

## HCB Harper College for Business

### HCB 8121 Introduction to Local Area Networks (2-2) 3 crs.

Provides students with a comprehensive introduction to local area networks. Includes OSI model, media, topologies, protocols, network maintenance, upgrades, troubleshooting, and current network operating systems.

### HCB 8122 Internet Protocols (TCP/IP) (2-2) 3 crs.

Provides students with a detailed examination of internet addressing and protocols. Includes IP addressing, routing, IP, ICMP, ARP, TCP, UDP, DHCP, DNS, HTTP, FTP, and SMTP. Uses protocol analyzers to monitor and examine network traffic.

### HCB 8125 Cisco Networking CCNA (4-4) 6 crs.

Provides students with experience configuring Cisco routers and switches for a variety of tasks, including IOS basics, router configuration, routing protocols, NAT, access lists, WAN settings, switching and VLANs, IPv4 and IPv6 addressing.

### HCB 8135 Autocad Essentials (0-4) 2 crs.

Provides students with a comprehensive introduction to AutoCAD essentials. Includes creating a simple drawing, making drawings precise, drawing organization and information, creating more complex objects, annotating your drawing, creating and organizing blocks, drawing setup and utilities, advanced object types, advanced blocks and attributes, referencing and sharing information, and drawing standards and system setup.

### HCB 8160 Basic Supervisory Skill Development (0.5-0 to 3-0) 0.5-3 crs.

Studies selected problems or topics in supervisory management. Introduces the responsibilities of the first or second echelon supervisor in either the industrial or administrative environment. Leadership qualities, human relations skills, motivation, communications, training techniques, and problems of the work group are discussed.

### HCB 8175 Business Image and Etiquette (0.5-0 to 3-0) 0.5-3 crs.

Provides students with the knowledge of how a professional image and good manners affect interpersonal relationships in the workplace. They will recognize the importance of first impressions and learn to manage themselves in a professional manner.

### HCB 8180 Customer Service, Customer Loyalty (0.5-0) 0.5 crs.

Delivers the strategies and skills professionals need to be more effective in virtually every aspect of customer service planning and execution. Program will enable service people to be skilled, practiced, motivated and prepared in all customer contact.

### HCB 8182 Effective Business Writing (0.5-0) 0.5 crs.

Delivers the strategies and skills professionals need to be more effective in every aspect of business writing. Enables business people to be skilled, practiced, motivated and prepared in all writing that pertains to business interactions.

### HCB 8184 Teambuilding (0.5-0) 0.5 crs.

Delivers the strategies and skills professionals need to be more effective in aspects of teambuilding. Enables business people to be skilled, practiced, motivated and prepared to work as members of effective teams.

### HCB 8185 Interviewing Skills (0.5-0) 0.5 crs.

Builds the skills to plan and conduct interviews to elicit information needed to make sound hiring decisions.

### HCB 8186 Customer Service Excellence (0.5-0) 0.5 crs.

Delivers the strategies and skills customer service professionals need to provide excellence in every customer interaction. In this interactive workshop, participants will explore reasons why customer service is critical and will practice listening and positive communication skills.

### HCB 8190 Integrity Service (1.5-0.5) 2 crs.

Provides tools and skills to build and manage professional customer relationships more effectively, gain insight into business needs through effective communication and interpersonal skills, learn behaviors that demonstrate the value of customers as trusted business partners, and manage customer expectations more effectively regarding the delivery of solutions.

### HCB 8192 Communication Skills (0.5-0 to 3-0) 0.5-3 crs.

Provides an overview of effective business communications. Focuses on practical experience in the preparation and delivery of oral and written communications. Emphasizes the importance of active listening and effective body language. Reviews proper etiquette in the use of email and other forms of written communication and in meetings.

### HCB 8194 Presentation Skills (0.5-0) 0.5 crs.

Studies selected problems or topics in presenting information to others. Introduces the concepts of presenting in both informal and formal settings in a clear and concise manner.

### HCB 8221 Wireless Networking (2-2) 3 crs.

Provides students with a comprehensive hands-on overview of wireless networking. Includes radio frequencies, wireless infrastructure, hardware, wireless standards, wireless LAN security, site surveys, and troubleshooting.

### HCB 8222 Data Communications-Convergence+ (2-2) 3 crs.

Provides students with an introduction to telecommunications and data convergence. Topics include legacy telecommunications, voice telephony, public-switched telephone networks, data networking, Voice Over IP, quality of service and wireless communications.

### HCB 8280 Network Security Fundamentals (2-2) 3 crs.

Provides students with a comprehensive hands-on overview of network security including authentication, encryption, digital certificates, perimeter topologies, remote access, cryptography, and operational security.

### HCB 8301 ESL: Workforce Language Skills I (1-0 to 6-0) 1-6 crs.

Focuses on grammatical structures and patterns of English for high beginning English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills.

### HCB 8302 ESL: Workforce Language Skills II (1-0 to 6-0) 1-6 crs.

Continues grammatical structures and patterns of English for high beginning English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Students must take a placement test prior to enrollment.

### HCB 8303 ESL: Workforce Language Skills III (1-0 to 6-0) 1-6 crs.

Focuses on increasingly complex grammatical structures and patterns of English for intermediate English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Placement exam required.

### HCB 8304 ESL: Workforce Language Skills IV (1-0 to 6-0) 1-6 crs.

Continues increasingly complex grammatical structures and patterns of English for intermediate English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Placement exam required.

**HC8305 ESL: Workforce Language Skills V (1-0 to 6-0) 1-6 crs.**

Focuses on increasingly complex grammatical structures and patterns of English for high intermediate English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Placement exam required.

**HC8306 ESL: Workforce Language Skills VI (1-0 to 6-0) 1-6 crs.**

Continues complex grammatical structures and patterns of English for high intermediate English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Placement test required.

**HC8452 Imports and Exports (0.5-0) 0.5 crs.**

Provides a conceptual overview of the world marketing environment with emphasis on both global exporting and importing. Introduces students to marketing strategies and procedures to capitalize on domestic and overseas world trade potential.

**HC8503 Occupational German (1-0 to 4-0) 1-4 crs.**

Studies selected problems or topics in German as it relates to specific occupations. This course is divided into three components: speaking in German, listening in German, and German culture. Introduces pronunciation and comprehension of practical common phrases and questions used in the German language.

**HC8601 Basic Welding (1-4) 3 crs.**

Covers fundamentals of oxyacetylene welding theory practices and beginning electric welding. Includes arc welding and gas welding, brazing and cutting in the horizontal position.