 Psychiatric Rehabilitation Skills .....	3
PRE 125 Health Skills for Psychiatric Rehabilitation .....	3
PRE 150 Vocational and Community Living Skills .....	3
PRE 201 Internship for Survey of Psych Rehab .....	(.5)
PRE 202 Psych Rehab Skills - Internship .....	(.5)
PRE 203 Health Skills for PR - Internship .....	(.5)
PRE 204 Voc & Comm Living Skills-Internship(.5)	.5
<b>Total</b>	<b>14</b>

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# HUMAN SERVICES - Substance Abuse

The Substance Abuse Program is accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc (IAODAPCA)

Substance abuse is a critical global issue. Each year, the numbers of those habitually using drugs and/or alcohol climbs higher.

ECC's programs in Substance Abuse Counseling and Substance Abuse Prevention prepare students for work in two areas of chemical dependency. The prevention option covers public awareness and education while the counseling course work prepares students to help chemically dependent people manage their addictions and choose pathways to recovery. They lead to employment in social service, education and health care fields.

- To earn advanced certification as a substance abuse counselor through the IAODAPCA (Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc), ECC students must:
  - Successfully complete the Associate of Applied Science Degree in Human Services, Substance Abuse Counseling Option, and SUB 253 Field Experience III and Seminar; or
  - Hold a bachelor's degree in a related field; complete the Vocational Specialist Certificate in Substance Abuse Counseling; and have 2,000 hours work experience in the field, and;
  - Successfully pass a certification exam administered by IAODAPCA.
- To earn provisional certification as a substance abuse counselor through the IAODAPCA, ECC students must:
  - Successfully complete the Vocational Specialist Certificate in Substance Abuse Counseling and complete 4,000 hours of related, supervised work experience; and
  - Successfully pass a certification exam administered by IAODAPCA.

**Special Admissions Requirements:** None, but persons recovering from drug and/or alcohol dependency and considering Substance Abuse Counseling/Prevention as a major should note that two consecutive years of sobriety are recommended before enrolling in SUB 201 and/or before seeking employment.

**Program Requirements:** All students must provide their own transportation to and from field experience sites.

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
HUMAN SERVICES  
SUBSTANCE ABUSE COUNSELING**

	Sem. Hrs.
SUB 102 Principles & Practices of Human Services .....	3
SUB 110 Chemical Dependency Regulations .....	3
SUB 122 Basic Substance Abuse Pharmacology .....	3
SUB 125 Special Populations .....	3
SUB 201 Field Experience I & Seminar .....	4
SUB 202 Field Experience II & Seminar .....	4
SUB 205 Introduction to Group Processes .....	3
SUB 213 Crisis Intervention .....	3
SUB 215 Basic Substance Abuse & Treatment .....	3
PSY 100 Introduction to Psychology .....	3
<b>Total</b>	<b>32</b>

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HUMAN SERVICES  
SUBSTANCE ABUSE  
PREVENTION OPTION**

	Sem. Hrs.
<b>First Semester</b>	
Required Communications Course* .....	3
SUB 102 Principles & Practices of Human Services .....	3
PSY 100 Introduction to Psychology .....	3
SUB 122 Basic Substance Abuse Pharmacology .....	3
SUB 213 Crisis Intervention .....	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	
Required Communications Course* .....	3
SPH 101 Fundamentals of Speech .....	3
Behavioral Science Elective .....	3
SUB 110 Chemical Dependency Regulations ...	3
MEN 205 Behavior Management .....	3
PHR 102 First Aid & Safety .....	3
<b>Total</b>	<b>18</b>

<b>Third Semester</b>	
SUB 220 Program Development for Prevention .....	3
SUB 222 Issues in Prevention .....	3
SUB 215 Basic Substance Abuse & Treatment .....	3
Liberal Education Requirement* .....	3
HUS 253 Topics in Human Services .....	1
SUB 205 Introduction to Group Processes .....	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	
SUB 201 Field Experience I & Seminar .....	4
SUB 224 Prevention Teaching Methods .....	3
Math/Science Requirement* .....	3
Human Services Elective .....	3
HUS 110 Issues in Human Services .....	3
<b>Total</b>	<b>16</b>

\* See p 21

**Behavioral Science Electives**

PSY 213 Psychology of Adolescence .....	3
PSY 214 Adulthood and Aging .....	3
SOC 210 Marriage & Family .....	3

**Human Services Electives**

SUB 125 Special Populations .....	3
MEN 206 Group Leadership Skills .....	3
MEN 210 Working with Families .....	3
HUS 104/ GSD 104 Peer Helper Training .....	1.5

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HUMAN SERVICES  
SUBSTANCE ABUSE  
COUNSELING OPTION**

	Sem. Hrs.
<b>First Semester</b>	
Required Communications Course* .....	3
SUB 102 Principles & Practices of Human Services .....	3
SUB 122 Basic Substance Abuse Pharmacology .....	3
SUB 213 Crisis Intervention .....	3
PSY 100 Introduction to Psychology .....	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	
Behavioral Science Elective .....	3
Required Communications Course* .....	3
SUB 110 Chemical Dependency Regulations .....	3
MEN 205 Behavior Management .....	3
SPH 101 Fundamentals of Speech .....	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	
SUB 201 Field Experience I & Seminar .....	4
SUB 205 Introduction to Group Processes .....	3
Liberal Education Requirement* .....	3
MEN 211 Behavior Problems .....	3
SUB 215 Basic Substance Abuse & Treatment .....	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	
Human Services Elective .....	3
HUS 110 Issues in Human Services .....	3
SUB 125 Special Populations .....	3
SUB 202 Field Experience II & Seminar .....	4
Math/Science Requirement* .....	3
<b>Total</b>	<b>16</b>

\* See p 21

**Behavioral Science Electives**

PSY 213 Psychology of Adolescence .....	3
PSY 214 Adulthood and Aging .....	3
SOC 210 Marriage & Family .....	3

**Human Services Electives**

MEN 210 Working with Families .....	3
MEN 206 Group Leadership Skills .....	3
SUB 203 Field Experience III and Seminar .....	4

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

# INDUSTRIAL MANUFACTURING TECHNOLOGY

Machine tool operations are an essential first step in the production process of all manufactured goods. The ever increasing complexity of machine tools, including computer assisted and computer controlled manufacturing processes, require greater knowledge and higher skill standards. Employment opportunities for skilled people are excellent.

Elgin Community College prepares students for entry level employment in jobs such as general machinist, tool and die maker, mold maker, special machine builder, maintenance machinist, computer aided manufacturing technician, computer numerical control (CNC) operator or programmer, set-up specialist, industrial sales, and supervision.

Students increase their proficiency and knowledge of drill presses, lathes, vertical and horizontal mills, precision grinders, electro-discharge machining (EDM) and computer aided manufacturing (CNC). They learn to use precision measuring instruments (metrology) and study various manufacturing processes, electrical controls, hydraulics and pneumatics, and related mathematics.

In addition to working in the machine laboratory, students learn a variety of auxiliary skills including the workability of materials, blueprint reading, SPC skills, welding, the layout of machine parts, and the interpretation of drawings which show part shapes and refinements.

ECC's four semester machine tool technology program is ideal for the student interested in a career as a tool and die maker. In addition to the technical background needed for this highly skilled and well-paid trade, students take additional courses in liberal arts and sciences to broaden their academic background and prepare them for supervisory positions. Upon graduation, most students are prepared to enter up to the third year of a four year tool and die apprenticeship.

In ECC's four semester industrial manufacturing degree, students learn about computer controlled production machines which include a variety of machine tools running on CNC programmed instructions. Students master programming skills using CNC equipment. Plus, electives in thermoplastics, computer aided manufacturing, or traditional machine tool processes, allow students to specialize or pursue concentrated study.

The machine tool operations program is designed for those seeking basic skills, advanced skills or a speaking knowledge of machine tool operations. It provides a fundamental understanding of machine tool for persons interested in working in related fields such as sales, purchasing or supervision.

**Special Admissions Requirements:** None

**Program Requirements:** Students must purchase their own safety glasses, locks and are expected to wear sturdy, leather shoes to all IMT classes. Lists of recommended supplies and tools are available from ECC Industrial Manufacturing Technology instructors.

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN MACHINE TOOL OPERATIONS

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I .....	3
IMT 104 Industrial Manufacturing Tech. II .....	3
IMT 107 Technical Math I or MTH 107 Technical Math I .....	4
CAD 101 Introduction to Engineering Design ....	4
IMT 110 Intro to Computer Aided Mfg (CAD) ...	2
Total 16	

Second Semester	
IMT 108 Industrial Manufacturing Tech. III .....	3
IMT 109 Industrial Manufacturing Tech. IV .....	3
IMT 220 Introduction to CNC Programming Control .....	4
IMT 112 Metrology-The Study of Measurement	3
IMT 119 Fabrication of Machine Parts .....	3
IMT 212 Metallurgy-The Study of Steel .....	2
Total 18	

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST CERTIFICATE IN MOLD MAKING

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I .....	3
IMT 104 Industrial Manufacturing Tech. II .....	3
CAD 101 Introduction to Engineering Design ....	4
GET 118 Hydraulics & Pneumatics .....	5
Total 15	

Second Semester	
IMT 108 Industrial Manufacturing Tech. III .....	3
IMT 212 Metallurgy-The Study of Steel .....	2
IMT 119 Fabrication of Machine Parts .....	3
IMT 107 Technical Math I or MTH 107 Technical Math I .....	4
IMT 209 Basic Mold Theory .....	4
Total 16	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST CERTIFICATE IN TOOL AND DIE MAKING

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I .....	3
IMT 104 Industrial Manufacturing Tech. II .....	3
CAD 101 Introduction to Engineering Design ....	4
Total 10	

Second Semester	
IMT 107 Technical Math I or MTH 107 Technical Math I .....	4
IMT 108 Industrial Manufacturing Tech. III .....	3
IMT 208 Basic Die Theory .....	4
Total 11	

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# INDUSTRIAL MANUFACTURING TECHNOLOGY

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
INDUSTRIAL MANUFACTURING  
TECHNOLOGY**

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I .....	3
IMT 104 Industrial Manufacturing Tech. II .....	3
CAD 101 Introduction to Engineering Design ....	4
IMT 107 Technical Math I <b>or</b> MTH 107 Technical Math I .....	4
CAD 105 Pro/ENGINEER Basic Design Training .....	3
	Total 17
Second Semester	
IMT 108 Industrial Manufacturing Tech. III .....	3
IMT 109 Industrial Manufacturing Tech. IV .....	3
IMT 112 Metrology-The Study of Measurement 3	
IMT 111 Technical Mathematics II <b>or</b> MTH 109 Technical Mathematics II ....	4
Required Communications Course* .....	3
Industrial Electives .....	3/4
	Total 19/20
Third Semester	
IMT 220 Introduction to CNC Programming ....	4
Liberal Education Requirement* .....	3
Required Communications Course* .....	3
Industrial Electives .....	8-9
	Total 18/19
Fourth Semester	
Industrial Electives .....	10-11
Social or Behavioral Science* .....	3
	Total 13/14

\* See p 21

**Industrial Manufacturing Electives with a  
Thermoplastics Emphasis**

IMT 209 Basic Mold Theory .....	4
IMT 131 Injection Molding Machine I .....	4
IMT 133 Thermoplastics Materials .....	4
IMT 231 Injection Molding Machine II .....	5
IMT 238 Injection Mold Process .....	5

**Industrial Manufacturing Electives with a  
Computer Aided Manufacturing or Machine Tool  
Emphasis**

IMT 110 Intro to Computer Aided Mfg (CAD) ...	2
IMT 221 Introduction to CNC Toolpathing .....	4
IMT 222 Advanced CNC Programming .....	4
IMT 223 Special Problems in CNC Programming .....	2
IMT 119 Fabrication of Machine Parts .....	3
IMT 203 Manufacturing Process Technology ....	3
IMT 212 Metallurgy-The Study of Steel .....	2
IMT 214 Jig & Fixture Theory .....	2
IMT 204 Industrial Manufacturing Tech. V .....	5
IMT 208 Basic Die Theory .....	4

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
MACHINE TOOL TECHNOLOGY**

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I .....	3
IMT 104 Industrial Manufacturing Tech. II .....	3
CAD 101 Introduction to Engineering Design ....	4
IMT 107 Technical Math I <b>or</b> MTH 107 Technical Math I .....	4
CAD 105 Pro/ENGINEER Basic Design Training	3
	Total 17
Second Semester	
IMT 108 Industrial Manufacturing Tech. III .....	3
IMT 109 Industrial Manufacturing Tech. IV .....	3
IMT 112 Metrology-The Study of Measurement 3	
IMT 119 Fabrication of Machine Parts .....	3
IMT 111 Technical Mathematics II <b>or</b> MTH 109 Technical Mathematics II ....	4
IMT 110 Intro to Computer Aided Mfg (CAD) ...	2
	Total 18
Third Semester	
IMT 203 Manufacturing Process Technology ....	3
IMT 204 Industrial Manufacturing Tech. V .....	5
GET 118 Hydraulics & Pneumatics .....	5
Social or Behavioral Science Course* .....	3
Required Communications Course* .....	3
	Total 19
Fourth Semester	
IMT 208 Basic Die Theory .....	4
IMT 209 Basic Mold Theory .....	4
IMT 214 Jig & Fixture Theory .....	2
WEL 101 Welding I .....	2
Liberal Education Requirement* .....	3
Required Communications Course* .....	3
	Total 18

\* See p 21

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
CNC OPERATOR**

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I .....	3
IMT 104 Industrial Manufacturing Tech. II .....	3
IMT 107 Technical Math I <b>or</b> MTH 107 Technical Math I .....	4
	Total 10
Second Semester	
CAD 101 Introduction to Engineering Design ....	4
IMT 110 Intro to Computer Aided Mfg (CAD) ...	2
IMT 220 Introduction to CNC Programming Control .....	4
	Total 10

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# MANAGEMENT

The success and efficiency of any business depends on a manager's or supervisor's ability to plan, organize, staff, lead, and control integrated business systems. In every organization, someone must be the boss.

To be effective, managers and supervisors must be well versed in the principles, practices and concepts of business and management to ensure that dollars in equipment and materials are used properly and efficiently. Because they direct the activities of others, managers and supervisors must also be adept at human relations.

In Elgin Community College's four semester management program, students receive intensive instruction in human resources and organizational behavior necessary to motivate others, maintain high morale and command respect. In addition, they concentrate on learning business, economics, accounting, marketing and microcomputer skills. The depth and scope of the program prepares graduates to adapt their knowledge to a variety of management/supervisory endeavors

Management career options include many of the fastest growing career fields; including information technology manager, food service manager, hospitality manager, financial manager, real estate manager, credit manager, sales manager, public relations manager, human resources manager, sales promotion manager, and warehouse manager.

## SUPERVISORY & ADMINISTRATIVE MANAGEMENT

One of the college's most popular management programs is this fast-track 13 semester hour certificate in supervisory and administrative management. This short-term program is ideal for men and women who seek immediate academic credentials in management to enhance their job opportunities.

Courses from this fast-track certificate are combined with other management courses for a two semester certificate program in supervisory and administrative management. This program provides additional instruction for students who wish to continue their study of management. All course work from both certificates may be applied to the Management degree, which provides the most comprehensive academic credential in this program.

## ENTREPRENEURSHIP

Persons interested in applying managing or marketing skills in self-employment should investigate the college's four instructional options in entrepreneurship shown on pg. 39.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** Students who complete a certificate in management or marketing prior to enrolling in the two-year program may take a recommended elective instead of Introduction to Business (BUS 100) in the first semester.

First Semester		Sem. Hrs.
BUS 120	Business Mathematics .....	3
BUS 101	Business Communications .....	3
BUS 100	Introduction to Business+ .....	3
MMT 101	Principles of Management .....	3
SPH 101	Fundamentals of Speech .....	3
		Total 15

Second Semester		Sem. Hrs.
CIS 110	Introduction to Computers or OAT 130 Software Applications for the Office .....	3
PSY 100	Introduction to Psychology .....	3
MKT 103	Marketing .....	3
MMT 107	Human Resource Management .....	3
MMT 155	Independent Study in Management ...	4
		Total 16

Third Semester		Sem. Hrs.
BUS 113	Business Law .....	3
MMT 102	Human Relations in Applied Management .....	3
BEC 101	Basic Economics or BEC 102 Principles of Macroeconomics .....	3
ACC 100	Introductory Accounting I .....	3
OAT 141	Spreadsheet I .....	1
OAT 142	Presentations I .....	1
OAT 140	Word Processing I .....	1
		Total 15

Fourth Semester		Sem. Hrs.
BUS 142	Report Writing .....	3
MMT 118	Problems & Projects in Management .	3
MMT 125	Leadership Development .....	3
MMT 205	Advanced Independent Study in Management .....	4
Recommended Electives .....		3/4
Liberal Education Requirement*		3
		Total 19/20

+See Program Requirements this page.  
\* See p 21

Recommended Electives		Sem. Hrs.
ACC 101	Financial Accounting .....	4
ACC 105	Managerial Accounting .....	4
ENT 200	The Virtual Company .....	4
MMR 101	Principles of Retailing .....	3
MMT 100	Fundamentals of Supervision .....	3
MKT 105	Sales .....	3
MMT 111	Small Business Management .....	3
MKT 115	Advertising & Promotion .....	3
MMT 145	e-Commerce: A Managerial Perspective .....	3
MMT 210	Small Business Finance .....	3
MMT 233	Special Topics in Management .....	(.5)
MMT 234	Special Topics in Management .....	1
MMT 235	Special Topics in Management .....	2
MMT 236	Special Topics in Management .....	3

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN MANAGEMENT - SUPERVISORY & ADMINISTRATIVE MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** None

		Sem. Hrs.
MMT 101	Principles of Management .....	3
MMT 102	Human Relations in Applied Management .....	3
MMT 107	Human Resource Management .....	3
MMT 118	Problems & Projects in Management or MMT 155 Independent Study in Management .....	3/4
		Total 12/13

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN SUPERVISORY & ADMINISTRATIVE MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** None

		Sem. Hrs.
MMT 101	Principles of Management .....	3
MMT 102	Human Relations in Applied Management .....	3
MMT 107	Human Resource Management .....	3
OAT 141	Spreadsheet I .....	1
OAT 142	Presentations I .....	1
MMT 118	Problems & Projects in Management .	3
MMT 155	Independent Study in Management ...	4
MMT 205	Advanced Independent Study in Management .....	4
OAT 140	Word Processing I .....	1
<b>Nine semester hours from the following:</b>		
ACC 100	Introductory Accounting I .....	3
BEC 101	Basic Economics or BEC 102 Principles of Macroeconomics .....	3
MKT 103	Marketing .....	3
MKT 105	Sales .....	3
MMT 111	Small Business Management .....	3
MMT 125	Leadership Development .....	3
MMT 145	e-Commerce: A Managerial Perspective .....	3
MMT 210	Small Business Finance .....	3
		Total 32

The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

# MARKETING / RETAIL MANAGEMENT

Selling and marketing products or services profitably is the goal of any firm large or small. Businesses and non-profit organizations worldwide spend billions annually on promotions that get people excited about a product or service and that keep them perceiving the product or service positively. Spurred by intense domestic and global competition for consumer products and services, marketing and retailing are expected to grow faster than most other occupations, according to the US Department of Labor.

Elgin Community College can help you find a rewarding and interesting career in the world of marketing and retail management. The college offers instruction leading to a degree and a short-term certificate in retail management and a degree and a short-term certificate in marketing. Graduates with related experience, a high level of creativity, and strong communication skills should have the best job opportunities. Types of work in the marketing field commonly include -

- Marketing Research
- Product Management
- Advertising
- Sales
- Retailing & Merchandising
- Physical Distribution
- Non-Profit

## RETAIL MANAGEMENT

Retail is one of the fastest growing, most dynamic parts of the world economy. Careers in retail are people-oriented, fast-paced and exciting. ECC's short-term certificate concentrates on the principles of retailing, marketing, and sales. The four-semester degree provides in-depth study of business, marketing, management, retailing, and human relations with related courses in accounting, data processing, and communications.

Both programs explore merchandise planning, pricing, display, store location and layout, advertising and promotion, financial planning and control, customer relations and buying. Graduates are prepared to assume such positions as section manager, merchandise manager, central manager, retail sales manager, or assistant buyer. Retailing is worth taking a good look at, particularly if you are looking for a service-oriented, entrepreneurial profession.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN RETAIL MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** Students who complete a certificate in management or marketing prior to enrolling in the two-year program may take a recommended elective instead of Introduction to Business (BUS 100) in the first semester.

<b>First Semester</b>		<b>Sem. Hrs.</b>
BUS 120	Business Mathematics .....	3
BUS 101	Business Communications .....	3
BUS 100	Introduction to Business+ .....	3
MKT 105	Sales .....	3
SPH 101	Fundamentals of Speech .....	3
		Total 15

<b>Second Semester</b>		
CIS 110	Introduction to Computers <b>or</b> OAT 130 Software Applications for the Office .....	3
PSY 100	Introduction to Psychology .....	3
MKT 103	Marketing .....	3
MMT 101	Principles of Management .....	3
	Liberal Education Requirement* .....	3
		Total 15

<b>Third Semester</b>		
MMT 107	Human Resource Management .....	3
MMT 102	Human Relations in Applied Management .....	3
BEC 101	Basic Economics <b>or</b> BEC 102 Principles of Macroeconomics .....	3
ACC 101	Financial Accounting .....	4
MMR 101	Principles of Retailing .....	3
		Total 16

<b>Fourth Semester</b>		
BUS 142	Report Writing .....	3
BUS 113	Business Law .....	3
MMR 160	Independent Study in Retail Management <b>or</b> MMT 150 Independent Study in Marketing .....	4
MMR 106	Retail Management .....	3
	Recommended Elective .....	3
		Total 16

+See Program Requirements this page.  
\* See p 21

## Recommended Electives

ENT 101	Entrepreneurship Seminar I .....	2
ENT 102	Entrepreneurship Seminar II .....	2
ENT 111	Small Business Management .....	3
ENT 120	Business Plan Writing I .....	3
ENT 145	e-Commerce: A Managerial Perspective .....	3
ENT 200	The Virtual Company .....	4
ENT 210	Small Business Finance .....	3
ENT 220	Business Plan Writing II .....	3
MMT 111	Small Business Management .....	3
MKT 115	Advertising & Promotion .....	3
MMT 118	Problems & Projects in Management ..	3
MMT 125	Leadership Development .....	3
MMT 145	e-Commerce: A Managerial Perspective .....	3
MMT 155	Independent Study in Management ...	4
MMT 210	Small Business Finance .....	3

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN RETAIL MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** None

		<b>Sem. Hrs.</b>
MMR 101	Principles of Retailing .....	3
MKT 103	Marketing .....	3
MMR 106	Retail Management .....	3
MKT 105	Sales <b>or</b> MKT 115 Advertising & Promotion <b>or</b> MMR 110 Fashion Merchandising I ....	3
MMR 160	Independent Study in Retail Management .....	4
		Total 16

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# MARKETING / RETAIL MANAGEMENT

## MARKETING

The marketing function in organizations connects a company with its customers, suppliers, distributors, and community. While that domain is broad and diverse, specific tools and techniques aid the marketing professional in managing the perception of products and services. Study at ECC covers key areas such as market analysis, production planning and development, consumer buying patterns, channels of distribution, pricing, advertising, promotion and sales techniques.

The marketing certificate is ideal for those with some previous work experience or higher education who seek to upgrade their knowledge quickly for a new career. The longer-term degree is better suited for those with little or no prior work history or experience in marketing. Graduates are prepared for entry level employment in sales, public relations, market research, promotions, product development, and other associated fields.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN MARKETING

**Special Admissions Requirements:** None

**Program Requirements:** Students who complete a certificate in management or marketing prior to enrolling in the two-year program may take a recommended elective instead of Introduction to Business (BUS 100) in the first semester.

<b>First Semester</b>		<b>Sem. Hrs.</b>
BUS 100	Introduction to Business+	3
MKT 103	Marketing	3
BUS 101	Business Communications or ENG 101 English Composition I	3
BUS 120	Business Mathematics	3
MKT 105	Sales	3
		<b>Total 15</b>

<b>Second Semester</b>		<b>Sem. Hrs.</b>
MKT 115	Advertising & Promotion	3
OAT 130	Software Applications for the Office or CIS 110 Introduction to Computers	3
SPH 101	Fundamentals of Speech	3
MMT 101	Principles of Management	3
MMR 101	Principles of Retailing	3
		<b>Total 15</b>

<b>Third Semester</b>		<b>Sem. Hrs.</b>
HUM 216	Ethics	3
BEC 102	Principles of Macroeconomics	3
MKT 210	International Marketing	3
ACC 101	Financial Accounting	4
MKT 220	e-Marketing	3
		<b>Total 16</b>

<b>Fourth Semester</b>		<b>Sem. Hrs.</b>
BUS 142	Report Writing	3
MKT 240	Business to Business Marketing	3
SOC 100	Principles of Sociology or PSY 100 Introduction to Psychology	3
MKT 150	Independent Study in Marketing	4
	Recommended Elective	3
		<b>Total 16</b>

+See Program Requirements this page.

\* See p 21

<b>Recommended Electives</b>		<b>Sem. Hrs.</b>
BUS 113	Business Law	3
ENT 101	Entrepreneurship Seminar I	3
MKT 230	Direct Marketing	3
MKT 260	Public Relations	3
MKT 290	Marketing Internship	3
MMT 102	Human Relations in Applied Management	3
MMT 107	Human Resource Management	3
MMT 111	Small Business Management	3
MMT 125	Leadership Development	3
OAT 142	Presentations I	1

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN MARKETING

**Special Admissions Requirements:** None

**Program Requirements:** None

		<b>Sem. Hrs.</b>
MKT 103	Marketing	3
MKT 105	Sales	3
MKT 115	Advertising & Promotion	3
MKT 150	Independent Study in Marketing	4
		<b>Total 13</b>

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

## NURSING

*The Professional Nursing Program is accredited by the National League for Nursing Accrediting Commission.*

### NURSING RN PROGRAM

The nursing program of Elgin Community College meets requirements for professional nursing and practical nursing education. After completing the first year of the program, students may opt to pursue practical nursing by taking the NCLEX-PN licensing exam for practical nursing. Eligibility to take the professional nursing NCLEX-RN exam comes after completion of the second year of the program.

ECC's nursing program is approved by the Illinois Department of Professional Regulation for both practical and professional nursing and is accredited by the Council of Associate Degree Programs of the National League for Nursing Accrediting Commission (NLNAC), 350 Hudson Street, New York, NY 10014, 212-989-9393, ext. 153.

Study in nursing emphasizes individualized instruction and goes beyond the traditional classroom by utilizing a combination of learning experiences such as distance learning, computer simulations, videos, small group discussions, videotapes and laboratory practice. This approach places greater responsibility on individual students for their education and encourages development of skills for life-long learning.

### ECC's Nursing Program

The college offers an Associate of Applied Science degree in Nursing which leads to an RN and a Vocational Specialist certificate in Practical Nursing which leads to an LPN. Basic Nurse Assistant training is also available. Special admissions procedures and program requirements apply to these programs.

### ADMISSION PROCEDURES

#### Admission to Nursing Program

A specialized admission procedure is required for the nursing program. Students must submit admission materials and meet admission requirements before their application is considered for review. Review takes place in March for fall and October for spring.

Preference is given to candidates who are **legal residents** of Community College District 509, Elgin Community College and District 528, McHenry County College, Crystal Lake. Working in-district does not meet this requirement. Other qualified candidates will be accepted on a space available basis. If the number of qualified candidates exceeds the number of seats available, admission to the program will be competitive and selective. If a student chooses not to enter the Nursing program after the student has been accepted into the Nursing program, the student's application will be re-screened for the next semester at the student's request.

Admission packets are available at the Health Professions Office, HBT-175, First Stop, SRC-142A, or online at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

All nursing students are encouraged to attend an information session to receive details concerning admission to the program. Students should call the Admissions Office to register for an information session at 847-214-7385.

### Admission Materials

All nursing candidates must submit and/or show evidence of items 1-4 as follows:

1. Completed ECC application for admission.
2. Completed ECC Health Professions application and payment of a \$10 nonrefundable fee.
3. A high school transcript or General Educational Development (GED) scores.
4. Official transcript(s) from all colleges/universities attended.

Application materials for priority fall admission are due by January 15 and August 15 for spring priority admission. Applications will continue to be accepted until the class is filled.

### NLN Preadmission Exam

The National League for Nursing Pre-Admission exam is part of the admission process. Fall candidates should take the NLN pre-admission exam no later than February for priority consideration and spring candidates no later than September for priority consideration. The exam is offered on a monthly basis January through November. For testing dates and further exam information contact the Testing Center at 847-214-7219.

### DEGREES OF READING POWER (DRP) ASSESSMENT TEST

All candidates accepted into ECC's nursing program are required to show evidence of a DRP reading assessment score of 56 or above or evidence of prescribed remediation prior to being permitted to register for nursing (NUR) prefix courses.

The prescribed remediation is as follows:

1. Students scoring between 59-56 are encouraged to complete RDG 110.
2. Students scoring between 55-44 must take RDG 110 with a C or better.
3. Students scoring less than 44 must take the prescribed reading courses and HPE 112, Introduction to Healthcare Vocabulary, with a C or better.

Non-native English speaking applicants are required to submit an ECC English placement test score. The exam is administered by ECC's Testing Center. Candidates must test at Level 10 in English as a Second Language to be accepted into the nursing program.

### Admissions Requirements

All candidates must:

1. Show evidence of **one of the following**:
  - Finish high school in the upper 1/3 of your graduating class; **or**
  - Achieve 67 percent or higher on GED report scores; **or**
  - Have a bachelor's degree; **or**
  - Score 20 or higher on the ACT composite; or 21 or higher on the Enhanced ACT composite; **or**
  - Complete at least 13 semester hours of the nursing program's general education requirements with a 2.0 GPA including either BIO 120 Microbiology or BIO 130 Human Anatomy & Physiology with a grade of C or higher.
2. Achieve a composite score of the 45<sup>th</sup> percentile or higher on the National League for Nursing pre-admission exam.
3. Have completed within 10 years of admission to the program:
  - One year of high school chemistry with a grade of C or better in each semester; **or**
  - CHM 112 recommended, or CHM 101, or their equivalents at another institution with a grade of C or better.
4. Achieve grades no lower than a C in BIO 120 or BIO 130 within 10 years of admission to the Nursing program. If both courses are on the transcript at the time of screening, the student must have a C or higher in both courses in order to be admitted to the program. If a student enrolls in one or both of these courses after being accepted to the nursing program and fails to achieve a minimum C grade, he/she must re-enroll in the class(es) in the semester which immediately follows. Failure to re-enroll within that time frame or failure to achieve a minimum C grade(s) the second time means the student will lose his/her acceptance in the program. NOTE: BIO 110 or consent of instructor is a prerequisite for both Microbiology and Human Anatomy & Physiology.
5. Maintain – at all times – a minimum overall grade point average of 2.0 (C) for all courses applying to the Nursing curriculum including those shown under general education requirements. Failure to carry a minimum overall 2.0 (C) grade point average at all times means the student will lose his/her acceptance in the nursing program.
6. Criminal background checks and drug testing are mandatory upon admission to all Health Professions Programs. Please see individual program handbooks for details which are available at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

### Appeals Process

Candidates denied admission to the nursing program may make a written request to the associate dean of health professions for a hearing before the nursing admissions screening committee. Complaints involving procedural error and cases of extenuating circumstances will be heard.

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

## CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# NURSING

*The Professional Nursing Program is accredited by the National League for Nursing Accrediting Commission.*

### Program Requirements:

Students must purchase their own uniforms and are expected to provide their own transportation to class and clinical sites. Students must submit pre-clinical medical forms showing evidence of required immunizations and proof of health/fitness and proof of health insurance coverage prior to starting the program. Drug screening may be required at some clinical sites and is paid for by the student.

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN NURSING

First Semester	Sem. Hrs.
NUR 114 Nursing Fundamentals A .....	8
NUR 115 Nursing Fundamentals B .....	6*
NUR 116 Introduction to Pharmacology .....	2
BIO 130 Human Anatomy & Physiology .....	5
PSY 100 Introduction to Psychology .....	3
Total 16/18	

\*Certified Nurse Assistants only.

### Second Semester

NUR 120 Common Health Challenges .....	4.5
NUR 122 Caring for Women & Children .....	4.5
NUR 124 Professional Aspects of Nursing .....	1
PSY 218 Human Growth & Development .....	3
ENG 101 English Composition I .....	3
Total 16	

### Third Semester

NUR 212 Complex Health Challenges I .....	5
NUR 214 Complex Health Challenges II .....	5
SOC 100 Principles of Sociology .....	3
BIO 120 General Microbiology .....	4
Total 17	

### Fourth Semester

NUR 220 Complex Health Challenges III .....	4.5
NUR 222 Integrative Nursing Experience .....	4.5
NUR 224 Professional Socialization .....	1
ENG 102 English Composition II .....	3
Liberal Studies Elective (recommended: HUM 216 Ethics .....	3
Total 16	

### STATE OF ILLINOIS LICENSURE REGULATIONS: RN ANDLPN

If a student has been convicted of a felony, treated for chemical substance abuse, mental illness or chronic physical illness, the Department of Professional Regulation will not consider his/her application for licensure in the State of Illinois until a review hearing has been conducted by its Board of Nursing. The committee will not conduct this hearing until the individual has completed the required nursing program in an approved school and has completed the necessary application forms for licensure required by the Department of Professional Regulation. The decision to allow an individual to take the examination for licensure rests with the Department of Professional Regulation's Board of Nursing.

### PRACTICAL NURSING

By taking the vocational specialist certificate course sequence, professional nursing students become eligible to take the NCLEX-PN exam. After successful completion of the exam, they may work as licensed practical nurses. All special admissions and program requirements apply.

### CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST CERTIFICATE IN PRACTICAL NURSING

First Semester	Sem. Hrs.
NUR 114 Nursing Fundamentals A .....	8.0
NUR 115 Nursing Fundamentals B .....	6.0*
NUR 116 Introduction to Pharmacology .....	2.0
BIO 130 Human Anatomy & Physiology .....	5
PSY 100 Introduction to Psychology .....	3
Total 16/18	

### Second Semester

NUR 120 Common Health Challenges .....	4.5
NUR 122 Caring for Women & Children .....	4.5
NUR 124 Professional Aspects of Nursing .....	1
PSY 218 Human Growth & Development .....	3
ENG 101 English Composition I .....	3
Total 16	

\*Certified Nurse Assistants only.

### ADVANCED STANDING FOR LICENSED PRACTICAL NURSES

Licensed practical nurses who have successfully completed an LPN program may be eligible to enter the second year of the nursing program with approval of the nursing department. Advanced standing is based on the work history of LPN'S, their previous educational background and clinical experience. All nursing program general education courses must be completed to earn the Associate of Applied Science Degree in Nursing and to take the NCLEX-RN exam. In addition, all advanced standing LPN'S and transfer students must enroll in NUR 150-Nursing Transitions prior to beginning the core nursing courses. To review medication skills, LPN's may wish to take NUR 116-Pharmacology in Nursing.

### ADVANCED STANDING LPN'S SPECIAL ADMISSIONS REQUIREMENTS

To enter the nursing program as an advanced standing LPN, the LPN **must first** meet the following criteria:

1. Be a graduate of an approved LPN program and be currently licensed in Illinois or be eligible for licensure in Illinois.
2. Submit a letter documenting work history since graduating from an LPN program.
3. Please obtain copies of course outlines from your LPN program so that you can be more accurately placed in the nursing program.
4. Within 10 years of the date of starting the nursing program, show evidence of one of the following: One year high school chemistry with a grade of C or better in each semester; **or** CHM 112 or CHM 101 or their equivalents at another institution with a grade of C or better.

5. Complete ECC's Human Anatomy & Physiology (BIO 130) and Microbiology (BIO 120) or their equivalents from another accredited institution with minimum grades of C within 10 years of starting the ECC nursing program.
6. Maintain – at all times – a minimum overall grade point average of 2.0 (C) for all courses applying to the Nursing curriculum including those shown under general education requirements. Failure to carry a minimum overall 2.0 (C) grade point average at all times means the student will lose his/her acceptance in the nursing program.
7. Submit all ECC nursing degree program admission materials. A NLN pre-admission exam score is not required.
8. Criminal background checks and drug testing are mandatory upon admission to all Health Professions Programs. Please see individual program handbooks for details which are available at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

**Special Option:** Certified nursing assistants, accepted into ECC's nursing program, will be awarded two (2) credits for coursework taken in the basic nursing assistant program as recommended by the Illinois Nursing Articulation Initiative. To be eligible certified nursing assistants must show proof of work experience as a CNA within the past two (2) years.

**High School Students** who are interested in applying to the nursing program should include math, biology and chemistry in their studies as preparatory course work for the program and to meet its entrance requirements.

### Continuing Education

ECC offers continuing education courses for health professionals each semester. For course offerings and further information contact the Health Professions Department at 847-214-7350.

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# NURSING - Basic Nurse Assistant Training Program

*The Basic Nurse Assistant Training Program is approved by the Illinois Department of Public Health*

The basic nurse assistant training program prepares students for employment as a nurse assistant in various health care agencies. It is approved by the Illinois Department of Public Health and satisfactory completion of the program (NUR 105) leads to eligibility to take the State Competency Written Evaluation for certification. Certification is required for employment.

**Special Option:** Certified nursing assistants, accepted into ECC's nursing program, will be awarded two (2) credits for coursework taken in the basic nurse assistant training program as recommended by the Illinois Nursing Articulation Initiative. To be eligible certified nursing assistants must show proof of work experience as a CNA within the past two (2) years.

**Special Admissions Requirements:** Students must be at least age 16, have a minimum of an eighth grade education and a DRP reading test score of 50 or higher or consent of program director/instructor to enroll.

Criminal background checks and drug testing are mandatory upon admission to all Health Professions Programs. Please see individual program handbooks for details which are available at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

**Program Requirements:** Students must purchase their own uniforms, a gait belt, provide proof of immunizations and health/fitness to complete the program and provide their own transportation to and from classes and clinicals.

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST  
CERTIFICATE IN:  
BASIC NURSE ASSISTANT TRAINING  
PROGRAM**

		Sem. Hrs.
NUR 105	Basic Nurse Assistant Training Program .....	7
Total		7

**STATE OF ILLINOIS REGULATIONS: CNA**

As of January 1, 1997, the Health Care Worker Background Check Act requires that all students who start a nurse aide training program must have an Illinois State Police non-fingerprint background check initiated within 10 days of starting the program. A positive check may result in the student's inability to complete the clinical portion of the program or to secure employment in a health care facility.

According to the Illinois Department of Public Health (IDPH) Administrative Code, basic nurse assistant students must have a valid social security number in order to take the CNA certification exam and become a part of the Nurse Aide Registry in Illinois.

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# OFFICE ADMINISTRATION TECHNOLOGY -

## Administrative Office Programs

Elgin Community College offers 16 options of training and education for persons interested in office careers.

Four-semester programs are for persons with little or no training or office experience. By completing the degree, graduates are prepared for positions at a higher skill level than a person with less training and can generally expect to earn higher starting salaries. All degree options consist of the following core courses:

+OAT 100	Professional Development Skills	..... 1
+OAT 101	Document Production I	..... 3
+OAT 130	Software Applications for the Office	... 3
+OAT 132	Applied Business Language Skills	.... 3
+OAT 144	Operating Systems I	..... 1
+OAT 102	Document Production II	..... 3
+OAT 126	Word Processing Applications I	..... 1.5
+OAT 127	Word Processing Applications II	..... 1.5
+OAT 128	Word Processing Applications III	..... 1.5
+BUS 101	Business Communications	..... 3
+PSY 100	Introduction to Psychology	..... 3
+OAT 103	Document Production III	..... 3
+OAT 135	Machine Transcription I	..... 3
+OAT 141	Spreadsheet I	..... 1
+BUS 120	Business Mathematics	..... 3
+BUS 142	Report Writing	..... 3
+Liberal Education Requirement*		..... 3
+OAT 260	Administration Office Procedures	..... 3
+OAT 136	Machine Transcription II	..... 3
+ACC 100	Introductory Accounting I	..... 3
+BUS 100	Introduction to Business	..... 3
+SPH 101	Fundamentals of Speech	..... 3

+Core courses.  
\*See page 21

Two semester and short-term programs are designed for persons who wish to gain quick skills for immediate employment or for persons who are already employed and wish to combine their work experience with formal training for job advancement or a change in jobs. All courses in the certificate programs may be applied to the degree in the same sequence.

### ADMINISTRATIVE OFFICE PROGRAM

The Administrative Office programs offer a wide base of knowledge in office procedures including Speedwriting shorthand while developing exceptional keyboarding skills (65 plus words per minute) and essential computer skills. The Office Assistant basic vocational certificate offers a short-term credential that develops basic office skills. The certificate in accounting/office technology emphasizes basic manual and computerized financial concepts and procedures to meet the demand of today's businesses which require individuals to possess office skills and accounting skills.

### DEGREE CONFERRED:

**ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION TECHNOLOGY- ADMINISTRATIVE OFFICE PROFESSIONAL OPTION**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.	
+ OAT 100	Professional Development Skills	..... 1
+ OAT 101	Document Production I	..... 3
+ OAT 130	Software Applications for the Office	... 3
+ OAT 132	Applied Business Language Skills	.... 3
+ OAT 144	Operating Systems I	..... 1
OAT 108	Speedwriting I	..... 3
OTS 101	Keyboarding-Speed and Accuracy	.... 2
	<b>Total</b>	<b>16</b>

Second Semester	Sem. Hrs.	
+ OAT 102	Document Production II	..... 3
+ OAT 126	Word Processing Applications I	..... 1.5
+ OAT 127	Word Processing Applications II	..... 1.5
+ OAT 128	Word Processing Applications III	..... 1.5
+ BUS 101	Business Communications	..... 3
+ PSY 100	Introduction to Psychology	..... 3
OAT 109	Speedwriting II	..... 3
OAT 145	Desktop Publishing I	..... 1
	<b>Total</b>	<b>17.5</b>

Third Semester	Sem. Hrs.	
+ OAT 103	Document Production III	..... 3
+ OAT 135	Machine Transcription I	..... 3
+ OAT 141	Spreadsheet I	..... 1
+ BUS 120	Business Mathematics	..... 3
+ BUS 142	Report Writing	..... 3
+ Liberal Education Requirement*		..... 3
OAT 137	Office Applications I	..... 1
OAT 138	Office Applications II	..... 1
OAT 143	Database I	..... 1
	<b>Total</b>	<b>19</b>

Fourth Semester	Sem. Hrs.	
+ OAT 260	Administration Office Procedures	..... 3
+ OAT 136	Machine Transcription II	..... 3
+ ACC 100	Introductory Accounting I	..... 3
+ BUS 100	Introduction to Business	..... 3
+ SPH 101	Fundamentals of Speech	..... 3
OAT 146	Personal Information Management I	... 1
OAT 147	Special Topics: Applications/Ofc I	..... 1
	<b>Total</b>	<b>17</b>

+Core courses.  
\*See page 21

### CERTIFICATE CONFERRED:

**VOCATIONAL SPECIALIST IN ADMINISTRATIVE OFFICE ASSISTANT**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.	
OAT 100	Professional Development Skills	..... 1
OAT 101	Document Production I	..... 3
OAT 130	Software Applications for the Office	... 3
OAT 132	Applied Business Language Skills	.... 3
OAT 144	Operating Systems I	..... 1
OAT 108	Speedwriting I	..... 3
OTS 101	Keyboarding-Speed and Accuracy	.... 2
	<b>Total</b>	<b>16</b>

Second Semester	Sem. Hrs.	
OAT 102	Document Production II	..... 3
OAT 126	Word Processing Applications I	..... 1.5
OAT 127	Word Processing Applications II	..... 1.5
OAT 128	Word Processing Applications III	..... 1.5
BUS 101	Business Communications	..... 3
OAT 109	Speedwriting II	..... 3
	<b>Total</b>	<b>13.5</b>

### Third Semester

OAT 103	Document Production III	..... 3
OAT 135	Machine Transcription I	..... 3
OAT 141	Spreadsheet I	..... 1
OAT 142	Presentations I	..... 1
OAT 143	Database I	..... 1
	<b>Total</b>	<b>9</b>

### Fourth Semester

OAT 260	Administration Office Procedures	..... 3
OAT 136	Machine Transcription II	..... 3
OAT 146	Personal Information Management I	... 1
OAT 147	Special Topics: Applications/Ofc I	..... 1
BUS 100	Introduction to Business	..... 3
	<b>Total</b>	<b>11</b>

### CERTIFICATE CONFERRED:

**VOCATIONAL SPECIALIST IN ACCOUNTING/OFFICE TECHNOLOGY**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.	
ACC 100	Introductory Accounting I	..... 3
BUS 101	Business Communications	..... 3
BUS 120	Business Mathematics	..... 3
OTS 100	Keyboarding	..... 1
OTS 101	Keyboarding-Speed & Accuracy	..... 2
OAT 141	Spreadsheet I	..... 1
OAT 144	Operating Systems I	..... 1
	<b>Total</b>	<b>14</b>

### Second Semester

ACC 103	Introductory Accounting II	..... 4
ACC 202	Microcomputer General Ledger	..... 1
ACC 203	Spreadsheet Applications in Financial Accounting	..... 1
ACC 221	Payroll Accounting	..... 2
OAT 100	Professional Development Skills	..... 1
OTS 105	Office Data Entry Skills	..... 3
OAT 126	Word Processing Applications I	..... 1.5
OAT 127	Word Processing Applications II	..... 1.5
	<b>Total</b>	<b>15</b>

**One 3 hour elective must be chosen from the following list and may be included in either semester of course work:**

### Recommended Electives:

BUS 100	Introduction to Business	..... 3
MMT 101	Principles of Management	..... 3
PSY 100	Introduction to Psychology	..... 3
OAT 130	Software Applications for the Office	... 3

### CERTIFICATE CONFERRED:

**BASIC VOCATIONAL SPECIALIST IN OFFICE ASSISTANT**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.	
OAT 100	Professional Development Skills	..... 1
OAT 101	Document Production I	..... 3
OAT 130	Software Applications for the Office	... 3
OAT 132	Applied Business Language Skills	.... 3
OAT 144	Operating Systems I	..... 1
OAT 145	Desktop Publishing I	..... 1
	<b>Total</b>	<b>12</b>

### Second Semester

OAT 126	Word Processing Applications I	..... 1.5
OAT 127	Word Processing Applications II	..... 1.5
OAT 128	Word Processing Applications III	..... 1.5
BUS 101	Business Communications	..... 3
OAT 102	Document Production II	..... 3
OAT 146	Personal Information Management I	... 1
OAT 147	Special Topics: Applications/Ofc I	..... 1
	<b>Total</b>	<b>12.5</b>

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# OFFICE ADMINISTRATION TECHNOLOGY - Legal Office Programs

The legal profession in the Fox Valley and surrounding area is very strong with many opportunities for well-trained legal office professionals. Emphasis in both options of the legal program is placed on developing transcription skill, mastering necessary legal terminology, and mastering a high level of skill with computer applications software. Advanced courses in document production and transcription are designed to further develop legal office skills.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
OFFICE ADMINISTRATION TECHNOLOGY-  
LEGAL OFFICE PROFESSIONAL OPTION**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills .....	1
+ OAT 101 Document Production I .....	3
+ OAT 130 Software Applications for the Office ...	3
+ OAT 132 Applied Business Language Skills .....	3
+ OAT 144 Operating Systems I .....	1
OAT 117 Introduction to Legal Technology .....	3
	Total 14

Second Semester	
+ OAT 102 Document Production II .....	3
+ OAT 126 Word Processing Applications I .....	1.5
+ OAT 127 Word Processing Applications II .....	1.5
+ OAT 128 Word Processing Applications III .....	1.5
+ BUS 101 Business Communications .....	3
+ PSY 100 Introduction to Psychology .....	3
BUS 113 Business Law .....	3
	Total 16.5

Third Semester	
+ OAT 103 Document Production III .....	3
+ OAT 135 Machine Transcription I .....	3
+ OAT 141 Spreadsheet I .....	1
+ BUS 120 Business Mathematics .....	3
+ BUS 142 Report Writing .....	3
+ Liberal Education Requirement* .....	3
OAT 137 Office Applications I .....	1
	Total 17

Fourth Semester	
+ OAT 260 Administration Office Procedures .....	3
+ OAT 136 Machine Transcription II .....	3
+ ACC 100 Introductory Accounting I .....	3
+ BUS 100 Introduction to Business .....	3
+ SPH 101 Fundamentals of Speech .....	3
	Total 15

+Core Courses.  
\*See page 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
LEGAL OFFICE ASSISTANT**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
OAT 100 Professional Development Skills .....	1
OAT 101 Document Production I .....	3
OAT 130 Software Applications for the Office ...	3
OAT 132 Applied Business Language Skills .....	3
OAT 144 Operating Systems I .....	1
OAT 117 Introduction to Legal Technology .....	3
	Total 14

Second Semester	
OAT 102 Document Production II .....	3
OAT 126 Word Processing Applications I .....	1.5
OAT 127 Word Processing Applications II .....	1.5
OAT 128 Word Processing Applications III .....	1.5
BUS 101 Business Communications .....	3
BUS 113 Business Law .....	3
	Total 13.5

Third Semester	
OAT 103 Document Production III .....	3
OAT 135 Machine Transcription I .....	3
OAT 141 Spreadsheet I .....	1
OAT 137 Office Applications I .....	1
BUS 142 Report Writing .....	3
	Total 11

Fourth Semester	
OAT 260 Administration Office Procedures .....	3
OAT 136 Machine Transcription II .....	3
ACC 100 Introductory Accounting I .....	3
BUS 100 Introduction to Business .....	3
	Total 12

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# OFFICE ADMINISTRATION TECHNOLOGY - Medical Office Programs

Medical transcriptionists will find outstanding job opportunities in the Fox Valley and surrounding area where the medical community is very strong. Major employers include doctor offices, hospitals, clinics, and medical centers.

Emphasis in both the two-semester and four-semester programs is placed on developing exceptional typing skills (65 plus words per minute); mastering necessary medical terminology, and developing a high level of skill with transcription equipment. Advanced courses in document production and transcription are designed to further develop specific medical office skills.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
OFFICE ADMINISTRATION TECHNOLOGY-  
MEDICAL OFFICE PROFESSIONAL  
OPTION**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills .....	1
+ OAT 101 Document Production I .....	3
+ OAT 130 Software Applications for the Office ..	3
+ OAT 132 Applied Business Language Skills ....	3
+ OAT 144 Operating Systems I .....	1
BIO 110 Principles of Biology .....	4
	Total 15

Second Semester	
+ OAT 102 Document Production II .....	3
+ BUS 101 Business Communications .....	3
OAT 122 Medical Terminology I .....	3
BIO 130 Human Anatomy and Physiology .....	5
	Total 14

Summer Semester	
+ OAT 126 Word Processing Applications I .....	1.5
+ OAT 127 Word Processing Applications II .....	1.5
+ PSY 100 Introduction to Psychology .....	3
	Total 6

Third Semester	
+ OAT 103 Document Production III .....	3
+ OAT 128 Word Processing Applications III ....	1.5
+ OAT 135 Machine Transcription I .....	3
+ OAT 141 Spreadsheet I .....	1
+ BUS 120 Business Mathematics .....	3
+ BUS 142 Report Writing .....	3
+ Liberal Education Requirement* .....	3
OAT 123 Medical Terminology II .....	3
	Total 20.5

Fourth Semester	
+ OAT 260 Administration Office Procedures .....	3
+ OAT 136 Machine Transcription II .....	3
+ ACC 100 Introductory Accounting I .....	3
+ BUS 100 Introduction to Business .....	3
+ SPH 101 Fundamentals of Speech .....	3
	Total 15

+Core Courses  
\*See page 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
MEDICAL OFFICE ASSISTANT**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
OAT 100 Professional Development Skills .....	1
OAT 101 Document Production I .....	3
OAT 130 Software Applications for the Office ...	3
OAT 132 Applied Business Language Skills .....	3
OAT 144 Operating Systems I .....	1
BIO 110 Principles of Biology .....	4
	Total 15

Second Semester	
OAT 102 Document Production II .....	3
OAT 126 Word Processing Applications I .....	1.5
OAT 127 Word Processing Applications II .....	1.5
BUS 101 Business Communications .....	3
OAT 122 Medical Terminology I .....	3
BIO 130 Human Anatomy and Physiology .....	5
	Total 17

Third Semester	
OAT 103 Document Production III .....	3
OAT 128 Word Processing Applications III .....	1.5
OAT 135 Machine Transcription I .....	3
OAT 141 Spreadsheet I .....	1
OAT 123 Medical Terminology II .....	3
	Total 11.5

Fourth Semester	
OAT 260 Administration Office Procedures .....	3
OAT 136 Machine Transcription II .....	3
	Total 6

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# OFFICE ADMINISTRATION TECHNOLOGY - Information Processing Programs

Skills in information processing have become even more essential with the widespread use of computers in businesses. Students in the Information Processing programs emphasize current word/information processing software with an introduction to operating systems, database, spreadsheet, and desktop publishing.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
OFFICE ADMINISTRATION TECHNOLOGY-  
INFORMATION PROCESSING PROFES-  
SIONAL OPTION**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills .....	1
+ OAT 101 Document Production I .....	3
+ OAT 130 Software Applications for the Office ...	3
+ OAT 132 Applied Business Language Skills ....	3
+ OAT 144 Operating Systems I .....	1
OAT 147 Special Topics: Applications/Ofc I .....	1
OTS 101 Keyboarding-Speed and Accuracy .....	2
Total	14

Second Semester	Sem. Hrs.
+ OAT 102 Document Production II .....	3
+ OAT 126 Word Processing Applications I .....	1.5
+ OAT 127 Word Processing Applications II .....	1.5
+ OAT 128 Word Processing Applications III ....	1.5
+ BUS 101 Business Communications .....	3
+ PSY 100 Introduction to Psychology .....	3
OAT 140 Word Processing I .....	1
OAT 145 Desktop Publishing I .....	1
Total	15.5

Third Semester	Sem. Hrs.
+ OAT 103 Document Production III .....	3
+ OAT 135 Machine Transcription I .....	3
+ OAT 141 Spreadsheet I .....	1
+ BUS 120 Business Mathematics .....	3
+ BUS 142 Report Writing .....	3
+ Liberal Education Requirement* .....	3
OAT 137 Office Applications I .....	1
OAT 138 Office Applications II .....	1
Total	18

Fourth Semester	Sem. Hrs.
+ OAT 260 Administration Office Procedures .....	3
+ OAT 136 Machine Transcription II .....	3
+ ACC 100 Introductory Accounting I .....	3
+ BUS 100 Introduction to Business .....	3
+ SPH 101 Fundamentals of Speech .....	3
OAT 143 Database I .....	1
OAT 146 Personal Information Management I ..	1
Total	17

+Core Courses.

\*See page 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
INFORMATION PROCESSING ASSISTANT**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
OAT 100 Professional Development Skills .....	1
OAT 101 Document Production I .....	3
OAT 130 Software Applications for the Office ...	3
OAT 132 Applied Business Language Skills ....	3
OAT 144 Operating Systems I .....	1
OTS 101 Keyboarding-Speed and Accuracy .....	2
Total	13

Second Semester	Sem. Hrs.
OAT 102 Document Production II .....	3
OAT 126 Word Processing Applications I .....	1.5
OAT 127 Word Processing Applications II .....	1.5
OAT 128 Word Processing Applications III ....	1.5
BUS 101 Business Communications .....	3
OAT 140 Word Processing I .....	1
OAT 145 Desktop Publishing I .....	1
OAT 147 Special Topics: Applications/Ofc I .....	1
Total	13.5

Third Semester	Sem. Hrs.
OAT 103 Document Production III .....	3
OAT 135 Machine Transcription I .....	3
OAT 141 Spreadsheet I .....	1
OAT 137 Office Applications I .....	1
OAT 138 Office Applications II .....	1
BUS 142 Report Writing .....	3
Total	12

Fourth Semester	Sem. Hrs.
OAT 260 Administration Office Procedures .....	3
OAT 136 Machine Transcription II .....	3
OAT 143 Database I .....	1
OAT 146 Personal Information Management I ..	1
Total	8

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
INFORMATION PROCESSING ASSISTANT**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
OAT 100 Professional Development Skills .....	1
OAT 101 Document Production I .....	3
OAT 126 Word Processing Applications I .....	1.5
OAT 127 Word Processing Applications II .....	1.5
OAT 130 Software Applications for the Office ...	3
OAT 132 Applied Business Language Skills ....	3
OAT 144 Operating Systems I .....	1
Total	14

Second Semester	Sem. Hrs.
OAT 128 Word Processing Applications III ....	1.5
BUS 101 Business Communications .....	3
OAT 137 Office Applications I .....	1
OAT 138 Office Applications II .....	1
OAT 145 Desktop Publishing I .....	1
Total	7.5

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# OFFICE ADMINISTRATION TECHNOLOGY - Specialized Options & Applications

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
COMPUTER OFFICE ASSISTANT**

The Computer Office Assistant certificate offers a short-term credential for individuals interested in developing a wide range of introductory computer software skills; including word processing, spreadsheet, operating systems, and desktop publishing.

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
OAT 100 Professional Development Skills .....	1
OAT 100 Keyboarding .....	2
OAT 101 Document Production I .....	3
OAT 126 Word Processing Applications I .....	1.5
OAT 127 Word Processing Applications II .....	1.5
OAT 128 Word Processing Applications III .....	1.5
OAT 130 Software Applications for the Office ...	3
OAT 141 Spreadsheet I .....	1
OAT 144 Operating Systems I .....	1
Total	15.5

  

Second Semester	
OAT 102 Document Production II .....	3
OAT 132 Applied Business Language Skills ....	3
OAT 137 Office Applications I .....	1
OAT 138 Office Applications II .....	1
OAT 145 Desktop Publishing I .....	1
Total	9

The recommended elective must be taken and may be included in either semester of course work:

**Recommended Elective**

OAT 119 Office Skills Enhancer .....	1/3
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**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
DATA ENTRY OFFICE ASSISTANT**

In the Data Entry Office Assistant program, students have the opportunity for intensive hands-on study of the touch system of keyboarding. Students complete speed and dexterity drills for quick and accurate data entry. An introduction to data entry in spreadsheets and databases is also included. While employment practices vary, most employers are looking for minimum speeds of 9,000 to 15,000 keystrokes per hour with no more than one error per minute for entry-level data entry employment.

**Special Admissions Requirements:** None

**Program Requirements:** None

	Sem. Hrs.
OTS 100* Keyboarding (*or placement test) ....	0/1
OTS 101 Keyboarding-Speed & Accuracy .....	2
OTS 105 Office Data Entry Skills .....	3
OAT 141 Spreadsheet I .....	1
OAT 143 Database I .....	1
Total	7/8

**THE OFFICE TECHNOLOGY  
INSTRUCTIONAL CENTER**

A special part of the Office Administration and Technology Program is its Instructional Center where students can establish their own class hours and work at their own pace. Instructors and/or lab assistants are available to assist students at all times. Consult a current class schedule for Instructional Center hours. Courses that use the Instructional Center as their classroom include the following:

OAT 103	Document Production III
OAT 117	Introduction to Legal Technology
OAT 120	Business Skills I
OAT 121	Business Skills II
OAT 135	Machine Transcription I
OAT 136	Machine Transcription II
OAT 137	Office Applications I
OAT 138	Office Applications II
OAT 140	Word Processing I (some sections)
OAT 141	Spreadsheet I (some sections)
OAT 142	Presentations I (some sections)
OAT 143	Database I (some sections)
OAT 144	Operating Systems I (some sections)
OAT 145	Desktop Publishing I (some sections)
OAT 146	Personal Information Management I (some sections)
OAT 240	Word Processing II (some sections)
OAT 241	Spreadsheet II (some sections)
OAT 242	Presentations II (some sections)
OAT 243	Database II (some sections)
OAT 244	Operating Systems II (some sections)
OAT 245	Desktop Publishing II (some sections)
OAT 246	Personal Information Management II (some sections)
OTS 103	Business Machines
OTS 105	Data Entry Skills

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# OFFICE ADMINISTRATION TECHNOLOGY - MOS Preparation

Add Microsoft approved credentials to your resume through your choice of preparation classes leading to Microsoft Office Specialist (MOS) certification. Currently, preparation classes are available in Word, Excel, Powerpoint, and Access. Certificates are ideal for anyone interested in a business-related career, especially those whose occupation is vital to the information flow of any organization.

MOS is an internationally recognized credential which demonstrates a high degree of proficiency in desktop computer skills using the Microsoft Office suite of business applications. Coursework meets Microsoft guidelines, uses Microsoft approved courseware, and prepares learners to take MOS exams administered at ECC. To learn more about MOS certification, visit [www.mous.net](http://www.mous.net)

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MOS WORD PREPARATION**

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
*OAT 140 Word Processing I .....	1
**OAT 240 Word Processing II .....	1
OAT 250 MOS Word Expert .....	1.5
	Total 3.5

\*Student may substitute successful completion (grade of C or better) of OAT 126 and OAT 127

\*\*Student may substitute successful completion (grade of C or better) of OAT 128

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MOS EXCEL PREPARATION**

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
*OAT 141 Spreadsheet I .....	1
*OAT 241 Spreadsheet II .....	1
OAT 251 MOS Excel Expert .....	1.5
	Total 3.5

\*Student may substitute successful completion (grade of C or better) of CIS 143 for OAT 141 and OAT 241.

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MOS POWERPOINT PREPARATION**

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
OAT 142 Presentations I .....	1
OAT 242 Presentations II .....	1
OAT 252 MOS Powerpoint Expert .....	1.5
	Total 3.5

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MOS ACCESS PREPARATION**

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
*OAT 143 Database I .....	1
*OAT 243 Database II .....	1
OAT 253 MOS Access Expert .....	1.5
	Total 3.5

\*Students may substitute completion (grade of C or better) of CIS 142 for OAT 143 and OAT 243.

## CAREER & TECHNICAL EDUCATION DEGREE & CERTIFICATES

# PARALEGAL

*The Paralegal Program is approved by the American Bar Association.*

The Bureau of Labor Statistics predicts the number of jobs available for legal assistants is on the rise. Employment in the paralegal field is expected to grow at a rate faster than employment in other fields for the next several years.

People entering this field have opportunities as broad as their imaginations. Legal assistants can work, under the supervision of an attorney, in many fields of interest including:

- law firms
- financial institutions
- government
- major corporations
- service providers for the underprivileged
- small businesses
- insurance companies
- title companies
- teaching
- free lance businesses

Elgin Community College offers a degree program for legal assistants that includes a mix of general education, legal theory, and practical skills. Approved by the American Bar Association, the program provides a broad-based education in all major areas of law, so that students are not required to commit to an area of specialization before they have an opportunity to explore the job market. ECC paralegal students learn ethical principles, prohibitions on the unauthorized practice of law, and respect for the legal profession, so they can contribute to advancement of the profession.

The generalized certificate option is designed especially for students who hold a bachelor's degree. It allows students to create a specialty by choosing electives that meet their interests. Because students have different backgrounds and scheduling needs, each one will be personally assisted in the selection of his/her courses by the program coordinator.

The newest paralegal option in nurse-legal consultant responds to hiring trends which have seen an increase in paralegal specialists. This option is ideal for those currently employed in nursing who wish to enhance their marketability in health care, nurses seeking additional working credentials quickly, or nurses changing careers.

All study options emphasize hands on, practical applications. Facilities include Westlaw on-line legal research and a well-stocked law library. Classes are taught by judges, attorneys, and experienced paralegals. All of them know how to bring learning alive.

Make a judgment in favor of a bright future! Become an ECC paralegal. It's academically challenging and good skills in communications, math, social sciences, and basic office skills are recommended.

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN: PARALEGAL

**Special Admissions Requirements:** Students seeking the AAS degree must complete prerequisites (see course description section of this catalog) for PAR 101 prior to taking that class.

**Program Requirements:** None

First Semester	Sem. Hrs.
ENG 101 English Composition I .....	3
PAR 101 Introduction to Legal Technology .....	3
BUS 112 Legal Environment of Bus. <b>or</b> BUS 113 Business Law .....	3
Math <b>or</b> Science* .....	3
CIS 110 Introduction to Computers .....	3
	Total 15

Second Semester	Sem. Hrs.
Liberal Education** .....	3
PAR electives**** .....	6
ENG 102 English Composition II .....	3
PAR 103 Legal Writing .....	3
POS 150 American Government, National <b>or</b> POS 151 American Government, State & Local .....	3
	Total 18

Third Semester	Sem. Hrs.
PAR 201 Litigation .....	3
SPH 101 Fundamentals of Speech .....	3
PAR Electives**** .....	5
Social/Behavioral Science*** .....	6
	Total 17

Fourth Semester	Sem. Hrs.
PAR 204 Legal Research .....	3
Liberal Education** .....	6
PAR Electives**** .....	6
	Total 15

\*Math level 101 or higher, not to include MTH 107 or 109, or Astronomy, Biology-not to include BIO 101, Botany, Chemistry, Geology, Microbiology, Physics, Physiology, Science level 100 or higher, OR GEO 115.

\*\*Liberal Education as described on pg. 21, category D, not to include ART 155, INS 160

\*\*\*Social/Behavioral Science as described on catalog pg. 21, category B, not to include ATR 230 or ATR 231; INS 160; or SOC 211

\*\*\*\*PAR electives include:

PAR 108 Family Law .....	3
PAR 136 Law Office Practice .....	3
PAR 203 Real Property Law .....	3
PAR 205 Wills, Trusts & Probate .....	3
PAR 207 Criminal Law Procedure .....	3
PAR 209 Taxation I .....	3
PAR 221 Torts & Insurance Law .....	3
PAR 223 Business Organizations .....	3
PAR 235 Internship .....	1-3
PAR 237 Special Topics .....	var.

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PARALEGAL

**Special Admissions Requirements:** BVS certificate students must have a bachelor's degree before applying for the paralegal certificate.

**Program Requirements:** None

First Semester	Sem. Hrs.
^PAR 101 Introduction to Legal Technology .....	3
PAR 103 Legal Writing .....	3
+PARElectives .....	6
	Total 12

Second Semester	Sem. Hrs.
PAR 204 Legal Research .....	3
^PAR 201 Litigation .....	3
+PARElectives .....	6
	Total 12

^ Students may take proficiency tests to earn these hours.  
+ Any PAR course, for which the student has met the prerequisite, may serve as an elective.

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN NURSE-LEGAL CONSULTANT

**Special Admissions Requirements:** Prior to applying for the certificate, BVS Nurse-Legal Consultant, students must show evidence of an active license to work as a nurse in the state of Illinois and:

- 1) a bachelor's degree in Nursing from an accredited college; or
- 2) an A.A.S. degree in Nursing from Elgin Community College; or
- 3) an A.A.S. degree in Nursing from another accredited institution, approved by the program director as meeting the American Bar Association (ABA) guidelines for general education.

**Program Requirements:** None

First Semester	Sem. Hrs.
PAR 101 Introduction to Legal Technology .....	3
PAR 103 Legal Writing .....	3
PAR 201 Litigation .....	3
	Total 9

Second Semester	Sem. Hrs.
PAR 204 Legal Research .....	3
PAR 221 Torts & Insurance .....	3
PAR Elective .....	3
	Total 9

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# PERSONAL TRAINER

More and more Americans are placing an ever increasing value on physical fitness and creating job opportunities locally and across the country for qualified personal trainers.

Elgin Community College offers a certificate in this growth industry, ideal for recent high school graduates, adults changing careers, or those seeking working credentials quickly. The curriculum has been designed for ease of transfer to a four-year degree in sports management should students pursue additional study.

Personal trainers typically work one-on-one with their clients in a variety of environments, including YMCAs, athletic clubs, schools, health/fitness clubs, and clients' homes. Their clients are active and fit people working toward greater fitness, sedentary individuals who are trying to get in shape, as well as the elderly and overweight.

Trainers typically instruct individuals in beginning or advanced exercises, relying on their knowledge of physiology and corrective techniques to determine the type and difficulty level of exercises, specific movements, and correct individuals' technique. Trainers often demonstrate exercises and apparatus, too, and offer encouragement and praise.

Instruction prepares graduates to sit for the Certified Personal Trainer credentialing examination of the National Strength and Conditioning Association (NSCA). The American Council on Exercise has acknowledged the course work.

**Special Admissions Requirements:** None

**Program Requirements:** None

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PERSONAL TRAINER

First Semester		Sem. Hrs.
PHR 102	First Aid and Safety .....	3
BIO 110	Principles of Biology .....	4
PTR 101	Personal Trainer I .....	3
BIO 101	Nutrition for Today .....	3
		Total 13
Second Semester		
BIO 130	Human Anatomy & Physiology or BIO 135 Human Anatomy & Physiology I .....	4/5
PTR 102	Personal Trainer II .....	5
		Total 9/10

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# PHLEBOTOMY

Phlebotomy is the collection of blood specimens using venipuncture and dermal puncture techniques. Phlebotomists are often the first member of the laboratory team that the patient encounters. For this reason, students considering a career in phlebotomy should possess good communication skills in addition to being able to perform technical procedures accurately and react appropriately in critical situations.

Students who complete CLT 101 are qualified to work as phlebotomists in hospitals, outpatient clinics, commercial labs, blood centers, physicians' office labs, and others. Students who complete both CLT 101 and CLT 120 will receive a basic vocational specialist certificate from ECC, and are eligible to sit for a national phlebotomy certification exam.

## PHLEBOTOMY PROGRAM POLICIES AND PROCEDURES

The standards, policies, and procedures of the Phlebotomy program are published in the student handbook, including criminal background checks and drug testing which are mandatory upon admission to all Health Professions Programs. Copies of the handbook are available from the CLT Office, HBT 191, Main Campus, or online at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

### Entrance Requirements:

1. High school graduate or equivalent.
2. DRP reading assessment score of 50 or higher **or** English ACT score of 20 or higher **or** grade of C or better in ENG 101.

### Program Requirements:

Students must complete CLT 101 with a grade of C or better and receive a recommendation from the instructor to continue in CLT 120. A completed medical form, proof of health insurance, results of a criminal background check and a drug test must be on file prior to beginning the clinical practicum. Students must provide their own uniform and transportation to and from the clinical site.

### Recommended Courses:

Phlebotomy students who wish to continue their education in the clinical laboratory field should refer to Clinical Laboratory Technology, p. 26, for more career options.

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PHLEBOTOMY

### First Semester

CLT 101\* Phlebotomy ..... 3

### Second Semester

CLT 120\* Clinical Lab Technology Practicum I .... 1.5

\*Students with one year of acceptable full-time phlebotomy experience may apply for proficiency credit for CLT 101 and CLT 120.

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# PUBLIC SAFETY COMMUNICATIONS

In an emergency, the first people to answer a 911 call for help are public safety communications specialists and police, fire, and ambulance dispatchers. These well trained, highly professional individuals send the appropriate type and number of emergency services units in response to calls for assistance and monitor the activity of emergency services personnel at the scene. They work in a variety of settings, ranging from police and fire stations to hospitals or centralized city communications centers.

Elgin Community College offers two certificates which lead to careers as public safety dispatchers or communications specialists. They are ideal for those currently employed in criminal justice who wish to enhance their marketability in the criminal justice field, those seeking working credentials quickly, or adults changing careers. Course work in the Basic Vocational Specialist Certificate in Public Safety Communications may be applied to the Vocational Specialist Certificate should the student decide to pursue additional education.

Another training and education option in criminal justice is shown on pg. 31.

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN PUBLIC SAFETY COMMUNICATIONS

**Special Admissions Requirements:** None

**Program Requirements:** None

<b>Summer Session</b>		<b>Sem. Hrs.</b>
PSC 101	Public Safety Telecommunicator I .....	3
PSC 102	Public Safety Telecommunicator II .....	3
	Total	6

<b>First Semester</b>		
CRJ 198	The Police Service .....	3
ENG 101	English Composition I <b>or</b> BUS 101 Business Communications ..	3
PSC 206	Public Safety Answering Point (PSAP)	3
PSC 207	Pub Saf Answering Point Application .	2
SPH 101	Fundamentals of Speech .....	3
	Total	14

<b>Second Semester</b>		
CRJ 101	Introduction to Criminal Justice .....	3
CRJ 111	Stress Management in Law Enforcement .....	3
PSC 208	Emergency Medical Dispatch .....	3
PSC 209	Pub Saf Answering Point Practicum ...	3
	Choose one of the following:	
PSC 211	Career Management .....	2
PSC 212	Legal Aspects/Pub Saf Communications .....	2
	Total	14

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PUBLIC SAFETY COMMUNICATIONS

To complete the Illinois Law Enforcement Training and Standards Board recommendations for public safety telecommunication (9-1-1) basic training, students take the following:

**Special Admissions Requirements:** None

**Program Requirements:** None

		<b>Sem. Hrs.</b>
PSC 101	Public Safety Telecommunicator I .....	3
PSC 102	Public Safety Telecommunicator II .....	3
	Total	6

# REAL ESTATE

The purchase or sale of a home or an investment property is the most important financial event in the lives of most people. As a result, most of us generally seek the help of a professional real estate salesperson when buying and selling property.

The Real Estate certificate at Elgin Community College prepares students for prompt entry into this field. Upon successful completion of the certificate, students meet the major requirement to register for the Illinois Sales Licensing examination.

### Requirements for the Illinois Real Estate Sales License

1. 21 years of age or older. The age limitation can be waived for persons under 21 who have completed two years of study beyond high school with an emphasis in real estate.
2. High school graduate or equivalent.
3. All Illinois real estate sales licensees must work under sponsorship of a broker.
4. Proof of successful completion of a basic 45-hour course in real estate transactions: REL 101 Real Estate or of a college degree in an approved discipline.
5. Successfully pass the Illinois Real Estate Sales License Examination.

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN REAL ESTATE

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
REL 101 Real Estate .....	3
	Total 3

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# SURGICAL TECHNOLOGY

*The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs in cooperation with the Accreditation Review Committee on Education in Surgical Technology.*

The Elgin Community College Surgical Technology certificate program will prepare you well to become a skilled and valued member of the operating room team. On campus courses in combination with clinical practice in hospitals equip you to work under the direction of a surgeon and operating room nurse where your duties as a surgical technologist include preparing the operating room, handling instruments and supplies during the procedure, and ensuring patient safety.

Employment prospects are bright and include:

- hospital surgery
- delivery rooms
- physician's offices
- private scrub assistants
- free standing surgical centers
- cardiac cath labs
- sterile processing departments
- emergency rooms
- clinics

In addition to meeting the special admissions requirements shown on this page, students will be expected to have good reading skills and evidence of good health and immunizations. Good "people" skills, a desire to serve others, reasoned judgment, and the ability to work in high stress and emergency situations are highly recommended.

Graduates of the ECC Surgical Technology program are eligible to sit for the national certification exam given by the Association of Surgical Technologists that provides a nationally recognized credential of competency in the field.

For a healthcare career in a fast paced environment choose ECC's Surgical Technology program.

### Surgical Technology Program Policies & Procedures

Students are held to the standards, policies and procedures of the surgical technology program as published in the Student Handbook for Surgical Technology. Copies are available at the Health Professions Office, HBT-179, Main Campus, or online at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

### Special Admissions Requirements in order to start the program:

1. Students must be a high school graduate or have a GED certificate.
2. Have completed a college biology course (e.g. BIO110 at ECC) or two semesters of high school biology within the last seven years
3. Criminal background checks and drug testing are mandatory upon admission to all Health Professions Programs. Please see individual program handbooks for details which are available at [www.elgin.edu/healthcare](http://www.elgin.edu/healthcare).

### Special Application Process:

Students wishing to enter the Surgical Technology program must submit the following by September 1:

1. Health Professions application and fee
2. Official high school or GED transcript
3. College transcript of any previously completed courses that are required for the Surgical Technology program.

Students are selected by a lottery of submitted applications. To be considered for the lottery, all application materials including transcripts must be received by September 1. Accepted students will be notified by letter before October 1.

**Program Requirements:** Students must provide their own lab coat and transportation to and from all clinical sites. Students must submit evidence of health insurance, CPR card, and preclinical medical forms showing evidence of required immunizations and proof of health/fitness to complete the program requirements prior to beginning the clinical portion of the program.

### CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN SURGICAL TECHNOLOGY

First Semester		Sem. Hrs.
HPE 112	Introduction to Healthcare Vocabulary	3
BIO 130	Human Anatomy and Physiology	5
SGT 101	Surgical Technology I	5
		Total 13

Second Semester		Sem. Hrs.
SGT 111	Surgical Technology II	11.5
PSY 100	Introduction to Psychology	3
		Total 14.5

Third Semester		Sem. Hrs.
SGT 120	Surgical Technology III	13.5

# THERMOPLASTICS INJECTION MOLDING

The plastics industry is a dynamic career field with a bright employment outlook for persons with the right training. Furniture, cars, toys, building materials, sports equipment, and medical materials are just a few items produced from plastic. The Chicago metropolitan area and the Fox Valley, in particular, are a hub for the industry.

In the late 1960's, Elgin Community College became one of the first colleges in the United States to offer plastics training programs. Its fine tradition continues with a four semester program in Thermoplastics Injection Molding.

This program emphasizes technical, specialty courses in areas such as injection and clamp mechanisms, thermoplastics materials, molds and processes of injection molding along with supplementary courses in basic math, graphics, and communications. Classes meet at night and on Saturdays.

Graduates are prepared for entry-level employment as mold setters or processing trouble-shooters on production injection molding machines.

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
THERMOPLASTICS INJECTION MOLDING**

**Special Admissions Requirements:** Students are expected to be employed in the thermoplastics injection molding industry while taking classes. If not, the college will attempt to help the student with job placement.

**Program Requirements:** None

<b>First Semester</b>		<b>Sem. Hrs.</b>
IMT 131	Injection Molding Machine I .....	4
IMT 107	Technical Math I or MTH 107 .....	4
	Technical Math I .....	4
	<b>Total</b>	<b>8</b>

<b>Second Semester</b>		
IMT 133	Thermoplastics Materials .....	4
CAD 101	Introduction to Engineering Design ....	4
	<b>Total</b>	<b>8</b>

<b>Third Semester</b>		
IMT 231	Injection Molding Machine II .....	5
MMT 100	Fundamentals of Supervision <b>or</b> Required Communications Course* ...	3
	<b>Total</b>	<b>8</b>

<b>Fourth Semester</b>		
IMT 238	Injection Molding Process .....	5
	<b>Total</b>	<b>5</b>

\*See p 22

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# TRUCK DRIVING

Truck driving, according to the U.S. Department of Labor, is among the fastest growing occupations in the country and training for the federally required Commercial Drivers License is at Elgin Community College.

Our certificate includes 320 hours of education consisting of classroom and hands-on yard and road training. In addition to driving skills, students learn map reading, trip planning, log keeping, vehicle systems, cargo handling, driving under adverse conditions, defensive driving, and transporting hazardous materials.

The mandatory written examination and the driving test must be taken at a designated commercial driver's license testing center. Equipment for the driving test will be provided to ECC students.

To be commercially licensed intrastate, students must be at least age 18; age 21 for interstate and/or to transport placarded hazardous materials.

**Special Admissions Requirements:** Registration is contingent upon the student passing a federal Department of Transportation (D.O.T.) physical examination and drug test. The D.O.T. has regulations which govern the use of drugs and alcohol by commercial motor vehicle drivers, and which require Elgin Community College to conduct mandatory drug and alcohol testing of students in the truck driving program at specific times and under specific conditions. These regulations are available in the Counseling Center, the Office of Student Life, and the Truck Driving Program Office.

**Program Requirements:** Students must obtain required forms from the Truck Driving department that need to be completed and returned prior to starting the program.

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
TRUCK DRIVING OWNER/OPERATOR**

	<b>Sem. Hrs.</b>
BRG 101 Truck Driving I .....	6
BRG 201 Truck Driving II .....	6
BRG 202 Truck Driving III .....	4
CIS 110 Introduction to Computers .....	3
BUS 100 Introduction to Business .....	3
BUS 101 Business Communications .....	3
ACC 100 Introductory Accounting I.....	3
	<b>Total 28</b>

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
TRUCK DRIVING**

	<b>Sem. Hrs</b>
BRG 101 Truck Driving I .....	6
BRG 201 Truck Driving II .....	6
BRG 202 Truck Driving III .....	4
	<b>Total 16</b>

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*

# WELDING

From pipelines and skyscrapers to automobiles, boilers and aeronautics, welding is the primary process for repairing and fabricating metal components. For the skilled welder and flame cutter, there are many challenging opportunities available right now and leading indicators show that the demand is likely to continue and expand through the 21st century.

Unlike many of the other skilled trades where various forms of automation have cut into the work force, skilled welding is likely to remain robot proof because of the highly demanding, precise craftsmanship vitally essential to the trade. The work of skilled welders is simply too complex for today's single task robots.

Prospects for employment in a booming industry, the potential for growth limited only by individual desire, and a career track tailor-made for people who enjoy working with their minds and their hands is what skilled welding is all about ... and it starts with the right education.

Elgin Community College has a four semester degree program in advanced metal fabrication processes plus four, short-term certificates. Certificate options are designed so that coursework may be applied to the degree, should the student pursue additional study, and they allow for maximum flexibility which makes them ideal for those currently working in the field and for those who need to obtain greater specialization or more credentials.

The short-term programs emphasize fundamental skills for the individual who wants basic knowledge of welding as part of his or her job for advancement or specialization or for the individual in a hurry seeking the quickest educational route.

Welding processes covered are arc, oxyacetylene, gas tungsten arc (TIG) and gas metal arc (MIG). Cutting processes include oxy-fuel and plasma arc in both manual and optical tracer modes. Students also study and analyze the composition of various metals before and after processing.

Students in the longer certificate and degree programs have additional study in math, communications, materials of industry, machine tool operations, and other technical electives which serve as a solid foundation for advancement to supervisory positions once on-the-job.

The degree sequence provides the most in-depth study of welding. It builds on the course work covered in the certificates and qualifies students for skilled welding positions. Topics of study include welding troubleshooting; reading complex welding prints; weld cost estimation; hands-on layout; plasma and oxy-fuel optical tracer cutting; out-of-position brazing and oxy-acetylene welding; cast iron repair; and other operations.

**Special Admissions Requirements:** None

**Program Requirements:** Students are expected to purchase their own approved safety glasses and welding gloves.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
WELDING FABRICATION TECHNOLOGY**

First Semester	Sem. Hrs.
WEL 101 Welding I .....	2
WEL 120 Blueprint Reading for Welders .....	2
Industrial Technology Electives .....	5
Required Mathematics Course* .....	3
Required Communications Course* .....	3
	Total 15

Second Semester	
WEL 102 Welding II .....	4
WEL 112 Applied Welding Theory .....	3
WEL 113 Welding Power Sources & Set-up .....	3
IMT 112 Metrology-The Study of Measurement .....	3
Required Communications Course* .....	3
	Total 16

Third Semester	
WEL 208 Welding III .....	4
WEL 211 TIG Welding Techniques or WEL 212 MIG Welding Techniques .....	4
WEL 221 Advanced Blueprint Reading for Welders .....	2
IMT 103 Industrial Manufacturing Tech. I .....	3
Required Social or Behavioral Science Course* .....	3
	Total 16

Fourth Semester	
WEL 210 Welding IV .....	4
WEL 214 Cutting Processes .....	2
WEL 215 Advanced Welding Techniques .....	4
IMT 212 Metallurgy-The Study of Steel .....	2
Required Liberal Education Course* .....	3
	Total 15

\*See p 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
WELDING**

First Semester	Sem. Hrs.
WEL 101 Welding I .....	2
IMT 103 Industrial Manufacturing Tech. I .....	3
Required Mathematics Course* .....	3
	Total 8

Second Semester	
WEL 102 Welding II .....	4
Industrial Technology Elective .....	3
IMT 212 Metallurgy-The Study of Steel .....	2
	Total 9

Third Semester	
WEL 208 Welding III .....	4
WEL 120 Blueprint Reading for Welders .....	2
Required Communications Course* .....	3
	Total 9

Fourth Semester	
WEL 210 Welding IV .....	4
Industrial Technology Elective .....	3
	Total 7

\*See p 22

**Industrial Technology Electives**

The student may choose an elective from any of the areas below as long as certificate requirements are met (see page 22).

ART 103	Sculpture I .....	3
ART 104	Sculpture II .....	3
AUT 151	Automotive Engine Service & Repair ...	7
AUT 152	Vehicle Maintenance and Tune-Up .....	2
BUS 100	Introduction to Business .....	3
CAD 101	Introduction to Engineering Design .....	4
CAD 105	Pro/ENGINEER Basic Design Training .....	3
CAD 108	Introduction to Micro-CAD AutoCAD .....	3
ELS 101	DC Fundamentals .....	5
FSS 101	Introduction to Fire Science .....	3
HAC 101	Air Conditioning & Refrigeration .....	3
HAC 109	Basic Sheet Metal .....	3
HAC 114	Basic Electricity and HVACR Controls .....	3
IMT 106	Mathematics for Machinists .....	5
IMT 111	Technical Mathematics II .....	4
MMT 101	Principles of Management .....	3
MTH 109	Technical Mathematics II .....	4
MTH 112	College Algebra .....	4
WEL 211	TIG Welding Techniques .....	4
WEL 212	MIG Welding Techniques .....	4

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
WELDING**

	Sem. Hrs.
WEL 101 Welding I .....	2
WEL 102 Welding II .....	4
IMT 212 Metallurgy-The Study of Steel .....	2
WEL 208 Welding III .....	4
WEL 120 Blueprint Reading for Welders .....	2
WEL 218 Arc Welder Qualification or WEL 220 MIG Welder Qualification .....	2
	Total 16

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
ARC WELDING**

	Sem. Hrs.
WEL 101 Welding I .....	2
WEL 102 Welding II .....	4
WEL 208 Welding III .....	4
WEL 218 Arc Welder Qualification .....	2
	Total 12

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MIG WELDING**

	Sem. Hrs.
WEL 101 Welding I .....	2
WEL 102 Welding II .....	4
WEL 208 Welding III .....	4
WEL 220 MIG Welder Qualification .....	2
	Total 12

*The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.*