



ACADEMIC BRIEFING

SPRING 2011

Marilyn Davis

mdavis@oakton.edu

Senior Executive Assistant

to the Vice President for Academic Affairs

Phone: 847-635-1871

Fax: 847-635-1997

Trudy Bers

tbers@oakton.edu

Executive Director of Research,

Curriculum and Planning

Phone: 847-635-1894

The Office of Research, Curriculum and Planning is in its 22nd year with our *Academic Briefing*. This is a publication to inform other colleges and universities about pertinent course/curriculum revisions which may affect articulation. Most changes will be reflected in the catalog for the forthcoming (2011-2012) academic year.

An electronic version of this document may be found online at http://www.oakton.edu/academic_briefing_2011.pdf.

SECTION I	Corrections/Updates to the 2011-2012 Catalog	Page 2
SECTION II	Course & Curriculum Changes Included in the 2011-2012 Catalog.....	Pages 3 – 24
SECTION III	Course & Curriculum Changes Not Included in the 2011-2012 Catalog.....	Pages 25 – 28



SECTION I

CORRECTIONS/UPDATES: 2011-2012 CATALOG

- Page 191 As the second bullet point under Minimum Requirements for the Radiologic Technology A.A.S., add:
- Completion of EGL 101 Composition I with minimum grade of C.
- Page 310 Add the following sentence at the end of the course description for PHY 115:
Credit cannot be received in both PHY 115 and PHY 120.

SECTION II

COURSE & CURRICULUM CHANGES INCLUDED IN 2011-2012 CATALOG

ACCOUNTING

Curriculum revisions:

A.A.S. (# 0005) – change requirements; total semester credit hours remain the same.

Accounting Associate Certificate (# 0003) – change requirements; total semester credit hours remain the same.

CPA Preparation Certificate (# 0006) – change requirements; total semester credit hours increase to 36.

Course addition:

ACC 243 2:2:0

Accounting Research

Course presents practice of general accounting research. Content includes study of professional research using authoritative databases. Focus is on accounting literature, including application of professional standards to case study simulations. This course will satisfy the 2-hour accounting research required by the Illinois Board of Examiners for the CPA exam. Recommended: ACC 241.

Course revisions:

ACC 164

Microsoft Excel for Accountants

Change course description

ACC 241

Intermediate Accounting I

Change credit:lecture:lab to 4:4:0

ACC 242

Intermediate Accounting II

Change credit:lecture:lab to 4:4:0

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

Curriculum addition:

Add a 32-credit-hour Commercial Buildings Energy Systems Certificate (# 0058).

Course additions:

AHR 212 3:3:0

Indoor Air Quality

Course covers sources of pollutants, methods of control, and management techniques to maintain acceptable indoor air quality. Prerequisite: AHR 203 or consent of department chair.

AHR 213 4:4:0
Commercial HVAC Systems Applications
Course covers various types of HVAC systems used in commercial buildings. Topics include all-air, air-hydronic, all-hydronic and unitary systems and their layouts for air filtration, odor removal, heating, cooling, and air distribution. Prerequisite: AHR 212 or consent of department chair.

AHR 214 4:3:3
Energy Audit, Analysis and Management
Course covers conducting energy audit, surveying and evaluation procedures for energy using systems, and establishing energy management procedures and schedule. Prerequisite: AHR 213 or consent of department chair.
Fee \$75

ARCHITECTURAL TECHNOLOGY

Curriculum note:

Architectural Technology A.A.S. (# 0024) and Certificates (# 0023 and # 0027) – remove from the catalog.

ART (Also see Graphic Design)

Course addition:

ART 244 3:0:6
Designing Branding and Logos
Course provides an examination of the role of graphic design in brand identity and brand marketing. Topics include current design strategies for developing integrated digital branding solutions and practical application by hands-on experience in designing, application, and presentation of a company identity and brand program. Prerequisite: ART 224 or consent of instructor.

Fee \$75

Course revision:

ART 272
Portfolio Development
Change credit:lecture:lab to 3:0:6

Course withdrawal:

ART 276 Game Portfolio Development

BASIC NURSE ASSISTANT TRAINING

Curriculum revision:

Basic Nurse Assistant Training Certificate (# 0037) – change requirements; total credit hours increase to 8.

Course revision:

BNA 100
Basic Nurse Assistant Training
Change credit:lecture:lab to 7:5:7

BIOLOGY

Course revisions:

BIO 131

Human Anatomy and Physiology I

Change prerequisite to: BIO 101 or BIO 121 or one year of high school biology. Students who earn grades other than A, B, or C in BIO 131 must complete COL 120 with minimum grade of C for re-enrollment in BIO 131.

BIO 132

Human Anatomy and Physiology II

Change prerequisite to: BIO 131 with a minimum grade of C.

BIO 151

Microbiology

Change prerequisite to: BIO 121 (preferred) with a minimum grade of C or BIO 131 with a minimum grade of C.

BUSINESS

Course addition:

BUS 107

3:3:0

Business Ethics

Course investigates moral issues which arise in the conduct of business, marketing and advertising. Of value for business students and consumers. Topics include corporate responsibility and social justice, conflicts of interest, environmental issues, problems of discrimination, and the rights of employees and consumers. Students cannot get credit for both PHL 107 and BUS 107.

Course revisions:

Course	Title Change	Description Change	Updated Learning Objectives	Outline of Topics Changes
BUS 221			X	
BUS 222			X	

CHEMISTRY

Course revisions:

CHM 101

Introductory Chemistry

Change prerequisite to: MAT 070 (formerly MAT 051) or MAT 052, each with a grade of P; or MAT 114 with minimum grade of C; or placement into a higher MAT course; or consent of instructor. COL 101 is recommended.

CHM 105

Elements of Chemistry

Change prerequisite to: MAT 070 (formerly MAT 051) or MAT 052, each with a grade of P; or MAT 114 with minimum grade of C; or placement into a higher MAT course; or consent of instructor.

CHM 121

General College Chemistry I

Change recommended to: MAT 140 or MAT 149. Change prerequisite to: MAT 110 with minimum grade of C, and one year of high school chemistry, or CHM 101 or CHM 105, with minimum grade of C, or consent of instructor.

COMPUTER APPLICATIONS FOR BUSINESS

Curriculum revisions:

Computer Applications for Business A.A.S. (# 0301) – change requirements; total semester credit hours remain the same.

Executive Support Specialist Certificate (# 0233) – change requirements; total semester credit hours remain the same.

Microsoft Office Specialist Word Expert Certificate (# 0305) – change requirements; total semester credit hours decrease to 16.

Course revisions:

CAB 102

Computer Keyboarding

Change title to: Basic Keyboarding

Change course description, learning objectives, and outline of topics

CAB 104

Advanced Document Formatting

Change title to: Skill Building and Formatting

Change course description

Change prerequisite to: Recommended: CAB 125 and keyboarding of 20 wpm.

Change learning objectives and outline of topics

CAB 106

Keyboarding Speed and Accuracy Development

Change course description

Change prerequisite to: Keyboarding of a minimum of 20 wpm (without looking at the keyboard)

Change learning objectives and outline of topics

CAB 110

Windows Fundamentals

Change course description

Change learning objectives and outline of topics

CAB 135

Electronic Spreadsheets Using Excel

Change prerequisite to: Recommended: MAT 047 or MAT 060, and hands-on experience using Windows software.

Course withdrawals:

CAB 101	CAB 186
CAB 105	CAB 188
CAB 120	CAB 227
CAB 122	CAB 283
CAB 123	

COMPUTER NETWORKING AND SYSTEMS

Curriculum addition:

Add a 60-credit-hour A.A.S. in Network Security Administration (# 0148).

Curriculum revisions:

Network Security Administrator Certificate (# 0152) – change requirements; total semester credit hours increase to 32.

Windows Support Technician Certificate (# 0153) – add one course to the list of electives; total semester credit hours remain the same.

Course addition:

CNS 152 3:3:1
Data Media Infrastructure Fundamentals for IT Professionals
Course presents fundamentals of media infrastructure for an enterprise network. Topics include the necessary knowledge to specify a premise structured cabling system for a company. Standards from the TIA, ISO and the IEEE will be examined. Best practices for designing and maintaining a structured cabling system will be examined. The course will end with a discussion of trends in data media infrastructure. This course will provide students, with the prerequisite knowledge necessary to pursue the Registered Information Transport Professional (RITP) Certification. Recommended: CNS 105 or consent of instructor or program chair.
Fee \$40

Course revision:

CNS 201
Microsoft Designing a Windows Active Director Infrastructure
Change course description
Change prerequisite to: Recommended: CNS 120 or consent of instructor, coordinator or program chair.

COMPUTER TECHNOLOGIES AND INFORMATION SYSTEMS/CIS

Curriculum revisions:

Computer Programmer A.A.S. (0120) – change requirements; total semester credit hours remain the same.

Computers and Information Systems A.A.S. (# 0121) – change requirements; total semester credit hours remain the same.

Computer Programmer Certificate (# 0124) – change requirements; total semester credit hours remain the same.

Visual Basic Programmer Certificate (# 0134) – change requirements; total semester credit hours remain the same.

Management of Information Systems (MIS) Certificate (# 0145) – change requirements; total semester credit hours remain the same.

Course revisions:

CIS 101

Introduction to Computer Information Systems

Change recommendation to: Recommended: High school algebra, MAT 052 or MAT 070, or equivalent skills.

CIS 103

Computer Software and Concepts

Change recommendation to: Recommended: High school algebra, MAT 052 or MAT 070, or equivalent skills.

CIS 108

Visual Basic for Applications

Change course number to 208

Change recommendation to: Recommended: CIS 103, or CAB 135 and CAB 140, ability to manage files using Windows, and MAT 052 or MAT 070 or one year of high school algebra.

CIS 116

Introduction to the MS-Windows Operating System

Change course description

Change outline of topics

COMPUTER TECHNOLOGIES AND INFORMATION SYSTEMS/WWW

Curriculum revisions:

Web Site Support and Maintenance Certificate (# 0460) – change requirements; total semester credit hours increase to 30.

Advanced Web Site Development Certificate (# 0461) – change requirements; total semester credit hours increase to 43.

Web Site Developer Certificate (# 0463) – Change requirements; total semester credit hours increase to 18.

Course revisions:

Old Course Prefix/Number	New Course Prefix/Number	Course Title	Other Course Changes
WWW 111	CIS 111	Fundamentals of the Internet	
WWW 131	CIS 131	Building a Web Page	
WWW 132	CIS 132	Cascading Style Sheets	Change to 3:3:1 Change course description
WWW 141	CAB 170	Web Authoring Software	change title to: Adobe Dreamweaver
WWW 145	CIS 148	Introduction to Database-Driven Web Sites	
WWW 151	CIS 152	Web Development Tools	

WWW 161	CAB 178	Flash	change title to:	Adobe Flash
WWW 171	CIS 171	Advanced Web Page Development		
WWW 181	CIS 232	Web Scripting		
WWW 205	CIS 248	Web Database Management		
WWW 210	CIS 214	Web Site Maintenance and Management		
WWW 220	CIS 188	Active Server Pages		

Course withdrawals:

WWW 101 Overview of the Internet
 WWW 251 Internship Experience
 WWW 290 Topics in World Wide Web

CONSTRUCTION MANAGEMENT

Curriculum note:

Construction Management A.A.S. (# 0453) and Certificate (# 0454) – remove from the catalog.

ELECTRONICS AND COMPUTER TECHNOLOGY

Curriculum addition:

Add a 13-credit-hour Industrial/Commercial Electrical Maintenance Certificate (# 0160).

Curriculum revision:

Electronics Computer Technician Certificate (# 0167) – change requirements; total credit hours remain the same.

ENGLISH

Course revisions:

EGL 071
 Academic Reading and Study Skills for the Non-Native Speaker I
 Change prerequisite to: Placement into EGL 071 on the College’s reading placement test.
 Change course description

EGL 072
 Academic Reading and Study Skills for the Non-Native Speaker II
 Change prerequisite to: Placement into EGL 072 on the College’s reading placement test.
 Change course description

EGL 073
 Academic Reading and Study Skills for the Non-Native Speaker III
 Change prerequisite to: Placement into EGL 073 on the College’s reading placement test.
 Change course description

EGL 074
Academic Writing Skills for the Non-Native Speaker I
Change course description

EGL 075
Academic Writing Skills for the Non-Native Speaker II
Change course description

EGL 076
Academic Writing Skills for the Non-Native Speaker III
Change course description

EGL 089
Academic Reading and Study Skills for the Non-Native Speaker IV
Change credit:lecture:lab to 3:3:0
Change prerequisite to: Placement into EGL 089 on the College's reading placement test.
Change course description

EGL 090
Composition for the Non-Native Speaker IV
Change title to: Academic Writing Skills for the Non-Native Speaker IV
Change course description

FACILITIES MANAGEMENT AND ENGINEERING

Curriculum revisions:

Facilities Management A.A.S. (# 0362) – change requirements; total semester credit hours remain the same.

Facilities Energy Systems Technology A.A.S. (# 0363) – change requirements; total semester credit hours remain the same.

Facilities Management Certificate (# 0368) – change requirements; total semester credit hours remain the same.

Facilities Energy Systems Technology Certificate (# 369) – change requirements; total semester credit hours remain the same.

FIRE SCIENCE TECHNOLOGY

Course addition:

FIR 106 3:2:2

Firefighter III / Advanced Technician Firefighter

Course provides instruction to Basic Operations Firefighter students in advanced firefighting techniques. The Advanced Technician Firefighter is able to perform firefighting operations without direct supervision. Emphasis will be placed on advanced firefighting suppression operations, individual and team skills as required by the Office of the State Fire Marshal (OSFM), and recommendations by the National Fire Protection Association, NFPA 1001: Firefighter Professional Qualifications. Successful completion of this course, along with passage of the state written exam and other required OSFM certification courses, will lead to OSFM certification as an Advanced Technician Firefighter. Prerequisite: FIR 102 and FIR 103.

Fee TBA

GEOGRAPHY

Course revision:

GEG 130

Economic Geography

Change title to: Global Economies

GRAPHIC DESIGN (also see ART)

Curriculum revisions:

Graphic Design A.A.S. (# 0370) – change requirements; total semester credit hours increase to 67.

Animation and Multimedia Certificate (# 0371) – change requirements; total credit hours decrease to 30.

Curriculum withdrawal:

Game Development Certificate (# 0374)

Course withdrawal:

GRD 255 Game Development Practicum

HEALTH INFORMATION TECHNOLOGY

Curriculum note:

Medical Transcription Certificate (# 0286) – remove from the catalog.

Curriculum revisions:

Health Information Technology A.A.S. (# 0285) – change prerequisite for entry to the program and change course requirements; total semester credit hours remain the same.

Medical Coding Certificate (# 0287) – change requirements; total semester credit hours increase to 29.

Medical Office Management Certificate (# 0289) – change requirements; total semester credit hours remain the same.

Course additions:

HIT 108

2:1:2

Classification of Health Data ICD-10-CM/PCS

Course covers the ICD-10-CM/PCS classification system required to organize medical information for retrieval and reporting. Focus is on both the ICD-10-CM disease classification system and the ICD-10-PCS procedure classification system. Work focuses on acquiring skills in coding diseases and procedures and abstracting medical data. Course includes hands-on experience in coding hospital records. Prerequisite: HIT 104, HIT 121, BIO 131 and BIO 132 with minimum grade of C in each course.

Fee \$25

HIT 194

3:3:0

Health Informatics for Healthcare Professions

Course covers health information systems used in health care delivery systems including terminology and essential concepts of health information systems. An overview of varied automated administrative and financial systems is given. Course covers structure of electronic health records (EHRs). Content includes overview of health care industry's transitioning to electronic health record systems, components of EHRs, technologies used for input into EHRs, and privacy and security issues affecting access to and use of patient information. Students practice with software applications common to a healthcare setting. Recommended: Hands-on computer experience using software in Windows, i.e., Word, Excel, Access and PowerPoint.

Course revision:

HIT 121

Fundamentals of Health Information Management

Change prerequisite to: Acceptance into Health Information Technology program; HIT 104 and BIO 131 with minimum grades of C.

Course withdrawals:

HIT 130 Health Statistics and Registries

HIT 191 Healthcare Communication Systems

HIT 192 Managing Healthcare Information

HIT 193 Electronic Health Records

HINDI-URDU

Course additions:

HUD 101

4:3:2

Beginning Hindi-Urdu I

Course develops basic language skills in Hindi and Urdu within the context of the cultures of South Asia. Though written in different scripts and now associated with different countries and religions (India and Hinduism, and Pakistan and Islam respectively) Hindi and Urdu are essentially the same language and taught as one in this course. Especially at the informal level, the two languages are virtually interchangeable. Content includes pronunciation, vocabulary, grammar, reading, listening comprehension and oral and written communication. No prior study of the language is presumed. Recommended that experienced students discuss proper placement with instructor.

Fee \$20

HUD 102

4:3:2

Beginning Hindi-Urdu II

Course develops basic language skills in Hindi and Urdu within the context of the cultures of South Asia. Though written in different scripts and now associated with different countries and religions (India and Hinduism, and Pakistan and Islam respectively), Hindi and Urdu are essentially the same language and taught as one in this course. Especially at the informal level, the two languages are virtually interchangeable. Content includes pronunciation, vocabulary, grammar, reading, listening comprehension and oral and written communication. It is recommended that experienced students discuss proper placement with instructor. Prerequisite: HUD 101 or instructor consent.

Fee \$20

HUD 201 4:3:2
Intermediate Hindi-Urdu I
Course continues development of basic skills in Hindi and Urdu. The grammar of Hindi-Urdu is reviewed while becoming comfortable with the Urdu script. Hindi-Urdu speaking is practiced intensively. Focus is on life in modern South Asia and includes a range of everyday scenarios. Prerequisite: HUD 102 or instructor consent.

Fee \$20

HUD 202 4:3:2
Intermediate Hindi-Urdu II
Course continues development of basic skills in Hindi and Urdu. The grammar of Hindi-Urdu is reviewed while becoming comfortable with the Urdu script. Hindi-Urdu speaking is practiced intensively. Focus is on life in modern South Asia and includes a range of everyday scenarios. Prerequisite: HUD 201 or instructor consent.

Fee \$20

HISTORY

Course additions:

HIS 223 3:3:0
Environmental History of the U.S.
Course surveys the history of the environment and human impact/interrelation with nature. The course will cover the periods of Native American habitation, European settlement, westward expansion, and urban sprawl. Areas of study include settlement, agriculture, ecology, environmental movements, and conservation efforts. These areas will be studied through social, political, and economical impacts at the local, national, and international levels.

HIS 241 3:3:0
History of Chicagoland
Course surveys the history of Chicago and the surrounding suburbs, with an emphasis on the growth and development of the area. Content includes land development, culture, social movements, government, and economic history/development. Other topics linking Chicago with its suburbs include the growth of transportation and urbanization, with a concentration on the post-WWII boom.

HUMANITIES

Course additions:

HUM 124 3:3:0
African-American Culture and the Arts
Course offers an interdisciplinary and comparative survey of the intellectual, artistic, historical, and cultural achievements of people of African descent in America. Content includes examination of literature, philosophy, visual art, music, film, and other performing arts.

HUM 161 3:3:0
Global Cinema
Course offers a survey of the historical development of global cinema outside of Hollywood and the United States, emphasizing a study of films and innovations in film production, distribution, and exhibition, as well as changes in national identity, that have had significant influence on cinema as an international art form.

LAW ENFORCEMENT

Curriculum revisions:

Law Enforcement A.A.S. (# 0240) – change requirements; total semester credit hours remain the same.

Law Enforcement Certificate (# 0241) – change requirements; total semester credit hours remain the same.

Course additions:

LAE 135 3:2:2
Forensics I

Course provides students with hands-on experience with the different disciplines of forensic science, the types of examinations conducted in crime scenes, and other applications of forensic science in the modern criminal justice system. Topics include crime scene investigations, death investigations, evidence-gathering techniques, and the analysis of physical evidence in the field and laboratory setting.

Fee \$15

LAE 140 3:3:0
Corrections

Course presents a functional analysis of corrections in the American criminal justice system. Topics include the social history of punishment, environmental conditions, staff and inmate safety, prisoner rights litigation, overcrowding, gender and ethnicity, special needs, gang control strategies, and growth of supermax prisons. The course is a useful introduction to career planning for employment in the corrections field.

LAE 145 3:3:0
International Terrorism

Course examines terrorism as a political tool used against almost all nations of the world. In addition, terrorist groups throughout the world are studied.

LAE 150 3:3:0
Law Enforcement Report Writing

Course develops the report writing and communication skills of students, police officers, detectives, and corrections officers. Students learn how to write a clear and precise police report, focusing on format, coherence, and voice. Appropriate diction, grammar, punctuation, and spelling will be addressed. Students also learn how to report incidents and document the crime scene accurately and thoroughly. Course may not meet major requirements at transfer institutions. Prerequisite: EGL 101 or placement in EGL 101.

MACHINE TECHNOLOGY (APPRENTICESHIP)

Curriculum note:

Machine Technology (Apprenticeship) A.A.S. (# 0256) and Certificates (# 0255, # 0257, and #0258) – remove from the catalog.

Course revision:

MTA 102
Basic Print Reading and Shop Theory
Change prefix to: MFG
Change course description

MANAGEMENT AND SUPERVISION

Course additions:

MGT 138 3:3:0
 Introduction to Life Coaching
 Course introduces the beginning fundamentals of life coaching. Students will learn both the history of the field as well as current coaching trends and how to create a coaching practice based on individual skills, experience, and interests.

MGT 238 3:3:0
 Life Coaching II
 Course supports advanced fundamentals of life coaching with a focus on applied knowledge. Students will learn coaching strategies and create a structure for their own coaching practice. Prerequisite: MGT 138.

Course revisions:

Course	Title Change	Description Change	Updated Learning Objectives	Outline of Topics Changes
MGT 101		X	X	X
MGT 105	new title: Basic Business Skills	X	X	X
MGT 117		X	X	X
MGT 118		X	X	X
MGT 140			X	X
MGT 165			X	
MGT 170			X	
MGT 205			X	
MGT 222			X	
MGT 225	new title: Effective Leadership Skills		X	X
MGT 228	new title: Change Management		X	
MGT 232			X	
MGT 266			X	
MGT 267			X	
MGT 268			X	
MGT 271			X	

MANUFACTURING TECHNOLOGY

Course addition:

MFG 141 4:2:4
 CNC Machine Operation – NIMS Test Preparation
 Course provides instructional and hands on training to prepare students to take the NIMS (National Institute for Metalworking Skills) “CNC Operator” certification test. This is a web-based training class which contains 24 self paced learning units as well as a lab component for hands on experience. Topics covered are: computer numerical control (CNC) mill, lathe and grinder set-up and operation, tool identification, set-up and maintenance, fixture set-up and operation, CNC troubleshooting and maintenance, precision measurement and gauging, print reading, geometric dimensioning and tolerancing, machining processes, statistical process control, quality and cycle time optimization, and CNC program operation. Recommended: Computer competency and familiarity with web-based instruction.

Fee \$40

Course revision:

MFG 144

Introduction to CNC

Change title to: Introduction to CNC Programming

Change course description.

Course withdrawal:

MFG 143 Basic CNC Programming

MARKETING MANAGEMENT

Course revisions:

Course	Title Change	Description Change	Updated Learning Objectives	Outline of Topics Changes
MKT 150		X	X	X
MKT 151	new title: Customer Service	X	X	X
MKT 165			X	X
MKT 240			X	X
MKT 244			X	X

MATHEMATICS

Course revisions:

MAT 047

Prealgebra

Change number to 060

Change credit:lecture:lab to 4:4:0

MAT 051

Algebraic Foundations and Elementary Algebra

Change number to 070

Add the following sentence to the course description: Computer software will be utilized to facilitate learning objectives.

Change prerequisite to: MAT 060 or appropriate score on Mathematics Placement Test.

MAT 053

Elementary Plane Geometry

Change number to 080

Change credit:lecture:lab to 4:4:0

Change prerequisite to: MAT 052 or MAT 070 or appropriate score on Mathematics Placement Test.

MAT 080

Elementary Plane Geometry

Change prerequisite to: MAT 070 (formerly MAT 051) or MAT 052 or appropriate score on Mathematics Placement Test.

MAT 102

Mathematics for Allied Health

Change title to: Mathematics for Health Careers

Change prerequisite to: MAT 070 (formerly MAT 051) or MAT 052 or appropriate score on Mathematics Placement Test.

MAT 120

Intermediate Algebra

Change number to 110

Change prerequisite to: MAT 070 (or an appropriate score on the Mathematics Placement Test) and MAT 080 (or geometry proficiency). MAT 080 and MAT 110 may be taken concurrently.

Course withdrawals:

MAT 045 Principles of Arithmetic

MAT 052 Elementary Algebra

MECHANICAL DESIGN/CAD

Curriculum addition:

Add an 11-credit-hour CAD Interior Design Certificate (# 0267).

MODERN LANGUAGES (see Hindi-Urdu)

PARALEGAL STUDIES

Curriculum additions:

Add a 60-credit-hour degree A.A.S. in Paralegal Studies (# 0340).

Add a 24-credit-hour Paralegal Studies Certificate (# 0341).

Course additions:

PAR 101

3:3:0

Introduction to Paralegal Studies

Course covers the functions of law; courts and lawyers in modern society; the origin, training and role of the paralegal; professional responsibilities of the lawyer; fields and specializations within the practice of law; and legal research and writing based upon a review of the sources and works of law. Prerequisite: Placement into EGL 101 or completion of EGL 101 (or equivalent) with minimum grade of C.

PAR 110

3:3:0

Legal Research I

Course orients students to law library and various legal publications, treatises and other legal writings encountered in day-to-day practice of law. Content emphasizes developing student capability to analyze, interpret, and communicate facts, ideas and law through comprehension of legal research techniques. Prerequisite: PAR 101 with minimum grade of C or consent of program coordinator.

- PAR 113 3:3:0
 Litigation
 Course covers the role of the paralegal in litigation. Content includes an analysis of civil procedure and instruction in preparation of documents used in lawsuits, covering pre- and post-trial matters, evidentiary problems, and assistance during trials.
- Prerequisite: PAR 101 with minimum grade of C or consent of program coordinator.
- PAR 115 3:3:0
 Law of Family Relations
 Course covers the role of the paralegal in family law. Content includes an examination of domestic relations law with emphasis on marriage, divorce, annulment, separation agreements, adoption, and other legal matters involving the family. Prerequisite: PAR 101 with minimum grade of C or consent of program coordinator.
- PAR 123 3:3:0
 Real Property Law
 Course provides historical study of common law estates and interests and statutes. Content emphasizes the role of and relationship between the attorney and the paralegal in preparing the more common types of real property transactions and conveyances such as deeds, contracts and leases; drafting problems involving these various instruments; special research projects related to the subject matter; and a study of the system of recording and search of public documents. Prerequisite: Placement into EGL 101 or completion of EGL 101 (or equivalent) with minimum grade of C, or instructor consent.
- PAR 210 3:3:0
 Legal Research II
 Course provides exposure to and training in the use of the computer to perform legal research. Content emphasizes Westlaw, LEXIS and Internet research, and introduces the latest forms of computer-assisted legal research. Prerequisite: PAR 110 with minimum grade of C or consent of program coordinator.
- PAR 211 3:3:0
 Corporate and Securities Law
 Course covers topics such as incorporation, corporate recordkeeping, and compliance with administrative regulations. Also covered are statutes, rules, forms, and releases pertaining to the principal acts administered by the Securities and Exchange Commission.
- PAR 212 3:3:0
 Probate
 Course covers the role of the paralegal in probate matters. Topics include the principles, history, and sources of probate law; probate court forms and tax returns; and gathering information and preparing documents for the paralegal's supervising attorney.
- PAR 215 3:3:0
 Tort and Insurance Law
 Course covers the role of the paralegal in tort and insurance law. Topics include basic tort and insurance principles, insurance claim procedures, and pleading forms used in litigation of various actions.

PAR 216	3:3:0
Estate Planning	
Course covers the role of the paralegal in estate planning. Topics include common forms of wills and trusts; legal principles applicable to wills and trusts; and drafting of documents by the paralegal for the supervising attorney.	
PAR 218	3:3:0
Contract Law	
Course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.	
PAR 219	3:3:0
Environmental Law	
Course covers American environmental law. Topics include the Clean Air Act, the Clean Water Act, the Comprehensive Environmental Response, Compensation and Liability Act, the Endangered Species Act, wetlands, asbestos, and environmental racism. Emphasis is on the role of the paralegal in environmental law issues. Ethical issues dealing with environmental law are also discussed.	
PAR 220	3:3:0
Community Law	
Course develops skills and competencies needed to recognize legal problems and comply with the procedures relating to various government agencies. Content includes federal housing and landlord-tenant law; mental and civil commitments; welfare laws; labor law; social security law; consumer protection law; and the paralegal's role in community law.	
PAR 222	3:3:0
Law Office Management	
Course covers law office management, relying on the system analysis approach to examine design, methods, and processes necessary for integrating the paralegal into the hierarchy of the organization of a law office. Emphasis is on defining functions of the lawyer, paralegal, and legal secretary.	
PAR 225	3:3:0
Bankruptcy Law	
Course covers the principles, history, and sources of bankruptcy law in the United States, as well as the law relating to Chapters 7, 9, 11, 12, and 13 of the United States Bankruptcy Code. Content includes instruction in the drafting of the schedules needed for Chapter 7, 9, 11, 12, and 13 filings. Course examines the jurisdiction of the federal bankruptcy courts and the role of the paralegal in bankruptcy law.	
PAR 227	3:3:0
Intellectual Property	
Course covers an historical study of the development of intellectual property law in the United States. Content includes the role of the paralegal in preparing applications for patent, copyright, and trademark protections with federal and state governments. Course provides an overview of the role of the paralegal in preparing for litigation involving intellectual property law issues, and reviews ethical issues that arise in the intellectual property arena.	
PAR 230	3:3:0
Commercial Real Estate Law	
Course covers American commercial real estate law. Topics include the anatomy of a commercial real estate transaction; the role of a paralegal in a commercial real estate transaction; the importance of title	

searches and surveys; and the role of leases, easements, and licenses. Also covered are the process utilized to obtain commercial real estate mortgages; the role of a paralegal in preparing for a commercial real estate closing; and ethical issues dealing with commercial real estate.

PAR 250 3:1:15
Practicum

Course provides supervised experience in a legal setting to enhance students' technical paralegal skills. Also included is a one-hour weekly seminar devoted to paralegal issues. Prerequisite: PAR 101, PAR 110, PAR 113 and a PAR elective course with minimum grades of C.

PAR 290 1-4:0-4:0-4
Topics in Paralegal Studies

Course covers selected problems or topics in paralegal studies. Content and instructional methodology will vary semester to semester. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be repeated on different topics up to three times for up to four credit hours. Prerequisite: Varies depending on specific topic.

Fee varies

PERSON-CENTERED ELDER SUPPORT

Curriculum addition:

Add a three-credit-hour Person-Centered Elder Support Certificate (# 0034).

Course additions:

PES 101 1:1:0
The World of the Elder

The first of three courses required for a Person-Centered Elder Support certificate, which is designed to prepare the student for a caregiver role with elders. Content will focus on educational concepts and practices for the care and safety of elders experiencing normal aging. Sensory, physical and psychosocial changes of aging, normal aging, myths of aging, and culture change will be discussed.

PES 102 1:1:0
Person-Centered Communication

Course will focus on effective person-centered communication techniques to promote quality relationships between caregivers and elders. Content focuses on promoting holistic approaches and respect for the individual, and emphasizes adaptive services as the elder experiences changes in his or her health or abilities. This approach empowers both caregiver and elder by offering positive, well-defined strategies to enhance the elder's quality of life. Prerequisite: Concurrent enrollment in PES 101 or consent of program chair.

PES 103 1:1:0
Dementia Care of the Elder

Course focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Alzheimer's disease will be studied, including stages, symptom progression, and behaviors. Focus will be on understanding the disease and meeting the person's needs using person-centered concepts, techniques, and strategies. Caregiver support and community resources will be explored. Prerequisite: Concurrent enrollment in PES 101 and PES 102 or consent of program chair.

PHARMACY TECHNICIAN

Curriculum revision:

Pharmacy Technician Certificate (# 0282) – change requirements; total credit hours increase to 7.

Course revision:

MLT 125
Pharmacy Technician
Change credit:lecture:lab to 7:7:0
Change course description

PHILOSOPHY

Course addition:

PHL 201 3:3:0
Environmental Ethics
Course studies meaning, value, and moral responsibility in relationship to the environment. Topics include examination of at least four conflicting theories about what constitutes an adequate environmental ethic, and the application of these theories to environmental issues such as climate change, environmental racism, and wilderness preservation.

Course revisions:

PHL 107
Business Ethics
Will be cross-listed with BUS 107
Change course description

PHL 215
Asian Philosophy
Change course description

PHYSICAL THERAPIST ASSISTANT

Curriculum revision:

A.A.S. in Physical Therapist Assistant (# 0360) – change requirements; total semester credit hours remain the same.

Course addition:

PTA 218 2:2:1
Clinical Applications in PTA
Course examines the clinical management of complex physical therapy patients. Focus is on the practical application of effective treatment strategies to a variety of diagnoses using a case study, problem-based approach. Prerequisite: Completion of PTA 207, PTA 210, and PTA 211 with minimum grade of C in all courses.

Course revision:

PTA 261

Clinical Practicum III

Change prerequisite to: PTA 162 with minimum grade of C; PTA 207, PTA 210, PTA 211 and PTA 241/242 with minimum grade of C in all courses or concurrent enrollment.

Course withdrawal:

PTA 212 Advanced Manual Techniques for the PTA

PHYSICS

Course revisions:

PHY 101

Applied Physics

Change prerequisite to: MAT 070 (formerly MAT 051) or MAT 052, each with a grade of P, or consent of instructor.

PHY 115

Descriptive Astronomy

Change recommended to: MAT 070 (formerly MAT 051) or MAT 052 or higher MAT course.

PHY 120

Practical Astronomy

Change recommended to **Prerequisite:** MAT 070 (formerly MAT 051) or MAT 052, each with a grade of P.

RADIO FREQUENCY IDENTIFICATION

Curriculum note:

Radio Frequency Identification A.A.S. (# 0174) and Certificates (# 0172, # 0173, and # 0176) – remove from the catalog.

RADIOLOGIC TECHNOLOGY

Curriculum addition:

Add a 79-credit-hour A.A.S. in Radiologic Technology (# 0382).

Course additions/revisions:

RDT 110

12:8:12

Radiologic Technology I

Course introduces student to radiography in the health care setting. Content includes history of radiation and career paths, concepts of patient care, ethical and legal responsibilities, positioning principles, terminology, and basic anatomy including topographical landmarks, radiation protection principles, and hazards.

Prerequisite: MAT 140 and BIO 131.

RDT 120 12:8:12
Radiologic Technology II
Course includes factors affecting radiographic exposure, principles and devices in technique formation, radiation production methods and control, positioning principles, terminology, basic anatomy, and processing of the image. The clinical course emphasizes radiography of minor contrast studies to include fluoroscopy and pyelography. The student must continue to master previous clinical competencies in chest and abdomen studies. Course includes introduction to surgical procedures. Prerequisite: RDT 110 with minimum grade of C.

RDT 130 6:2:12
Radiologic Technology III
Course continues work in specific areas of image, positioning principles, terminology, basic anatomy, basic radiographic images, concepts of disease, systemic classifications, complication, prognosis of disease, effects of pathology on radiographs, and radiographic technique. Emphasis is on radiography of the extremities and surgical work. Students master skills in chest, abdomen, contrast studies, flouro and surgical abdominal cases. Prerequisite: RDT 120 with minimum grade of C.

RDT 210 12:6:18
Radiologic Technology IV
Course includes basic principles of general physics and application to radiography, basic formulas and technique, image intensified fluoroscopy, recording medias, techniques, tomography and computed tomography, digital imaging, duplication and subtraction, research paper and presentations, and advanced radiologic positioning, including boney thorax, cranium, and specific cranial anatomical studies. Emphasis is on vertebral column and mastering upper and lower extremities. Clinical rotation through surgery and trauma. Prerequisite: RDT 130 with minimum grade of C.

RDT 220 12:6:18
Radiologic Technology V
Course deals with effects of ionizing radiation on living, specialized radiographic procedures and modalities, quality assurance, quality control measures, governing organizations, regulations, test tools and methods of application., information required for equipment operation and maintenance, and skills to determine a radiograph's acceptability and to learn to correct errors. Emphasis is on radiography of the cranium and mastering vertebral skills as well as additional modalities. Prerequisite: RDT 210 with minimum grade of C.

RDT 230 6:3:9
Radiologic Technology VI
Course requires student to prove proficiency in all areas of radiography. Topics covered prepare students for American Registry Examination, review content from prior RDT courses, and provide an overview of professional responsibilities of a radiographer including continuing education, certification, scope of practice, and licensure. Emphasis is on mastering the complete clinical education experience and fostering confidence as a technologist. Prerequisite: RDT 220 with minimum grade of C.

REAL ESTATE

Curriculum note:

Real Estate A.A.S. (# 0390) and Certificate (# 0389) – remove from the catalog.

SPEECH

Course additions:

SPE 126 3:3:0

Basic Sign Language II

Course continues and expands on the fundamentals of American Sign Language. The focus is on sign language vocabulary, expressive and receptive communication, fingerspelling, and ASL grammar used by Deaf Americans. Course is designed for students with at least one previous course in ASL. Prerequisite: SPE 125 or equivalent with minimum grade of C.

SPE 140 3:3:0

Professional Presentations

Course introduces students to the rhetorical principles and strategies required to produce and present multimedia material.

THEATER

Curriculum proposal:

Add an 18-semester-credit-hour Theater Concentration to the 2011-12 College catalog.

Course revisions:

THE 135

Stagecraft I

Change credit:lecture:lab to 3:1:4

Change course description

THE 136

Stagecraft II

Change credit:lecture:lab to 3:1:4

Change course description

WORLD WIDE WEB – see Computer Technologies and Information Systems/WWW

End of SECTION II

(COURSE & CURRICULUM CHANGES INCLUDED IN 2011-2012 CATALOG)

SECTION III

COURSE & CURRICULUM CHANGES NOT INCLUDED IN 2011-2012 CATALOG [APPROVED AFTER CATALOG WENT TO PRESS]

ART

Course additions:

ART 145 3:0:6

Watercolor I

Course provides basic understanding and working practice of watercolor as a painting medium. Content includes use of watercolor and component materials, tools and techniques associated with this medium, development of line, shape, spatial characteristics, color mixing, and their use in terms of the concept of the work. Studio work outside of scheduled class time required. Prerequisite: ART 105 or ART 131 or ART 132 or consent of instructor.

Fee \$40

ART 245 3:0:6

Watercolor II

Course continues ART 145 with further development of techniques, style, approach, concept and content. Advanced studies and exercises to produce more finished and accomplished work. Individual approach (style) and self-directed concepts stressed. Studio work outside of scheduled class time required. Prerequisite: ART 145 or consent of instructor.

Fee \$40

AUTOMOTIVE TECHNOLOGY

Curriculum revisions:

Automotive Technology (Apprenticeship) A.A.S. (# 0031) – change requirements; total semester credit hours remain the same.

Automotive Technology (Apprenticeship) Certificate (# 0030) – change requirements; total semester credit hours increase to 36.

Course addition:

ATA 208 4:4:0

Automatic Transmissions

Course studies operational principles of automatic transmissions. Topics include theory of operation, repair, and troubleshooting on different assemblies of automatic transmissions. Prerequisite: Interview with and consent of program chair.

Fee \$30

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

Curriculum revision:

Air Conditioning, Heating, and Refrigeration Technology A.A.S. (# 0060) – change requirements; total semester credit hours decrease to 60.

BIOLOGY

Course additions:

BIO 103 3:3:0

A Survey of Ecology

This non-laboratory course provides an introduction into our natural environment and the relationships between humans and the environment. Topics include ecosystem structure and function, population dynamics, renewable and non-renewable resources, alternative energies, waste management, pollution, management of natural areas, overview of ecological balances in nature, and human's relationship to these balances. Intended for the non-science major. Credit cannot be received in both BIO 103 and BIO 106.

BIO 230 4:3:3

Methods in Biotechnology

Laboratory course on biotechnology focusing on the molecular and genetic principles and processes involved in biotechnology. The course covers the theory and practice of commonly used techniques in recombinant DNA technology. Content includes separation techniques of biological macromolecules such as nucleic acids and proteins, growing bacteria, isolation of DNA, DNA cloning, and PCR. Prerequisite: BIO 121 with minimum grade of C or consent of the department chair.

Fee \$50

BUSINESS

Course addition:

BUS 249 3:2:2

Introduction to ERP Systems

Course introduces SAP, Enterprise Resource Planning. The course is intended to explain how the fundamental business processes interact within an ERP system in the functional areas of sales and distribution, materials management, production planning, financial accounting, controlling, and human resource management. Students may not receive credit in both BUS 249 and CIS 249. Prerequisite: BUS 101 or CIS 201 or CIS 203. Recommended: Hands-on experience using Windows software and keyboarding skills.

Fee \$40

COMPUTER INFORMATION SYSTEMS

Course addition:

CIS 249 3:2:2

Introduction to ERP Systems

Course introduces SAP, Enterprise Resource Planning. The course is intended to explain how the fundamental business processes interact within an ERP system in the functional areas of sales and distribution, materials management, production planning, financial accounting, controlling, and human resource management. Students may not receive credit in both CIS 249 and BUS 249. Prerequisite: BUS 101 or CIS 201 or CIS 203. Recommended: Hands-on experience using Windows software and keyboarding skills.

Fee \$40

ELECTRONICS AND COMPUTER TECHNOLOGY

Curriculum revision:

A+ Computer Diagnostic Specialist Certificate (# 0169) – change requirements; total semester credit hours remain the same.

MANAGEMENT AND SUPERVISION

Curriculum addition:

Add a 30-semester-credit-hour Business Security Management Certificate (# 0231).

Course additions:

MGT 180 3:3:0

Introduction to Business Security Management

Course provides an overview of the principles of security organization management. Topics include the challenges that organizations face in the area of security with regard to personnel, facility, and information. Security strategies for business and contingency planning are also covered.

Recommended: BUS 101.

MGT 181 3:3:0

The Principles of Business Asset Protection

Course covers the principles of the protection of assets within an organization. Topics include risk exposure, risk analysis, and security strategies as they relate to business asset protection within business units of an organization. Prerequisite: MGT 180

MGT 182 3:3:0

Emergency and Contingency Planning

Course provides a foundation on the background components and systems involved in the management of disasters and other emergencies within a business. Topics include the role of an organization in the areas of identification, analysis, and contingency procedures related to various emergency situations. Prerequisite: MGT 180.

MATHEMATICS

Course addition:

MAT 198 1:1:0

Technology Training for Math

Survey course on the features of using various technological tools for learning college-level mathematics. These could be, but are not limited to: graphing calculators (TI-Inspire) with appropriate data sampling peripherals, computer algebra software (Mathematica) or web delivery software suites (MyMathLab). Course may be repeated up to two times when taken with a focus on a different tool. Course may be repeated up to two times when taken with a focus on a different tool. Recommended: Enrollment in a tandem mathematics course or consent of instructor.

PHYSICAL EDUCATION

Course additions:

PED 112 1:0:2
Soccer I
Course provides instruction in fundamentals of soccer. Content focus is on skills, rules of the game, skill drills and game playing.

Fee \$20

PED 114 1:0:2
Soccer II
Course continues development of soccer skills and knowledge of the game. Content focus is on intermediate skills, team strategies and offensive and defensive play.

Fee \$20

PED 118 1:0:2
Softball I
Activity course gives instruction in the fundamental skills, rules, and strategy of the game. Game playing is emphasized.

Fee \$25

PED 120 1:0:2
Softball II
Activity course gives instruction in the fundamental skills, rules, and strategy of the game. Game playing is emphasized.

Fee \$25

PED 122 1:0:2
Baseball I
Activity course gives instruction in the fundamental skills, rules, and strategy of the game. Game playing is emphasized.

Fee \$25

PED 124 1:0:2
Baseball II
Activity course gives advanced instruction in the skills, rules, and strategy of the game. Game playing is emphasized.

Fee \$25

SOCIAL SCIENCE

Course revision:

SSC 201
Introduction to Global Studies
Change course description and learning objectives

