

ADDENDA AND ERRATA
(Course and Program Updates)
As of December 9, 2013

City Colleges of Chicago
 Academic Catalog 2012-2014
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Page **Updates/Additions/Corrections/Revisions**

20 ***Residency Requirement***
 All students must complete at least **15** credit hours of residency at the City Colleges of Chicago. The student's degree will be awarded by the college where the student has earned the majority of credits providing the college offers that degree and program.

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ARCHITECTURE & CONSTRUCTION										
#	Program/Plan	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0117	Air Conditioning & Refrigeration	AAS	62			x				
0118	Air Conditioning & Refrigeration	AC	36			X				
0153	Air Conditioning & Commercial Refrigeration	BC	17			x				
0177	Air Conditioning & Domestic Refrigeration	BC	17			x				
0178	Air Conditioning & Heating	BC	18			x				
0132	Architectural CAD	BC	9							x
0122	Architectural Drafting	AAS	63		x					x
0124	Architectural Drafting	BC	16		x					x
0760	Bricklayer	BC	16			x				
0159	Building Energy Technologies	BC	21							x
0144	CAD Technology	AAS	60						x	
0138	CAD Technology	AC	34						x	
0139	CAD Technology	BC	16						x	
0704	Communications Technology	BC	20	x						
0750	Communications Technology	AAS	65	x						
0759	Concrete Masonry	BC	16			x				
0775	Construction Carpentry	BC	16			x				
0375	Construction Management	AAS	65			x				
0703	Electrical Construction Technology	BC	19	x						
0752	Electrical Construction Technology	AAS	65	x						
0766	Electrical Line Worker (Overhead)	AC	30			x				
0749	Gas Utility Worker	AC	0			x				
0163	Mechanical Technology CAD	BC	9							x
0753	Plumbing and Fire Protection	BC	16			x				
0765	Welding	BC	16	x						
0758	Welder (Combination)	BC	16			x				
0827	Welding (Industrial Technology)	BC	13							

ARTS, A/V TECHNOLOGY & COMMUNICATIONS										
#	Program/Plan	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0350	Digital Multimedia – Design	AAS	67		x					
0351	Digital Multimedia – Design	AC	36		x					
0352	Digital Multimedia – Video & Sound	BC	18		*	Inactive				
0353	Digital Multimedia – 3D Graphics	BC	21		*	Inactive				
0354	Digital Multimedia – Interactive Media	BC	18		x					
0083	Media Communications	AAS	63			x				
0093	Music Business	BC	21		X					
0094	Music Technology	BC	26		x					
0165	Visual Media Communications	AAS	61			x				
0166	Visual Media Communications	AC	30			x				
0192	Visual Media Com – Page Layout	BC	15			x				
0193	Visual Media Com – Web Page Design	BC	15			x				

BUSINESS, MANAGEMENT, ADMINISTRATIVE & FINANCE										
#	Program/Plan	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0001	Accounting	AAS	60	x	x	x		x	x	x
0002	Accounting	BC	17	x	x	x		x	x	x
0003	Accounting	AC	30	x	x	x		x	x	x
0042	Business Admin – General Business	AC	30	x					x	
0303	Library Technical Assistant	AAS	60							x
0330	Library Technical Assistant	BC	12							x
0021	Management/Marketing	AAS	62	x	x	x		x	x	x
0022	Management/Marketing	AC	35	x	x	x		x	x	x
0023	Management/Marketing	BC	18	x	x	x		x	x	x
0833	*Real Estate Broker Pre-Licensure	BC	7	x						

*** (Pending ICCB Approval)**

EDUCATION & TRAINING										
#	Program/Plan	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0276	Child Development – Bilingual Teacher Aide	AAS	61		x					
0280	Child Development – Elementary Education	AAS	61		x					
0284	Child Development – Elementary Education	AC	34		x					
0278	Child Development – Pre-School Education	AAS	62	x	x	x	x	x	x	
0282	Child Development – Pre-School Education	AC	32	x	x	x	x	x	x	
0277	Child Development – Pre-School Education	BC	10	x				x	x	
0286	Child Development – Pre-School Education	AC	32		x					
0275	Child Development – Pre-School Educ/Infant Toddler	AAS	61		x					
0831	Family Child Care Business	BC	1.5						x	
0055	Teaching, Leadership & Support Professionals	AAS	63		x					
0057	Teaching, Leadership & Support Professionals	AC	35		x					

HEALTH SCIENCE										
#	Program/Plan	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0215	Biotechnology	AAS	67						x	
0868	Dental Assistant	BC	4							x
0399	Dental Assisting	AC	31				x			
0222	Dental Hygiene	AAS	72			x				
0830	EKG Technician	BC	2						x	
0867	Emergency Medical Technician (EMT)	BC	9							x
0252	Emergency Medical Technician - Basic	BC	8		x		x			x
0265	EMT II Paramedic	AC	34				x			
0263	EMT II Paramedic	AAS	61				x			
0393	Health Information Management	AAS	61				x			
0396	Health Professions	BC	16				x			
0398	Massage Therapy	AC	46				x			
0359	Medical Assistant (Basic)	AC	33							x
0386	Medical Assisting	BC	26						x	
0395	Medical Billing	BC	18				x			
0862	Medical Billing Coding (Computerized)	BC	15	x	x	x	x		x	
0394	Medical Coding	AC	38				x			
0257	Mortuary Science	AAS	62				x			
0247	Nephrology/Renal Technology	AAS	65				x			
0239	Nursing	AAS	69	x			x		x	
0801	Nursing Assistant (Basic)	BC	10	x		x	x	x	x	x
0240	Nursing - Practical	AC	49							x
0381	Nursing (RN Completion)	AAS	70							x
0221	Obstetrics & Gynecologic Technology	BC	11				x			
0259	Occupational Therapy Assistant (CER)	AAS	75							x
0382	Ophthalmic Technology	AAS	65					x		
0397	Personal Fitness Trainer	BC	17				x			
0896	Personal Trainer Preparation	BC	1.5				x			
0802	Pharmacy Technician	BC	8.5	x	x	x		x	x	x
0254	Pharmacy Technology	AC	33				x			
0219	Phlebotomy	BC	11				x			
0866	Phlebotomy (Accelerated)	BC	15							x
0803	Phlebotomy Technician	BC	12	x		x		x	x	
0262	Physician Assistant	AAS	78				x			
0246	Radiography	AAS	75				x			x
0248	Renal Dialysis Technology	AC	36				x			
0234	Respiratory Care	AAS	71				x			
0269	Sterile Processing Clinical	BC	11				x			
0267	Surgical Technology	AAS	61				X			

HOSPITALITY & CULINARY										
#	Program/Plan	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0365	Baking & Pastry Arts	AAS	61			x				
0366	Baking & Pastry Arts	AC	37			x				
0367	Baking & Pastry Arts	BC	14			x				
0392	Cake Decorating & Baking (L'Art Du Gateau)	BC	16			x				
0362	Culinary Arts	AAS	63			x				
0363	Culinary Arts	AC	41			x				
0364	Culinary Arts	BC	13			x				
0253	Food Sanitation	BC	2		x	x	x			
0891	Food Service Sanitation- Recertification	BC	1	x		x	x			
0061	Hospitality	AAS	63		x					
0062	Hospitality Front Office	AC	32		x					
0746	Pastry & Baking (L'Art de la Patisserie)	BC	24			x				

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TRANSPORTATION, DISTRIBUTION & LOGISTICS										
#	Program/Plan	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0099	Alternative Fuel Vehicle Technology	BC	16			x				
0125	Automotive Technology	AAS	66			x			x	
0130	Automotive Technology	AC	46			x			x	
0116	Automotive Technology	BC	20						x	
0112	Auto Body Reconstruction Technology	BC	25			x				
0111	Auto Body Repainting Technology	BC	26			x				
0134	Automotive Chassis Maintenance	BC	19			x				
0133	Automotive Collision Technology	AC	44			x				
0136	Automotive Fuel Management Technology	BC	27			x				
0128	Automotive Maintenance	BC	27			x				
0876	Commercial Driver Training	BC	12					x		
0875	Commercial Passenger Driver – Class B	BC	9					x		
0890	Defensive Driving – Attitudinal	BC	1					x		
0848	Forklift Operation & Safety	BC	2					x		
0889	Limousine – Residential Chauffeur Training	BC	1					x		
0715	Public Passenger Vehicle Training – Taxi	BC	6					x		
0832	Supply Chain Management (Fundamentals of)	BC	4					x		
0385	Supply Chain Management (SCM)	BC	18					x		
0390	Supply Chain Management (SCM)	AC	38					x		
737	Transportation, Distribution & Logistics	AAS	65					x		
738	Transportation, Distribution & Logistics	AC	31					x		
739	Transportation, Distribution & Logistics	BC	16					x		

IAI APPROVED GRIDS FOR GENERAL EDUCATION COURSES											
SUBJECT	NO	COURSE DESCRIPTION	IAI NO.	CR.	DA	HW	KK	MX	OH	TR	WR
ANTHROPOLOGY (0081)											
ANTHRO	201	Intro, Biol & Cult Evol-Human	S1 900-N	3	x		X			x	
ANTHRO	201	Intro, Biol & Cult Evol-Human	A1 902	3				X			X
ANTHRO	202	Cultural Anthropology	S1 901-N	3	X	X	X	X	X	X	X
ANTHRO	205	Applied Anthropology	S1 904D	3							X
ART (0010)											
ART	103	Art Appreciation	F2 900	3	x	x			x	x	x
ART	131	Introduction to Theater	F1907	3							x
ART	131-2	General Drawing I	ART 904	3							x
ART	145-1	Three –Dimensional Design	ART 908	3							x

IAI APPROVED GRIDS FOR GENERAL EDUCATION COURSES											
SUBJECT	NO	COURSE DESCRIPTION	IAI NO.	CR.	DA	HW	KK	MX	OH	TR	WR
GEOGRAPHY (0084)											
GEOG	201	Physical Geography	P1 909	3	x	x					x

IAI APPROVED GRIDS FOR GENERAL EDUCATION COURSES											
SUBJECT	NO	COURSE DESCRIPTION	IAI NO.	CR.	DA	HW	KK	MX	OH	TR	WR
HUMANITIES (0041)											
HUM	123	Intro to Art and Ideas	HF 900	3	x	x					X
HUM	143	Intro to Latin American/Latino	HF 906D	3		x					
HUM	145	Intro to Diversity/Ethnic Studies	HF 906D	3		x					
HUM	201	General Course I Hum	HF 900	3	X	x	x	X	x	x	X
HUM	202	General Course I Hum	HF 901	3	X	x	X	X	x	x	X
HUM	203	Arts of Cont America	HF 900	3		x					
HUM	205	World Literature I	H3 906	3	X	x	X	x	x	x	X
HUM	207	The Great Books	H3 907	3	X	x	X	x			X
HUM	208	Women in Creative and Performing Arts	HF 907D	3		x					X
HUM	210	Comparative Mythology	H9 901	3		x	X	x		X	X
HUM	212	Non-Western Humanities	HF 904N	3		x	X	x		x	X
HUM	215	Art & Phil of American Cont	HF 904N	3		x			X		

IAI APPROVED GRIDS FOR GENERAL EDUCATION COURSES												
SUBJECT	NO	COURSE DESCRIPTION	IAI NO.	CR.	DA	HW	KK	MX	OH	TR	WR	
MATH (0045)												
MATH	118	General Education Math	M1 904	4	x	x	x	x	x	x	X	
MATH	122	Math for Elementary Teachers 1	M1 903	4	x	x	x	x	x	x	X	
MATH	125-1	Introductory Statistics	M1 902	4	x	x	x	x	x	x	X	
MATH	144	Finite Mathematics	M1 906	4	x	x	x		x	x	X	
MATH	146	Discrete Mathematics	M1 900-B	4	x	x					X	
MATH	204-1	Calculus for Business and Social Science	M1 900-B	5	x	x	x	x	x	x	X	
MATH	207	Calculus and Analytic Geometry I	M1 900-1	5	x	x	x	x	x	x	X	
MATH	208	Calculus and Analytic Geometry II	M1 900-2	5	x	x	x	x	x	x	X	
MATH	209	Calculus and Analytic Geometry III	M1 903-3	5	x	x	x	x	x	x	X	

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ASSOCIATE IN ARTS DEGREE (A.A.) 210

minimum 62 CH

I. GENERAL EDUCATION APPROVED CORE* 38 CHA. COMMUNICATIONS 9 CH
English 101, English 102, Speech 101B. MATHEMATICS 4 CH
Mathematics 118 – or aboveC. PHYSICAL/LIFE SCIENCES* 7 CH
Minimum of one course each in
Physical Science & Life Sciences (*Group A & B*)
*One of the courses from Group A or B must be a lab.*Group A (Physical Sciences):Astronomy 201 (*no lab*)

Chemistry

Geology 201

Physical Sciences

Physics

Group B (Life Sciences): Biology

Botany 201

Oceanography 101 (*no lab*)

Zoology 211

D. HUMANITIES/FINE ARTS* 9 CH

Minimum of one course each in
Humanities & Fine Arts (*Group A & B*)Group A (Humanities):

Afro American Studies 101

Humanities
Literature
Philosophy
Religion

World Languages (104 or above)

Arabic	French	Japanese	Polish
Chinese	Italian	Latin	Spanish

Group B (Fine Arts):

Art 103 Music
Fine Arts Theater Art

E. SOCIAL/BEHAVIORAL SCIENCES*	9 CH
Anthropology 201, 202 Political Science	
Economics 201, 202 Psychology	
Geography (Does not include Geography 201)	Social Science 101, 102
History Sociology	

Human Diversity

To graduate from City Colleges of Chicago with any Associates Degree, at least one course must meet the State of Illinois Human Diversity Requirement. The Human Diversity (HD) course must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion. (Refer to page 32)

II. ADDITIONAL COLLEGE AA REQUIREMENTS

	Total 24 CH
A. ELECTIVES	16-18 CH
B. WORLD LANGUAGE**	6-8 CH

Students must complete with a grade of "C" or better two courses in a world language (formerly known as foreign language) offered at the City Colleges of Chicago or demonstrate competency equivalent to the stated outcomes of a second semester course.

See competency guidelines:

[http://www.ccc.edu/departments/Documents/INDEX NUMBER
1.10A.pdf](http://www.ccc.edu/departments/Documents/INDEX%20NUMBER%201.10A.pdf)

Students should meet regularly with their Academic Advisor to ensure they are pursuing an appropriate educational plan to support their education and transfer goals.

** Some courses may not be offered every semester. Thus, students should select their courses with consultation from a college Academic Advisor or Department Chairperson at the CCC College from where the student will take courses. Students should obtain the course schedule each academic term or semester which can be downloaded from the CCC website at <http://www.ccc.edu>.*

*** Effective Fall 2009*

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COMMUNICATIONS TECHNOLOGY 704*Basic Certificate (B.C.) 20 Credit Hours (CH)*

The purpose of this program is to prepare students to become an apprentice under the tutelage of a union electrical contractor. Communications Journeymen and Apprentices install and maintain structured wiring and electronic systems in residential, commercial and industrial settings.

Required Program Core	20CH
432IBEW	
704 Construction Technology	4.5
705 Print Reading	3.5
714 Technical Math I	3
716 Electronics	4.5
717 Structured Writing	4.5
TOTAL PROGRAM MINIMUM CREDIT HOURS	20 CH

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ELECTRICAL CONSTRUCTION TECHNOLOGY 703*Basic Certificate (B.C.) 19 Credit Hours (CH)*

The purpose of this program is to prepare students to become an apprentice under the tutelage of a union electrical contractor. Electricians assemble, install, maintain, and test electrical equipment and wiring systems in residential, commercial and industrial settings.

Required Program Core	19 CH
432IBEW	
702 Electrical Circuitry	4.5
703 Conduit Bending I	3.5
704 Construction Technology	4.5
705 Print Reading	3.5
714 Technical Math I	3
TOTAL PROGRAM MINIMUM CREDIT HOURS	19 CH

PROGRAM REVISION

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DIGITAL MULTIMEDIA DESIGN: INTERACTIVE DESIGN AND DEVELOPMENT 351*Advanced Certificate (A.C.) 30 Credit Hours (CH)*

Required Program Core	27 CH
Art (010)	
131 General Drawing	3
176 Graphic Design	3
Digital Multimedia (138)	
130 Principles of Design & Development for Digital Media	3
131 Beginning Multimedia Design & Development	3
168 Computer Art I	3
231 Intermediate Multimedia Design & Development	3
233 Advanced Multimedia Design & Development	3
268 Advanced Computer Art	3
299 Portfolio and Professional Practice Seminar	3
Electives	3 CH
<i>Select <u>one</u> course from the following elective courses:</i>	
105 Animation	3
121 3D Graphics I	3
179 Digital Video I	3
TOTAL PROGRAM MINIMUM CREDIT HOURS	30 CH

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PROGRAM REVISION

DIGITAL MULTIMEDIA: INTERACTIVE DESIGN AND DEVELOPMENT 354

Basic Certificate (B.C.) 18 Credit Hours (CH)

Required Program Core	18 CH
Art (010)	
176 Graphics Design I	3
Digital Multimedia (138)	
130 Principles of Design & Development for Digital Media	3
131 Beginning Multimedia Design & Development	3
168 Computer Art I	3
231 Intermediate Multimedia Design & Development	3
233 Advanced Multimedia Design & Development	3
TOTAL PROGRAM CREDIT HOURS	18 CH

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DENTAL ASSISTING 399

Advanced Certificate (A.C.) 31 Credit Hours (CH)

The Dental Assisting program prepares dental assistants to meet employment opportunities to assist dentists during patient treatment procedures. Classroom, lab, and clinical instruction provide students with a broad background in all aspects of dentistry. Clinical internship is provided by area dental offices and clinics under the guidance of dentists and assistants in the communities throughout the district. The program also includes courses which teach expanded functions for dental assistants who have demonstrated proficiency through education. Upon successful completion, students will be eligible to obtain an accredited certificate in Dental Assisting and take the Dental Assisting National Board Examination.

Required Program Core	31 CH
DENTAL (0148)	
100 Oral and Dental Anatomy	2
101 Dental Medical Emergencies	3
102 Dental Assisting Procedures I	5
103 Dental Assisting Procedures II	4
104 Dental Radiography I	3
105 Dental Radiography II	2
106 Head and Neck Anatomy	3
107 Prevention	3
109 Dental Office Procedures	1
112 Dental Assisting Externship	5
TOTAL PROGRAM MINIMUM CREDIT HOURS	31 CH
[DENTAL] DENTAL ASSISTING (148)	

HEALTH INFORMATION MANAGEMENT 393

Associate in Applied Science degree (A.A.S.) 61 Credit Hours (CH)

The Health Information Management program prepares students with the knowledge, skills and abilities needed to obtain employment in the health information management field of the healthcare industry. Students can earn a basic certificate in billing, an advanced certificate in coding and/or an AAS degree in Health Information Management. The curriculum is designed so that students earn progressive credentials in the health information management field. The curriculum focuses on student development of the following areas: appropriate billing and coding techniques for diverse healthcare settings, effective communication, cultural competence and professionalism.

General Education	25 CH
Biology (023)	
116 Anatomy and Physiology	4
120 Medical Terminology	3
CIS (032)	
120 Introduction to Microcomputers	3
145 Introduction to Database on Microcomputers	3
English (035)	
101 Composition	3
Math (045)	
109 Concepts in Mathematics	3
Psychology (087)	
201 General Psychology	3
Speech (095)	
101 Fundamentals of Speech Communications	3
Required Program Core	36 CH
HIM (145)	
101 Info to Health Information Technology	3
102 Medical Billing	2
103 Basic Coding ICD9/ICD10	3
104 Basic Coding CPT-4	3
201 Clinical Pathophysiology	3
202 Advanced Coding ICD9 & CPT-4	3
203 Reimbursement Methodologies	3
204 Health Care Statistics	3
205 HIT Seminar I	1
206 HIT Seminar II	1
207 HIT Seminar III	1
HEAPRO (146)	
102 Health Career Studies	3
Health (001)	
102 Medical Law and Ethics	3
107 Pharmacology	4
TOTAL PROGRAM MINIMUM CREDIT HOURS	61 CH

HEALTH PROFESSIONS 396

Basic Certificate (B.C.) 16-17 Credit Hours (CH)

The Health Professions basic certificate provides the educational background required for pursuing a career in the healthcare industry. The curriculum covers the foundational knowledge, skills and abilities needed to function as an entry level healthcare provider. The program focuses on student development in the following competencies essential to all healthcare providers: effective communication, accountability, cultural competence, use of information systems, and patient safety. Upon completion of the BC, students will demonstrate that they can deliver safe, culturally-competent, and evidence-based patient care.

Required Program Core	16-17 CH
English (035)	
101 Composition	3
Biology (023)	
116 Anatomy and Physiology <u>OR</u>	4
121 Biology I	5
HEAPRO (146)	
101 Patient Care Technician Training	6
102 Health Career Studies	3
TOTAL PROGRAM MINIMUM CREDIT HOURS	16 CH

MASSAGE THERAPY 398

Advanced Certificate (A.C.) 46 Credit Hours (CH)

The Advanced Certificate Massage Therapy program provides the educational background required for pursuing a career as a massage therapist. The curriculum covers the foundational knowledge, skills, and abilities needed to function as a licensed massage therapist. The program focuses on student development in therapist-client communication, ethical massage practice, professionalism, business skills, self-care practices, and cultural competence.

Required Program Core	46 CH
Biology (023)	
120 Medical Terminology	3
116 Anatomy and Physiology	4
HEAPRO (146)	
102 Health Career Studies	3
ESSS (147)	
110 Massage Therapy Practice I	4
111 Integration of Massage Therapy I	5
120 Massage Therapy Practice II	4
121 Integration of Massage Therapy II	5
210 Massage Therapy Practice III	4
211 Integration of Massage Therapy III	5
220 Massage Therapy Practice IV	4
221 Integration of Massage Therapy IV	5
TOTAL PROGRAM MINIMUM CREDIT HOURS	46 CH

MEDICAL BILLING 395*Basic Certificate (B.C.) 18 Credit Hours (CH)*

The Basic Certificate Medical Billing program will prepare students to obtain entry level positions as medical billers in hospitals, physician private practices, as well as insurance companies.

Required Program Core	18 CH
Biology (023)	
116 Anatomy and Physiology	4
120 Medical Terminology	3
CIS (032)	
120 Introduction to Microcomputers	3
HEAPRO (146)	
102 Health Career Studies	3
HIM (145)	
101 Intro to Health Information Technology	3
102 Medical Billing	2
TOTAL PROGRAM MINIMUM CREDIT HOURS	18 CH

MEDICAL CODING 394*Advanced Certificate (A.C.) 38 Credit Hours (CH)*

The Advanced Certificate Medical Coding program will prepare students to obtain entry level positions as medical coders in hospitals, physician private practices, as well as insurance companies.

Required Program Core	38 CH
Biology (023)	
116 Anatomy and Physiology	4
120 Medical Terminology	3
CIS (032)	
120 Introduction to Microcomputers	3
145 Introduction to Database Microcomputers	3
HIM (145)	
101 Intro to Health Information Technology	3
102 Medical Billing	2
103 Basic Coding ICD9/ICD10	3
104 Basic Coding CPT-4	3
201 Clinical Pathophysiology	3
205 HIT Seminar I	1
HEAPRO (146)	
102 Health Career Studies	3
Health (001)	
102 Medical Law & Ethics	3
107 Pharmacology	4
TOTAL PROGRAM MINIMUM CREDIT HOURS	38 CH

PERSONAL FITNESS TRAINER 397*Basic Certificate (B.C.) 17 Credit Hours (CH)*

This program provides the educational background required for pursuing a career in the health & fitness industry. The curriculum covers the basic foundational skills needed to assess human body mechanics and the ability to develop and implement exercise training programs designed to improve and maintain health-related components of fitness and performance. This knowledge will prepare students to achieve personal trainer certification from the National Academy of Sports Medicine (NASM).

Required Program Core	17 CH
English (035)	
101 Composition	3
HEAPRO (146)	
102 Health Career Studies	3
Entrepreneurship (143)	
201 Introduction to Entrepreneurship	3
ESSS (147)	
101 Certified Personal Trainer Preparation	4
102 Personal Exercise Trainer Practicum	4
TOTAL PROGRAM MINIMUM CREDIT HOURS	17 CH

PROGRAM REVISION**BAKING AND PASTRY ARTS 365***Associate in Applied Science Degree (A.A.S.)
61 Credit Hours (CH)*

The A.A.S. degree in Baking and Pastry Arts is a sequential learning program taught over four semesters. All semesters include lecture, discussion, demonstration and hands-on production that allow students to practice the techniques of baking and pastry production in a commercial bakeshop environment. This program includes production for restaurant and bakeshop sales, offering the student real world experience in the field.

General Education **15 CH**

Students should meet with a college Academic Advisor for selection of specific course requirements for the 15.0 credit hour minimum general education portion of the A.A.S. degree. See A.A.S. model on page 52 which includes the State of Illinois Human Diversity requirement.

Required Program Core	46 CH
330BKPS Baking & Pastry	
765 Introduction to Baking	3
766 Baking Safety & Sanitation	2
767 Baking Techniques	3
768 Pastry Techniques	3
769 Cookies & Tarts	3
770 Basic & Classical Cakes	3
771 Special Occasion Cakes	3
772 Individual Pastries	3
773 Confectionary Arts	3
774 Hearth Breads & Rolls	4
775 Specialty Breads	4
776 Advanced Baking Principles	3
777 Chocolate & Confections	3
778 Contemporary Desserts	6
TOTAL PROGRAM MINIMUM CREDIT HOURS	61 CH

PROGRAM REVISION

BAKING AND PASTRY ARTS 366

Advanced Certificate (A.C.) 37 Credit Hours (CH)

The Advanced Certificate program in Baking and Pastry Arts is a sequential program taught over three semesters and includes a majority of the core courses from the parent Baking and Pastry Arts 365 A.A.S. degree program with the exception of Chocolates and Confections, Contemporary Desserts, and General Education requirements.

Required Program Core	37 CH
330BKPS Baking & Pastry	
765 Introduction to Baking	3
766 Baking Safety & Sanitation	2
767 Baking Techniques	3
768 Pastry Techniques	3
769 Cookies & Tarts	3
770 Basic & Classical Cakes	3
771 Special Occasion Cakes	3
772 Individual Pastries	3
773 Confectionary Arts	3
774 Hearth Breads & Rolls	4
775 Specialty Breads	4
776 Advanced Baking Principles	3
TOTAL PROGRAM MINIMUM CREDIT HOURS	37 CH

PROGRAM REVISION

BAKING AND PASTRY ARTS 367

Basic Certificate (B.C.) 14 Credit Hours (CH)

The Basic Certificate in Baking and Pastry Arts introduces the student to the commercial baking environment, covering safety and sanitation skills and station setup, proper use and care of equipment, and baking and pastry terminology. The program is designed to provide the student with the opportunity to investigate and assess Baking and Pastry Arts as a possible career.

Required Program Core	14 CH
330BKPS Baking & Pastry	
765 Introduction to Baking	3
766 Baking Safety & Sanitation	2
767 Baking Techniques	3
768 Pastry Techniques	3
7 6 9 Cookies & Tarts	3
TOTAL PROGRAM MINIMUM CREDIT HOURS	14 CH

112

Program approved by ICCB
COMMUNITY HEALTH CARE WORKER 718*
Basic Certificate (B.C.) 19 Credit Hours (CH)

Required Program Core	19 CH
Health Technology (334HLTH)	
701 Introduction to Community Health Work	3
702 Accessing Community Resources	3
703 Community Health Problems	3
704 Communicable Diseases	3
705 Nutrition, Exercise & Disease	3
706 Human Development Overview	4
TOTAL PROGRAM MINIMUM CREDIT HOURS	19 CH

130

WELDING 765
Basic Certificate (B.C.) 16 Credit Hours (CH)

Welding is a challenging and rewarding career that combines the manual techniques of traditional welding processes with new digital skills used in robotic welding. With continual advanced in welding technology, students in this program will study manufacturing materials and processes, including basic metallurgy and electricity, as well as print reading and fundamental quality assurance concepts. The welding processes that students will master include Gas Metal Arc Welding (GMAW or "MIG" welding), Shielded Metal Arc Welding (SMAW or "stick"), and Gas Tungsten Arc Welding (GTAW or "TIG"). Automated welding is taught using a FANUC robot and controller with a Lincoln Electric welder. Basic Certificate completers will be able to gain jobs as welders and entry level jobs in automated (or robotic) welding.

Required Program Core	16 CH
340MFGT	
151 Introduction to Welding	3
139 Print Requirements-Quality Assurance	3
141 Manufacturing Materials and Processes	3
191 Industrial Electricity	4
152 Intermediate Welding	3
TOTAL PROGRAM MINIMUM CREDIT HOURS	16 CH

134

***ALTERNATIVE FUEL VEHICLE TECHNOLOGY 099**
Basic Certificate (B.C.) 16 credit hours (CH)

Required Program Core	16 CH
AUTOTEC	
130 Topics in Alternative Fuel Vehicle Technology	3
230 Introduction to Alternative Fuel Technology	4
231 AFT Hybrid Fuel Vehicles	4
232 Hybrid and Fuel Cell Vehicles	5
TOTAL PROGRAM MINIMUM CREDIT HOURS	16 CH

***Pending ICCB Approval**

TRANSPORTATION, DISTRIBUTION AND LOGISTICS 737*Associate in Applied Science degree (A.A.S)**61 Credit Hours (CH)*

General Education	19 CH
Math (045)	
118 General Education Math	4
English (035)	
101 Composition	3
Speech (095)	
101 Fundamentals of Speech	3
Psychology (087)	
201 General Psychology	3
Economics (082)	
201 Principles of Economics	3
Sociology (089)	
241 Institutional Racism *	3
Required Program Core	42 CH
Business (030)	
155 Working in the Warehousing Environment	3
237 Selling	3
284 Business Communications	3
Inter-Disciplinary Studies (104)	
102 Career Development and Decision Making	3
CIS (032)	
120 Introduction to Microcomputer	3
330TRNS	
150 Introduction to Transportation Administration	3
151 Applied Logistics: Central Store**	6
152 Introduction to Business Logistics	3
158 Purchasing	3
Electives	8CH*
*This course is optional	
Business (030)	
168 Field Experience: intro to 21 st Century Ground Transportation***	8
TOTAL PROGRAM MINIMUM CREDIT HOURS	61 CH

Note:

***Applied Logistics (330TRNS 151) will be offered as an "allowed repeatable course." Students are required to take 18 credit hours of this course. ***Students may take 21st Century Ground Transportation as an optional elective. *0089-0241: Institutional Racism is a recommended course to fulfill the Human Diversity requirement. However, students may select other courses to fulfill this requirement.*

TRANSPORTATION, DISTRIBUTION AND LOGISTICS	738
Advanced Certificate (A.C.) 31 Credit Hours (CH)	
General Education	7 CH
Math (045)	
118 General Education Math	4
English (035)	
101 Composition	3
Required Program Core	24 CH
Business (030)	
155 Working in the Warehousing Environment	3
CIS (032)	
120 Introduction to Microcomputer	3
Inter-Disciplinary Studies (104)	
102 Career Development and Decision Making	3
330TRNS	
150 Introduction to Transportation Administration	3
151 Applied Logistics: Central Store	6
152 Introduction to Business Logistics	3
158 Purchasing	3
Electives (Optional)	
Business (030)	
168 Field Experience: intro to 21 st Century Ground Transportation	8
<i>Students may take this optional elective</i>	
TOTAL PROGRAM MINIMUM CREDIT HOURS	31 CH

TRANSPORTATION, DISTRIBUTION AND LOGISTICS	739
Basic Certificate (B.C.) 16 Credit Hours (CH)	
General Education	4 CH
Math (045)	
118 General Education Math	4
Required Program Core	12 CH
Business (030)	
155 Working in the Warehousing Environment	3
Inter-Disciplinary Studies (104)	
102 Career Development and Decision Making	3
330TRNS	
152 Introduction to Business Logistics	3
158 Purchasing	3
TOTAL PROGRAM MINIMUM CREDIT HOURS	16 CH

162 NEW DEPARTMENT PREFIX CODES

PSSA ALPHA CODE	TITLE	ICCB NUMERIC CODE
HIM	Health Information Management	0145
HEAPRO	Health Professions	0146
ESSS	Exercise Science and Sports Studies	0147
DENTAL	Dental Assisting	0148

COURSE DESCRIPTIONS

- 171** **AUTOTEC 130**
Topics in Alternative Fuel Vehicle Technology
This course will introduce the student to special topics in alternative fuel vehicles and all related technology. Additionally, the course will provide the knowledge base needed to understand alternative fuel vehicles, green technology, and their effect on the current and future of the world. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in AUTOTEC 101, 104, 105, 204, 205, 206; OR Consent of Department Chairperson.*
150 minutes per week. 3 credit hours.
- 173** **AUTOTEC 230**
Introduction to Alternative Fuel Technology
This course will introduce the student to the theories and service techniques of alternative fuel vehicles in today's society. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in AUTOTEC 101, 104, 105, 204, 205, 206; OR Consent of Department Chairperson.*
2 lecture and 6 lab hours per week. 4 credit hours.
- AUTOTEC 231**
Alternative Fuel Technology-Hybrid Fuel Vehicles
This course builds upon the knowledge gained in the previous alternative fuel courses with an emphasis on theories and servicing techniques of hybrids and fuel-cell vehicles. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in AUTOTEC 101, 104, 105, 204, 205, 206; OR Consent of Department Chairperson.*
2 lecture and 6 lab hours per week. 4 credit hours.
- AUTOTEC 232**
Hybrid and Fuel Cell Vehicles
In this course, students will learn about alternative fuel technologies, apply advanced service techniques, and experiment with electric, hybrids, fuel-cell and other alternative energy source vehicles. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in AUTOTEC 101, 104, 105, 204, 205, 206; OR Consent of Department Chairperson.*
2 lecture and 9 lab hours per week. 5 credit hours.
- 330BKPS 766**
Baking safety and Sanitation
An introduction to safe food production practices. Topics will include prevention of food-borne illness, HACCP procedures, facility sanitation, legal guidelines, kitchen safety, and safe food preparation, storing, and reheating guidelines. The National Restaurant Association ServSafe examination will be a part of this course. Students who pass the exam will receive the ServSafe certification. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 100, Reading 125, and Mathematics 110; or Consent of Department Chairperson.*
100 minutes per week. 2 credit hours

DENTAL 100**Oral and Dental Anatomy**

This course is designed to give the student a basic understanding of crown and root development, morphology, and function and positional relationships of the teeth within the dentition. This course includes introduction to the embryological development and microscopic examination of orofacial organs and structures. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Current and valid CPR certification, Up-to-date vaccination history and/or provider documentation of exception AND Admissions into the Dental Assisting Program.*

100 minutes. 2 credit hours.

DENTAL 101**Dental Medical Emergencies**

This course is designed to introduce the student to the signs, symptoms, and treatment of medical emergencies in the dental office. This course introduces the student to the medical history and patient assessment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Current and valid CPR certification, Up-to-date vaccination history and/or provider documentation of exception AND Admissions into the Dental Assisting Program.*

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

DENTAL 102**Dental Assisting Procedures I**

This course is designed to provide the student with the basic concepts, procedures, and current regulatory mandates related to infection control and the management of hazardous material for the dental team. This course also introduces study of dental materials dealing with the science of development, properties, manipulation, care, evolution and evaluation of materials. It introduces the student to basic equipment, instruments, and procedures associated with the dental office, with emphasis placed on four-handed dentistry. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Current and valid CPR certification, Up-to-date vaccination history and/or provider documentation of exception AND Admissions into the Dental Assisting Program.*

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

DENTAL 103**Dental Assisting Procedures II**

This course is designed to increase skill competency taught in DENTAL 102 relating to operative and surgical dentistry. Patient care, management, and diagnosis and treatment planning will be presented. This course also incorporates more advanced study of dental materials dealing with the science of development, properties, manipulation care, evolution and evaluation of materials. It introduces the student to more dental specialties and increase chair-side competency. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in DENTAL 102 AND Consent of Department Chairperson.*

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

DENTAL 104

Dental Radiography I

This course provides an introduction to dental radiography. The material covered includes basic theory regarding radiography, its equipment and equipment usage, the effects and hazards of radiation, and operator/patient protection. The types of exposures included in this course include bitewings and periapicals. This course provides the students with the technical knowledge needed for positioning, exposing, processing, mounting and evaluating dental radiographs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Current and valid CPR certification, Up-to-date vaccination history and/or provider documentation of exception AND Admissions into the Dental Assisting Program.*

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

DENTAL 105

Dental Radiography II

Utilizing the basic knowledge and skills emphasized in DENTAL 104, this course increases the skill competency levels to prepare diagnostically acceptable intraoral radiographs using different techniques. In addition, this course will encompass the techniques for exposing radiographs on children, edentulous patients, and other special populations. The students will receive practical experience exposing radiographs on mannequins and patients. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in DENTAL 104 AND Consent of Department Chairperson.*

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

DENTAL 106

Head and Neck Anatomy for Dental Assistants

Head and neck anatomy is designed to increase students understanding of the major anatomical landmarks of the body, head and neck. Covered topics include: nervation, musculature skeleton, and blood supply and function. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Eligibility for English 101, Current and valid CPR certification, Up-to-date vaccination history and/or provider documentation of exception AND Admissions into the Dental Assisting Program.

150 minutes per week. 3 credit hours.

DENTAL 107

Prevention

A review of the etiology of dental care, and a study of dental plaques and periodontal disease with emphasis on prevention and control. The role of the dental assistant in regards to oral health education will be the primary focus. The basic content, including proper nutrition, and oral hygiene, directs students toward the ability to practice their communication skills and nutritional counseling skills as they relate to the preventive dental health education. The student will receive practical experience for the delivery of dental health education. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better of DENTAL 104 AND Consent of Department Chairperson.*

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

DENTAL 109

Dental Office Procedures

This course introduces the student to the business skills needed to function successfully as a dental secretary/office manager will be explored. Written skills will be stressed and practiced, and proper bookkeeping will be explained and practiced. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better of DENTAL 104 AND Consent of Department Chairperson.*

50 minutes per week. 1 credit hour.

DENTAL 112

Dental Assisting Externship

A clinical practice learning experience to increase dental assisting skill to job-entry level competency. Clinical assignments in various dental specialty practices, as well as general dentistry practices will provide opportunities for advance skill development in chair side assisting techniques, clinical support, and business office procedures. Students will demonstrate effective communications skills. Ethical, legal, and personal responsibilities, testing and certification requirements, employer-employee relationships, job opportunities, professional development and continuing education and current techniques/equipment will be discussed in group settings. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better of DENTAL 104 AND Consent of Department Chairperson.*

1 lecture and 15 lab hours per week. 5 credit hours.

[DMD] DIGITAL MULTIMEDIA (138)

207 DIGITAL MULTIMEDIA 179

Digital Video I

Students will learn digital camcorder operation, basic shooting and lighting techniques, basic editing, storyboard creation and video production planning. The history, theory and criticism of video will be discussed. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in CIS 120, or Consent of Department Chairperson.*

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

DIGITAL MULTIMEDIA 205

Advanced Animation

This studio course is a continuation of the exploration and development of 2D animation. Students will develop observational and storytelling skills, utilizing and experimental animation techniques, including stop motion, love-action composting, cutouts, time-lapse, and drawn animation. Students will explore the sue of animation as a creative tool, art form, and distinct personal language through character development, timing, movement study, and camera movement, observation and soundtrack implementation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in English 101, working knowledge of Macintosh platform, DMD 105 required, or Consent of Department Chairperson*

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

DIGITAL MULTIMEDIA 221

3D Animation

This is a studio course whose primary orientation is the development of the student's portfolio. 3D graphics and 3D modeling with an emphasis on movement, using systems and inverse kinematics and the use of constraints and bones. Advanced modeling will be used such as skins and mesh deformation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in Art 168 and Art 191, or Consent of Department Chairperson.*

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

DIGITAL MULTIMEDIA 231

Intermediate Multimedia Design and Development

This course builds upon the technical and design skills learned in DMD 130 and DMD 131. Focus in on design skills, intermediate programming skills, basic concepts of object oriented scripting, open source libraries, and designing for mobile devices. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in Digital Multimedia 131, Consent of Department Chairperson.*

2 lab/studio hours per week. 3 credit hours.

DIGITAL MULTIMEDIA 233

Advanced Multimedia Design and Development

This course builds upon the technical and design skills learned in DMD 231. Focus is placed on advanced scripting and programming skills along with team-based projects. Students will develop an understanding of team roles, time management, and legal and technical considerations for completing a project. Students work in teams to design and complete a client-based web site. This will provide an opportunity to plan, design, develop and implement solutions for web/multimedia projects requiring students to analyze, integrate, and synthesize knowledge acquired from previous course work. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in DMD 231, or Consent of Department Chairperson.*

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

DIGITAL MULTIMEDIA 279

Digital Video II

Builds upon the foundation of DMD 179. Students will learn advanced camera, editing, lighting, special effects and audio techniques. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in DMD 179, or Consent of Department Chairperson.*

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

DIGITAL MULTIMEDIA 299

Portfolio and Professional Practice Seminar

Students develop an online portfolio using technical and design skills learned in prior multimedia classes. Professional issues related to the business of interactive design will be covered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in DMD 130, 131, 231 and DMD 233, or Consent of Department Chairperson.*

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

223

[ESSS] EXERCISE SCIENCES AND SPORTS STUDIES (147)

ESSS 101

Certified Personal Trainer Prep

This course introduces the knowledge and skills necessary to practice as a certified personal trainer for a variety of client populations, including the foundations of client interaction, the assessment of physiological, functional, and biomechanical aspects of human movement in the individual, and the design and supervision of strength and aerobic individual and group exercise programs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, OR grade of C or better in English 100, OR Consent of Department Chairperson.*

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

ESSS 102

Personal Exercise Trainer Practicum

The exercise practicum provides practical experience for students enrolled in the personal trainer program. The practicum focuses on the application and synthesis of the knowledge base skills of a personal trainer in a supervised commercial, community or clinical fitness setting in order to actively engage individuals of various ages and functional abilities. The course includes a campus-based lecture series that provides review and supplemental knowledge of the personal training profession. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in ESSS 101.*

2 lecture and 10 lab hours per week. 4 credit hours

ESSS 110

Massage Therapy Practice I

This course is designed to enhance students' knowledge, skills and ability related to entry level massage therapy practice. Topics that will be presented include Swedish massage techniques, the physiological effects and therapeutic applications of massage therapy, including the history and scope of massage practice, professional ethics, proper hygiene, and sanitation and sheeting skills. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in Biology 120, OR Consent of Department Chairperson.*

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

ESSS 111

Integration of Massage Therapy

This course is designed to enhance students' knowledge, skills and ability related to entry level massage therapy practice. Topics that will be presented include the basic anatomy and physiology of the human body as it relates to the practice of massage therapy. A thorough analysis of human muscle origins, insertions and muscle actions specific to a standard massage routine will be covered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in Biology 120 AND ESSS 110, OR Consent of Department Chairperson.*

2 lecture and 6 lab hours per week. 5 credit hours.

ESSS 120

Massage Therapy Practice II

This course is designed to enhance students' knowledge, skills and ability related to entry level massage therapy practice. Topics that will be presented include: the effects of a massage routine on the systems of the body, therapeutic massage procedures, continued study of muscles and body landmarks, and business skills for massage therapy practice. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in Biology 120, ESSS 110 AND 111, OR Consent of Department Chairperson.*

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

ESSS 121

Integration of Massage Therapy II

This course is designed to enhance students' knowledge, skills and ability related to entry level massage therapy practice. Topics that will be presented include: aspects of muscular tissue, origins, insertions, and joint action of each muscle as it relates to the practice of massage therapy. Pathology of homeostatic diseases as they relate to massage therapy will be introduced during this course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in Biology 120, ESSS 110, 111, AND ESSS 120 OR Consent of Department Chairperson.*

2 lecture and 6 lab hours per week. 5 credit hours.

ESSS 210

Massage Therapy Practice III

This course is designed to enhance students' knowledge, skills and ability related to entry level massage therapy practice. Topics that will be presented include: massage techniques of Lomi Lomi and Acupressure, body mobilization techniques of the upper extremities, business and ethics in the practice of massage therapy, and daily operations of the massage therapy practice. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in Biology 120, ESSS 110, 111, AND ESSS 120 OR Consent of Department Chairperson.*

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

ESSS 211

Integration of Massage Therapy III

This course is designed to enhance students' knowledge, skills and ability related to entry level massage therapy practice. Topics that will be presented include: the effects of a massage routine on the systems of the body, therapeutic massage procedures, continued study of muscles and body landmarks and business skills for massage therapy practice. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in Biology 120 AND ESSS 210, OR Consent of Department Chairperson.*

2 lecture 6 lab hours per week. 5 credit hours.

ESSS 220

Massage Therapy Practice IV

This course is designed to enhance students' knowledge, skills and ability related to entry level massage therapy practice. Topics that will be presented include: evaluation of hands-on mobilization techniques, professionalism, strategies to establish appropriate clientele relationship and business practices. Students will also review for the Massage and Bodywork Licensing Exam (MBLEx). Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in Biology 120, ESSS 210 AND 211, OR Consent of Department Chairperson.*

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

ESSS 221

Integration of Massage Therapy IV

This course is designed to enhance students' knowledge, skills and ability related to entry level massage therapy practice. Topics that will be presented include: cardiovascular system impacts by massage, client assessment and data collection, clinical reasoning and treatment planning, safe and effective use of equipment and massage therapist self-care strategy. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Eligibility for English 101, Grade of C or better in Biology 120, AND ESSS 210, OR Consent of Department Chairperson.*

2 lecture and 6 lab hours per week. 5 credit hours.

227

[HIM] HEALTH INFORMATION MANAGEMENT (145)

HIM 101

Introduction to HIT

This course is designed to provide a working knowledge of health care delivery systems; the health information profession; the definition and the purpose of the medical record; the systems and processes for collecting, maintaining and disseminating health information; numbering, retention and storage of medical information; forms control and design; indexes and registers; release of patient information, security, privacy, confidentiality, and ethical issues; documentation requirements; regulatory requirement of healthcare organization, accrediting and licensing agencies, and computerized information management systems utilized by health information management departments. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

HIM 102

Medical Billing

This course is designed to provide an introduction to medical billing. Topics covered will include medical billing procedures, billing procedures in different healthcare settings, and types of healthcare insurance. Writing assignments, as appropriate to the discipline, are part of the course.

100 minutes per week. 2 credit hours.

HIM 103

Basic Coding ICD9/ICD10

An introduction to the basic coding guidelines of the International Classification of Diseases (ICD) nomenclature. Topics include the format of ICD-9/10, practice code assignment, ethical coding principles, encoding systems, and software with practice applications. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

HIM 104

Basic Coding CPT-4

An introduction to the basic coding guidelines of the Current Procedural Terminology (CPT) nomenclature. Topics include the format of CPT and practice code assignment, ethical coding principles, encoding systems and software with practice applications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in HIM 103, or Consent of Department Chairperson.*

150 minutes per week. 3 credit hours.

HIM 201

Clinical Pathophysiology

This course introduces the nature of disease and its effects on the body systems. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology related to the content. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in BIOLOGY 116, or Consent of Department Chairperson.*

150 minutes per week. 3 credit hours.

HIM 202

Advanced Coding ICD9/10 and CPT-4

This course provides advanced coding techniques for the CPT-4, ICD-9-CM, and ICD-10M/PCS coding systems with emphasis on official coding guidelines, and sequencing. Emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in HIM 103 AND HIM 104, or Consent of Department Chairperson.*

150 minutes per week. 3 credit hours.

HIM 203

Reimbursement Methodologies

This course introduces terminology, rationale and methodology used by third-party payers to determine the reimbursement for health care providers. Proper completion of the 1500 billing form and legal issues related to reimbursement will be discussed, as well as the role health information management plays in the charge master maintenance, reimbursement monitoring, revenue cycle. An overview of hospital and nursing home billing systems including proper submission of UB-92 billing forms will also be covered. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

HIM 204

Health Care Statistics

This course introduces health care statistics in relation to management, decision-making, government agencies, quality assessment and research. Students are introduced to research techniques and reporting protocol for hospital statistics. Cancer and other specialized registries will be covered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in HIM 101, or Consent of Department Chairperson.*

150 minutes per week. 3 credit hours.

HIM 205

Health Information Management Seminar I

This course is a capstone course that emphasizes the integration of the knowledge, skills, and abilities developed as a part of the health information management advanced certificate curriculum. This course specifically focuses on the student's ability to demonstrate a comprehensive, integrated response to simulated scenarios the student will face in the work environment. Students will also develop their resume and portfolio in preparation for entry into the work force. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Students must be in their last semester of the Advanced Certificate Program AND Consent of Department Chairperson*

50 minutes per week. 1 credit hour.

HIM 206

Health Information Management Seminar II

This course is a capstone course that emphasizes the integration of the knowledge, skills, and abilities developed as a part of the health information management associate degree curriculum. This course specifically focuses on the student's ability to demonstrate a comprehensive, integrated response to simulated scenarios the student will face in the work environment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Students must be in their last semester of the Associate Degree Program AND Consent of Department Chairperson.*

50 minutes per week. 1 credit hour.

HIM 207

Health Information Management Practicum

This course is a practicum course that provides practical experience for students enrolled in the Associates Degree in Health Information Management program. This practicum is focused on the application and synthesis of knowledge, skills, and abilities developed as a part of the health information management associate degree curriculum to a healthcare setting. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Concurrent enrollment in HIM 206. Students must be in their last semester of the Associate Degree Program AND Consent of Department Chairperson.*

50 minutes per week. 1 credit hour.

[HEAPRO] HEALTH PROFESSIONS (146)

HEAPRO 101

Patient Care Technician Training

This course is designed for students interested in allied health fields. The course introduces students to the healthcare delivery system, health professions, primary patient care, fundamental clinical skills and healthcare communications. Safety, healthcare professionalism, employability skills, basic infection control, HIPPA, and OSHA are also included. Completion of this course qualifies students to apply for certification as a Certified Nursing Assistant or Patient Care Technician. Students may also be able to apply for certification as a Phlebotomy technician if they complete 60 additional hours of clinical rotation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: English 101 eligibility, OR consent of department chairperson. Completion of the H2P orientation program. Current and valid CPR Certification. Up-to-date vaccination history and/or provide documentation of exception.*

4 lecture and 2 lab hours per week. 6 credit hours.

HEAPRO 102

Health Career Studies

This course introduces students to the integral knowledge and professional skills required to be successful in healthcare careers. It prepares students for the rigor of healthcare career programs. It emphasizes understanding of the professional culture, deep learning of key foundational skills, application of health information technology, and demonstrating cultural competence in interactions with others. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: English 101 eligibility or consent of department chairperson. Completion of the H2P orientation Program. Current and valid CPR certification. Concurrent enrollment in the HEAPRO 101 course or current and valid certification as an entry level clinical healthcare provider (e.g. CAN, CPCT, Phlebotomy technician, EMT), OR consent of Department Chairperson.*

150 minutes. 3 credit hours.

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INTER-DISCIPLINARY STUDIES 102

Career Development and Decision Making

This course helps students develop additional skills to aid in the transition from being a college student to being an employee. Learners will identify personal challenges that might affect their success and develop specific plans to address them. Overall, students will use critical thinking and self-reflection to develop soft skills that enhance employee preparedness. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours

INTER-DISCIPLINARY STUDIES 103

News Literacy and Civic Engagement

Fundamental critical evaluation of diverse news formats through the application of information literacy and media literacy. Topics explored in relation to the culture of civic engagement.

Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:*

Eligibility for English 100 and Reading 125.

150 minutes per week. 3 credit hours.

243

340MFGT 151 (Note: previously 340MFGT 101)

Introduction to Welding

This is a beginning welding course that teaches basic welding skills that lead to an American Welding Society qualification Gas Metal Arc Welding (GMAW or MIG). Topics include metallurgy, welding processes, welding safety and steel designations. Writing assignments, as appropriate to the discipline, are part of the course.

6 lab hours per week. 3 credit hours.

340MFGT 152

Intermediate Welding

This is a second welding course that teaches basic welding skills that lead to an American Welding Society (AWS) qualification in Gas Tungsten Arc Welding (BTAW or TIG) and/or Shielded Metal Arc Welding (SMAW or Stick). In addition to teaching the theory and practice of GTAW and SMAW welding processes, the course including training in welding with a FANUC robot, resistance welding and torch work. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite: Grade of C or better in 340MFGT 151 or Consent of Department Chairperson.*

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330TRNS 151

Central Store: Applied Logistics

This course allows students to perform entry-level job functions in "The Central Store," which is a live logistics operation. In this course, students work in the Central Store under supervision, allowing them an opportunity to gain the skills needed to demonstrate preparedness for full time employment in a logistics environment. Additionally, students will apply critical thinking and business communications skills. Writing assignments, as appropriate to the discipline, are part of the course. The course will be offered as an "allowed repeatable course." Students are required to take 6 credit hours, but may take as many as 18 credit hours of this course.

4 lecture and 2 lab hours per week. 6 credit hours