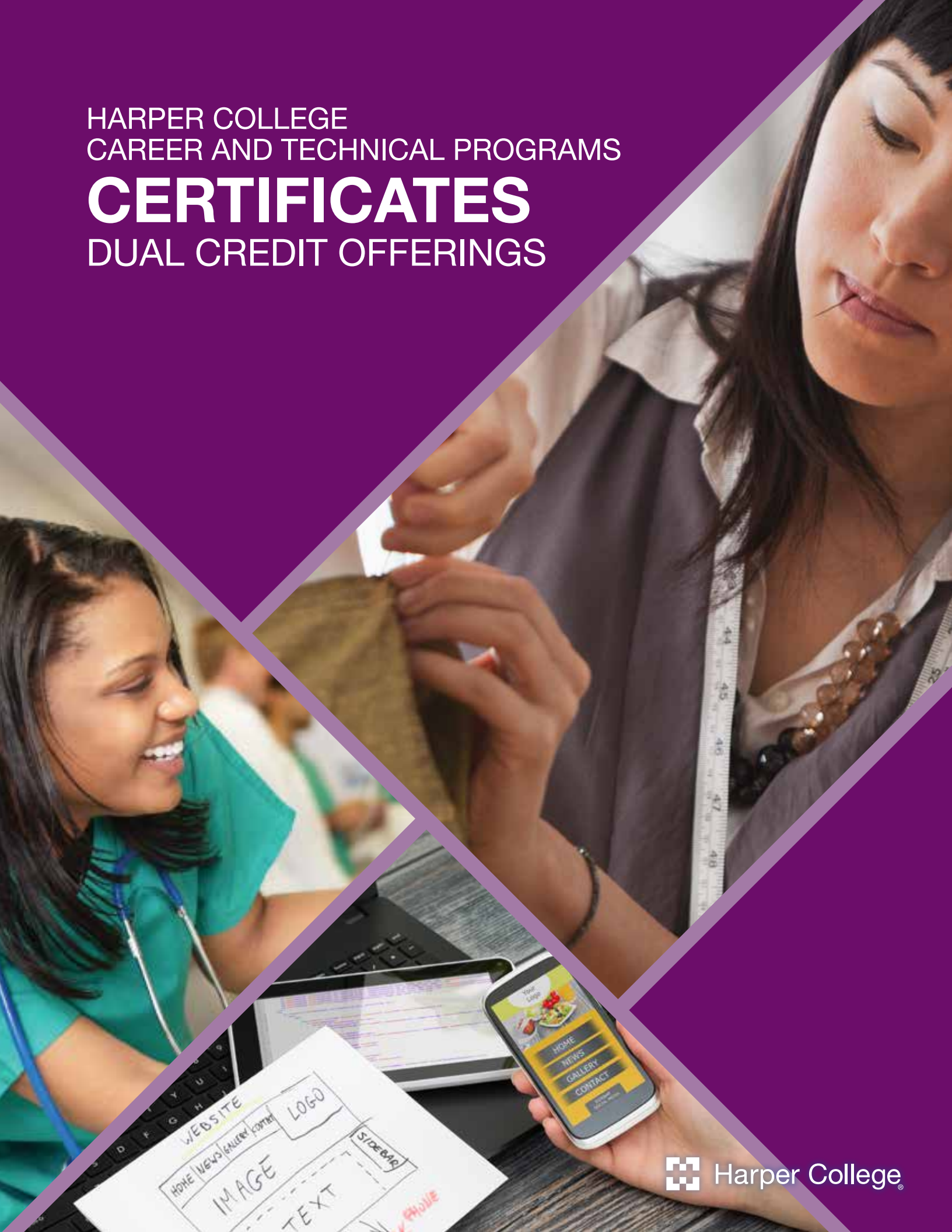


HARPER COLLEGE  
CAREER AND TECHNICAL PROGRAMS

# CERTIFICATES

## DUAL CREDIT OFFERINGS



HARPER COLLEGE  
CAREER AND TECHNICAL PROGRAMS  
**Certificates**

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Accounting  
Cardiographic Technician  
Community Health Worker  
Computer Information Systems  
Early Childhood Education  
Electronics  
Emergency  
and Disaster Management  
Fashion Design  
Geographic Information Systems  
Graphic Arts Technology  
Health Information Technology  
Hospitality Management  
HVAC-R Technology  
Human Services  
Law Enforcement & Justice Administration  
linguistics  
Maintenance Technology  
Management  
Manufacturing Technology  
Marketing  
Medical Office  
Administration (MOA)  
Paralegal Studies  
Paraprofessional Educator  
Phlebotomy

The curriculum and courses presented in this brochure are subject to change without notice. Although every effort has been made to ensure the accuracy, currency and reliability of information, users are responsible for verifying current course information online at [harpercollege.edu](http://harpercollege.edu) or contact your local school district for the most up to date information.

# DUAL CREDIT

## classes available in Accounting



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### ACCOUNTING BOOKKEEPER/CLERK CERTIFICATE

Course Number	Course Title	Credits
<b>ACC 100</b>	<b>Introductory Accounting (D211: Accounting 1–Financial)</b> or	
ACC 101	Introduction to Financial Accounting	3-4
<b>ACC 112</b>	<b>Quickbooks (D211: Quickbooks)</b>	2
<b>CAS 160</b>	<b>Introduction to Business Software Packages (D211: Technology Applications; D220: Tech Certifications II)</b> or	
<i>Three total credit hours from the following four CAS courses:</i>		
CAS 105	Word Processing Software	1
CAS 115	Spreadsheet Software	1
CAS 125	Database Software	1
CAS 215	Advanced Spreadsheet Software	1

### ADVANCED ACCOUNTING BOOKKEEPER/CLERK CERTIFICATE

Course Number	Course Title	Credits
ACC 101	Introduction to Financial Accounting	4
ACC 102	Introduction to Managerial Accounting	3
<b>ACC 112</b>	<b>Quickbooks (D211: Quickbooks)</b>	2
ACC 155	Payroll Accounting	2
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101)</b> or	
ENG 130	Business Writing	3
MGT 111	Introduction to Business Organization	3
<b>CAS 160</b>	<b>Introduction to Business Software Packages (D211: Technology Applications; D220: Tech Certifications II)</b> or	
<i>Three total credit hours from the following four CAS courses:</i>		
CAS 105	Word Processing Software	1
CAS 115	Spreadsheet Software	1
CAS 125	Database Software	1
CAS 215	Advanced Spreadsheet Software	1

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## ACCOUNTING ASSISTANT CERTIFICATE

Course Number	Course Title	Credits
ACC 101	Introduction to Financial Accounting	4
ACC 102	Introduction to Managerial Accounting	3
<b>ACC 112</b>	<b>Quickbooks (D211: Quickbooks)</b>	2
ACC 155	Payroll Accounting	2
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101) or</b>	
ENG 130	Business Writing	3
MGT 111	Introduction to Business Organization	3
<b>CAS 160</b>	<b>Introduction to Business Software Packages (D211: Technology Applications; D220: Tech Certifications II) or</b>	
<i>Three total credit hours from the following four CAS courses:</i>		
CAS 105	Word Processing Software	1
CAS 115	Spreadsheet Software	1
CAS 125	Database Software	1
CAS 215	Advanced Spreadsheet Software	1
<i>Electives: Select any three courses from the following:</i>		
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
ACC 203	Introductory Cost Accounting	3
ACC 250	Individual Tax Accounting	3
ACC 251	Business Tax Accounting	3
ACC 253	Advanced Accounting I	3
ACC 254	Auditing	3
ACC 265	Fraud Examination	3

## TAX ACCOUNTING ASSISTANT CERTIFICATE

Course Number	Course Title	Credits
ACC 101	Introduction to Financial Accounting	4
<b>ACC 112</b>	<b>Quickbooks (D211: Quickbooks)</b>	2
ACC 155	Payroll Accounting	2
ACC 250	Individual Tax Accounting	3
ACC 251	Business Tax Accounting	3
ACC 261	Tax Research	1
<b>CAS 160</b>	<b>Introduction to Business Software Packages<sup>1</sup> (D211: Technology Applications; D220: Tech Certifications II) or</b>	
ENG 130	Business Writing	3

*1: Students must take MTH 080 or above, or MGT 150 or MTH 225.*

# DUAL CREDIT

## classes available in

# Cardiographic Technician



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### CARDIOGRAPHIC TECHNICIAN CERTIFICATE

**PREREQUISITES:** A grade of C or better in all coursework is required for all students.

Course Number	Course Title	Credits
<b>BIO 135</b>	<b>Introduction to Human Anatomy and Physiology<sup>1</sup> (D211: Anatomy and Physiology; D214: College Anatomy and Physiology)</b> or	
<b>BIO 160</b>	<b>Human Anatomy (D214: College Human Anatomy)</b> and	
<b>BIO 161</b>	<b>Human Physiology (D214: College Human Physiology)</b>	4
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101)</b>	3

**REQUIRED:** A grade of C or better in all coursework is required for all students.

Course Number	Course Title	Credits
CGT 101	Electrocardiography I	2
CGT 102	Electrocardiography II	2
HSC 104	Health Care Technology and Informatics <sup>2</sup>	2
<b>HSC 112</b>	<b>Medical Terminology (D211: Health Career Exploration and Medical Terminology; D214: Medical Terminology; D220: Medical Terminology)</b>	2
HSC 165	Basic Pharmacology	1

1: Students may substitute BIO 160 and BIO 161 for BIO 135. BIO 160 and 161 are required for career laddering to the Diagnostic Cardiac Sonography Degree.

2: Students may substitute 2-3 credit hours of CAS/CIS courses.

# DUAL CREDIT

## classes available in

# Community Health Worker



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### COMMUNITY HEALTH WORKER CERTIFICATE

**FIRST SEMESTER: A grade of C or better is required in all courses.**

Course Number	Course Title	Credits
CHW 101	Introduction to Community Health Work	3
HED 203	Community Health	3
HMS 102	Helping Skills in Human Services	3
HMS 121	Multiculturalism in the Helping Professions	3
<b>HSC 112</b>	<b>Medical Terminology (D211: Health Career Exploration and Medical Terminology; D214: Medical Terminology; D220: Medical Terminology)</b>	2

**SECOND SEMESTER: A grade of C or better is required in all courses.**

Course Number	Course Title	Credits
CHW 210	Community Health Worker Practicum	3

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# DUAL CREDIT

## classes available in

# Computer Information Systems



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### ADMINISTRATIVE ASSISTANT CERTIFICATE

Course Number	Course Title	Credits
CAS 105	Word Processing Software <sup>1,2</sup> and	
CAS 115	Spreadsheet Software <sup>1,2</sup> and	
CAS 125	Database Software <sup>1,2</sup> or	
<b>CAS 160</b>	<b>Introduction to Business Software Packages<sup>1</sup> (D211: Technology Applications; D220: Tech Certifications II)</b>	1-3
CAS 135	Presentation Software <sup>1</sup>	1
CAS 205	Advanced Word Processing Software <sup>1</sup>	1
CAS 215	Advanced Spreadsheet Software <sup>1</sup>	1
CAS 290	Office Assistant Capstone <sup>1</sup>	2
CIS 100	Computer and Digital Literacy or	
CIS 101	Introduction to Computer Information Systems	3
ENG 130	Business Writing <sup>3</sup>	3
MGT 111	Introduction to Business Organization	3

1: This course is included in the Office Assistant certificate.

1, 2: This course is included in the Office Assistant certificate. Students may take CAS 105, 115 and 125 OR CAS 160 to satisfy this requirement.

3: Placement test scores required.

## COMPUTERS IN BUSINESS CERTIFICATE

### REQUIRED:

Course Number	Course Title	Credits
CAS 105	Word Processing Software and	
CAS 115	Spreadsheet Software and	
CAS 125	Database Software or	
<b>CAS 160</b>	<b>Introduction to Business Software Packages<sup>1</sup> (D211: Technology Applications; D220: Tech Certifications II)</b>	1-3
CIS 100	Computer and Digital Literacy or	
CIS 101	Introduction to Computer Information Systems	3

**ELECTIVES:** Select nine credit hours from the following. Students must satisfy prerequisites for each course selected.

Course Number	Course Title	Credits
CAS 135	Presentation Software	1
CAS 205	Advanced Word Processing Software	1
CAS 215	Advanced Spreadsheet Software	1
CIS 106	Computer Logic and Programming Technology	3
CIS 137	Computer Internship I	3
CIS 220	Topics in Computer Information Systems	3
CIS 230	Computer Programmer Internship	3
<b>NET 105</b>	<b>IT Fundamentals (D214: College IT Fundamentals)</b>	3
<b>NET 111</b>	<b>A+ Hardware (D211: Computer Repair; D214: College A+ Hardware)</b>	3
<b>NET 112</b>	<b>A+ Operating Systems Technologies (D211: Computer Repair; D214: College A+ Operating Systems Technologies)</b>	3
<b>NET 121</b>	<b>Computer Networking (D211: CISCO Networking Basics; D214: CISCO Networking Basics)</b>	3
WEB 150	Web Foundations	3
WEB 170	Web Graphics and Prototyping	3
WEB 180	Web Multimedia	3
WEB 220	Flash Multimedia II	3

## OFFICE ASSISTANT CERTIFICATE

Course Number	Course Title	Credits
CAS 105	Word Processing Software <sup>1</sup> and	
CAS 115	Spreadsheet Software <sup>1</sup> and	
CAS 125	Database Software <sup>1</sup> or	
<b>CAS 160</b>	<b>Introduction to Business Software Packages<sup>1</sup> (D211: Technology Applications; D220: Tech Certifications II)</b>	1-3
CAS 135	Presentation Software	1
CAS 205	Advanced Word Processing Software	1
CAS 215	Advanced Spreadsheet Software	1
CAS 290	Office Assistant Capstone	2

<sup>1</sup>: Students may take CAS 105, 115 and 125 OR CAS 160 to satisfy this requirement.



## SOFTWARE DEVELOPMENT CERTIFICATE

Course Number	Course Title	Credits
<b>CAS 160</b>	<b>Introduction to Business Software Packages<sup>1</sup> (D211: Technology Applications; D220: Tech Certifications II)</b>	3
CIS 101	Introduction to Computer Information Systems	3
CIS 106	Computer Logic and Programming Technology <sup>1</sup>	3
CIS 143	Introduction to Database Systems <sup>2</sup>	3
CSC 121	Computer Science I <sup>3</sup>	4
CSC 122	Computer Science II <sup>4</sup>	4
WEB 150	Web Foundations	3

1: Students should have a strong mathematics background prior to enrollment in software development courses. The prerequisite for CIS 106 is placement into MTH 101 or higher; MTH 103 or higher is recommended.

2: The prerequisites for CIS 143 are CAS 160 or CIS 101 or WEB 110 with a grade of C or better, and placement into MTH 101 or higher.

3: PStudents completing CIS 106 and (MTH 103 with a grade of C or better, or placement into MTH 140 or higher) and consent of CSC department chair will be accepted into CSC 121.

4: Please contact the CSC department chair for information and prerequisite approval.

## COMPUTER SUPPORT TECHNICIAN CERTIFICATE

Course Number	Course Title	Credits
<b>NET 105</b>	<b>IT Fundamentals (D214: College IT Fundamentals)</b>	3
<b>NET 111</b>	<b>A+ Hardware (D211: Computer Repair; D214: College A+ Hardware)</b>	3
<b>NET 112</b>	<b>A+ Operating Systems Technologies (D211: Computer Repair; D214: College A+ Operating Systems Technologies)</b>	3

## IT SUPPORT TECHNICIAN CERTIFICATE

Course Number	Course Title	Credits
<b>CAS 160</b>	<b>Introduction to Business Software Packages<sup>1</sup> (D211: Technology Applications; D220: Tech Certifications II)</b>	3
<b>NET 105</b>	<b>IT Fundamentals (D214: College IT Fundamentals)</b>	3
<b>NET 111</b>	<b>A+ Hardware (D211: Computer Repair; D214: College A+ Hardware)</b>	3
<b>NET 112</b>	<b>A+ Operating Systems Technologies (D211: Computer Repair; D214: College A+ Operating Systems Technologies)</b>	3
<b>NET 121</b>	<b>Computer Networking (D211: CISCO Networking Basics; D214: CISCO Networking Basics)</b>	3
NET 201	Service Desk and Service Management	3

## NETWORK SUPPORT TECHNICIAN CERTIFICATE

Course Number	Course Title	Credits
<b>NET 105</b>	<b>IT Fundamentals (D214: College IT Fundamentals)</b>	3
<b>NET 111</b>	<b>A+ Hardware (D211: Computer Repair; D214: College A+ Hardware)</b>	3
<b>NET 112</b>	<b>A+ Operating Systems Technologies (D211: Computer Repair; D214: College A+ Operating Systems Technologies)</b>	3
<b>NET 121</b>	<b>Computer Networking (D211: CISCO Networking Basics; D214: CISCO Networking Basics)</b>	3

# DUAL CREDIT classes available in EARLY CHILDHOOD EDUCATION



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## ASSISTANT TEACHER CERTIFICATE

Course Number	Course Title	Credits
<b>ECE 101</b>	<b>Introduction to Early Childhood Education (D211: Advanced Early Childhood Education; D214: Practicum in Education/Early Childhood Education or College Introduction to Early Childhood Education)</b>	3
ECE 102	Child Development	3
ECE 115	Principles of Early Childhood Curriculum	3
ECE 226	Assessment and Guidance	3
ECE 250	Health, Nutrition and Safety	3
ECE 252	Child-Family-Community	3

## FAMILY CHILD CARE I CERTIFICATE

Course Number	Course Title	Credits
<b>ECE 101</b>	<b>Introduction to Early Childhood Education (D211: Advanced Early Childhood Education; D214: Practicum in Education/Early Childhood Education or College Introduction to Early Childhood Education)</b>	3
ECE 102	Child Development	3
ECE 115	Principles of Early Childhood Curriculum	3
ECE 140	Family Child Care Management	3
ECE 250	Health, Nutrition and Safety	3

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## FAMILY CHILD CARE II CERTIFICATE

### REQUIRED EARLY CHILDHOOD EDUCATION COURSES:

Course Number	Course Title	Credits
<b>ECE 101</b>	<b>Introduction to Early Childhood Education (D211: Advanced Early Childhood Education; D214: Practicum in Education/Early Childhood Education or College Introduction to Early Childhood Education)</b>	3
ECE 102	Child Development	3
ECE 115	Principles of Early Childhood Curriculum	3
ECE 140	Family Child Care Management	3
ECE 226	Assessment and Guidance	3
ECE 250	Health, Nutrition and Safety	3
ECE 252	Child-Family-Community	3
ECE 290	Family Child Care Practicum	3
EDU 219	Students With Disabilities in School	3

### Required General Education Courses:

Course Number	Course Title	Credits
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101)</b>	3
	Mathematics <sup>1</sup>	3
PSY 101	Introduction to Psychology	3

1: The mathematics requirement (MTH 065 or higher) for this degree can be met with Math Competency. See Math Competency options for information. Students who utilize Math Competency to meet the mathematics requirement must complete SOC 101.

## INFANT/TODDLER CERTIFICATE

Course Number	Course Title	Credits
<b>ECE 101</b>	<b>Introduction to Early Childhood Education (D211: Advanced Early Childhood Education; D214: Practicum in Education/Early Childhood Education or College Introduction to Early Childhood Education)</b>	3
ECE 102	Child Development	3
ECE 111	Infant/Toddler Programs	3
ECE 115	Principles of Early Childhood Curriculum	3
ECE 250	Health, Nutrition and Safety	3

## TEACHER CERTIFICATE

### REQUIRED EARLY CHILDHOOD EDUCATION COURSES:

Course Number	Course Title	Credits
<b>ECE 101</b>	<b>Introduction to Early Childhood Education (D211: Advanced Early Childhood Education; D214: Practicum in Education/Early Childhood Education or College Introduction to Early Childhood Education)</b>	3
ECE 102	Child Development	3
ECE 115	Principles of Early Childhood Curriculum	3
ECE 226	Assessment and Guidance	3
ECE 250	Health, Nutrition and Safety	3
ECE 252	Child-Family-Community	3
EDU 219	Students With Disabilities in School	3

### REQUIRED GENERAL EDUCATION COURSES:

Course Number	Course Title	Credits
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101)</b>	3
	Mathematics <sup>1</sup>	3
PSY 101	Introduction to Psychology	3

1: Students must take at least three credit hours of mathematics, MTH 065 or higher

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# DUAL CREDIT

## classes available in ELECTRONICS



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### ELECTRICAL MAINTENANCE CERTIFICATE

Course Number	Course Title	Credits
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214: Introductory Electronics; D220: Introductory Electronics)</b>	4
ELT 140	Introduction to Programmable Logic Controllers	2
ELT 142	Residential Wiring or	
ELT 143	Commercial Wiring	2

### ELECTRONICS CERTIFICATE

*ELECTIVES: Choose any combination of 16 credit hours with Program Coordinator approval.*

Course Number	Course Title	Credits
ELT 101	DC Network Analysis	4
ELT 102	AC Network Analysis	4
ELT 103	RF Network Analysis	4
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214: Introductory Electronics; D220: Introductory Electronics)</b>	4
ELT 111	Semiconductor Devices and Circuits	2
<b>ELT 203</b>	<b>Digital Electronics (D211: PLTW Digital Electronics; D214: PLTW Digital Electronics; D220: PLTW Digital Electronics)</b>	4
ELT 204	Analog Electronics	4
ELT 207	Communications Systems	4
<b>ELT 215</b>	<b>Industrial Control Systems (D214: Industrial Control Systems; D220: Electronics I)</b>	4
ELT 218	Embedded Microcontroller/Processor Systems	4
ELT 281	Topics in Electronics Engineering Technology	1-4

### INDUSTRIAL ELECTRONICS MAINTENANCE CERTIFICATE

Course Number	Course Title	Credits
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214: Introductory Electronics; D220: Introductory Electronics)</b>	4
ELT 120	Introductory Industrial Electronics Maintenance	2
ELT 135	Optics and Sensors	2
ELT 140	Introduction to Programmable Logic Controllers	2
ELT 143	Commercial Wiring	2
<b>ELT 215</b>	<b>Industrial Control Systems (D214: Industrial Control Systems; D220: Electronics I)</b>	4

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## MECHATRONICS CERTIFICATE

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214: Introductory Electronics; D220: Introductory Electronics)</b>	4
ELT 120	Introductory Industrial Electronics Maintenance	2
ELT 135	Optics and Sensors	2
ELT 140	Introduction to Programmable Logic Controllers	2
ELT 143	Commercial Wiring	2
ELT 144	AC and DC Motors	2
ELT 145	Variable Frequency Drives	2
<b>ELT 215</b>	<b>Industrial Control Systems (D214: Industrial Control Systems; D220: Electronics I)</b>	4
ELT 240	Advanced Programmable Logic Controllers	4

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# DUAL CREDIT

## classes available in EMERGENCY AND DISASTER MANAGEMENT



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### EMERGENCY AND DISASTER MANAGEMENT CERTIFICATE

**REQUIRED: A grade of C or better in all EMG courses in required for all students.**

Course Number	Course Title	Credits
EMG 101	Introduction to Emergency Management	3
EMG 107	Incident Management Systems	3
EMG 150	Public Information, Education and Community Relations	3
EMG 155	Social Dimensions of Disaster	3
EMG 253	Ideologies of Terrorism	3
FIS 260	Emergency Services Safety	3

**ELECTIVES: Select at least 12 credit hours from the following courses. A grade of C or better in all EMG courses in required for all students.**

Course Number	Course Title	Credits
EMG 103	Leadership, Influence, Decision Making and Problem Solving	3
EMG 131	Public Safety Dispatcher I	3
EMG 151	Emergency Management Policy and Planning	3
EMG 153	Hazard Analysis and Mitigation	3
EMG 201	International Disaster Management	3
EMG 205	Crisis Exercise Design and Evaluation	3
EMG 231	Public Safety Dispatcher II	3
EMG 251	Select Problems in Emergency Management	3
EMG 299	Emergency Management Systems Practicum	1
<b>FIS 121</b>	<b>Fire Behavior and Combustion (D211: Fire Combustion; D214: Fire Behavior and Combustion; D220: Fire Science)</b>	3
FIS 132	Hazardous Materials	3
FIS 230	Fire and Emergency Services Law	3
FIS 250	Industrial Fire Protection	3
FIS 270	Fire Service Technical Rescue	3

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# DUAL CREDIT

## classes available in FASHION DESIGN



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### APPAREL CONSTRUCTION CERTIFICATE

Course Number	Course Title	Credits
<b>FAS 100</b>	<b>Industrial Sewing Methods (D211: Independent Study Fashion; D214: Fashion Construction; D220: Fashion III)</b>	3
FAS 101	Flat Pattern Design and Draping I	3
FAS 102	Flat Pattern Design and Draping II	3
FAS 104	Apparel Design and Construction	3
FAS 113	Advanced Industrial Sewing Methods	3
<b>FAS 116</b>	<b>Fashion Industries Career Practicum and Seminar (D214: Fashion Industry Career Practicum and Seminar; D220: Fashion Career Practicum)</b>	3

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# DUAL CREDIT

## classes available in GEOGRAPHY



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### GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE

#### REQUIRED:

Course Number	Course Title	Credits
<b>GEG 150</b>	<b>GIS and Mapping Principles (D214: Geospatial Technology)</b>	3
GEG 151	Geographic Information Systems I	3
GEG 152	Geographic Information Systems II	3
GEG 153	Applications for GIS	3
GEG 154	Introduction to Remote Sensing	3

#### ELECTIVES: Select three credit hours from the following courses.

Course Number	Course Title	Credits
CIS 106	Computer Logic and Programming Technology <sup>1</sup>	3
GEG 100	Cultural Geography	3
<b>GEG 101</b>	<b>World/Regional Geography (D211: World Geography)</b>	3
GEG 103	The Developing World	3
GEG 111	Physical Geography	3

<sup>1</sup>: Placement into MTH 101 or higher.

# DUAL CREDIT classes available in GRAPHIC ARTS TECHNOLOGY



Harper College's High School Partnership program allows high school students who are prepared for college level rigor, the opportunity to earn college credit while simultaneously satisfying high school graduation requirements. **The bolded courses are available as dual credit.** In this program, some of the college level courses are available at Harper College while some are available at the high schools. Contact your high school counselor to discuss your eligibility and necessary steps to get started as a Dual Credit student.

## FASHION GRAPHIC ARTS CERTIFICATE

Course Number	Course Title	Credits
FAS 105	Fashion Design Illustration I	3
FAS 210	Fashion Design Illustration II	3
GRA 101	Introduction to Graphic Arts Technology	3
GRA 102	Graphic Arts Desktop Publishing	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 112	Digital Illustration I	3
GRA 120	Graphic Design I	3

## GRAPHIC ARTS CERTIFICATE

Course Number	Course Title	Credits
GRA 101	Introduction to Graphic Arts Technology	3
GRA 102	Graphic Arts Desktop Publishing	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 111	Press Operations	3
GRA 112	Digital Illustration I	3
GRA 145	Wordpress and Mobile Technologies or	
WEB 150	Web Foundations	0-3
GRA 211	Project Management, Scheduling and Estimating or	
MGT 111	Introduction to Business Organization	0-3
GRA 213	Packaging, Finishing and Distribution	3
GRA 229	Page Layout	3

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## GRAPHIC ARTS DESIGN CERTIFICATE

Course Number	Course Title	Credits
ART 121	Design I	3
GRA 101	Introduction to Graphic Arts Technology	3
GRA 102	Graphic Arts Desktop Publishing	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 105	Color Management	3
GRA 112	Digital Illustration I	3
GRA 120	Graphic Design I	3
GRA 130	Introduction to Photography	2
GRA 131	Digital Photography I	3
GRA 145	Wordpress and Mobile Technologies or	
WEB 150	Web Foundations	3
GRA 220	Graphic Design II	3
GRA 221	Graphic Portfolio Design	2

## GRAPHIC ARTS DESKTOP PUBLISHING CERTIFICATE

Course Number	Course Title	Credits
GRA 101	Introduction to Graphic Arts Technology	3
GRA 102	Graphic Arts Desktop Publishing	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 105	Color Management	3
GRA 111	Press Operations	3
GRA 112	Digital Illustration I	3
GRA 145	Wordpress and Mobile Technologies or	
WEB 150	Web Foundations	3
GRA 202	Advanced Color Management	3
GRA 229	Page Layout	3
GRA 230	Prepress Production	3

## GRAPHIC ARTS DIGITAL PHOTOGRAPHY CERTIFICATE

Course Number	Course Title	Credits
GRA 101	Introduction to Graphic Arts Technology	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 105	Color Management	3
GRA 113	Digital Imaging II	3
GRA 130	Introduction to Photography	2
GRA 131	Digital Photography I	3
GRA 232	Digital Photography II	3
GRA 299	Digital Photography Capstone	3

## GRAPHIC ARTS INTERACTIVE TECHNOLOGY CERTIFICATE

Course Number	Course Title	Credits
GRA 101	Introduction to Graphic Arts Technology	3
GRA 102	Graphic Arts Desktop Publishing	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 120	Graphic Design I	3
GRA 145	Wordpress and Mobile Technologies	3
WEB 150	Web Foundations	3
WEB 170	Web Graphics and Prototyping	3
WEB 180	Web Multimedia	3
WEB 200	Web Scripting Foundations	3
WEB 235	Interactive Scripting	3

## GRAPHIC ARTS PACKAGE DESIGN CERTIFICATE

Course Number	Course Title	Credits
GRA 101	Introduction to Graphic Arts Technology	3
GRA 102	Graphic Arts Desktop Publishing	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 112	Digital Illustration I	3
GRA 120	Graphic Design I	3
GRA 213	Packaging, Finishing and Distribution	3
GRA 214	Digital Illustration II	3
GRA 220	Graphic Design II	3
GRA 222	Package Design	3
GRA 230	Prepress Production	3

## VARIABLE DATA CERTIFICATE

Course Number	Course Title	Credits
<b>CAS 160</b>	<b>Introduction to Business Software Packages<sup>1</sup> (D211: Technology Applications; D220: Tech Certifications II)</b>	3
CIS 143	Introduction to Database Systems	3
GRA 101	Introduction to Graphic Arts Technology	3
GRA 102	Graphic Arts Desktop Publishing	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 229	Page Layout	3
GRA 230	Prepress Production	3
GRA 231	Variable Data Technologies	3
WEB 150	Web Foundations	3
WEB 200	Web Scripting Foundations	3

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## WEB DESIGN CERTIFICATE

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
GRA 101	Introduction to Graphic Arts Technology	3
GRA 102	Graphic Arts Desktop Publishing	3
<b>GRA 103</b>	<b>Digital Imaging I (D214: Advanced Graphic Design)</b>	3
GRA 112	Digital Illustration I	3
GRA 120	Graphic Design I	3
GRA 145	Wordpress and Mobile Technologies	3
WEB 110	Internet Fundamentals	3
WEB 150	Web Foundations	3
WEB 170	Web Graphics and Prototyping	3
WEB 180	Web Multimedia	3

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# DUAL CREDIT classes available in HEALTH INFORMATION TECHNOLOGY



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## MEDICAL CODING CERTIFICATE

*FIRST SEMESTER: A grade of C or better in all coursework is required for all students.*

Course Number	Course Title	Credits
<b>BIO 135</b>	<b>Introduction to Human Anatomy and Physiology (D211: Anatomy and Physiology; D214: College Anatomy and Physiology)</b>	4
BIO 136	Introduction to Human Disease	3
<b>HSC 112</b>	<b>Medical Terminology (D211: Health Career Exploration and Medical Terminology; D214: Medical Terminology; D220: Medical Terminology)</b>	2
HSC 165	Basic Pharmacology	1

*SECOND SEMESTER: A grade of C or better in all coursework is required for all students.*

Course Number	Course Title	Credits
HIT 196	Current Procedural Terminology (CPT) Coding	3
HIT 197	International Classification of Diseases (ICD) Coding	3
HIT 199	Health Care Reimbursement	3

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# DUAL CREDIT classes Available in HOSPITALITY MANAGEMENT



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## BREAD AND PASTRY ARTS CERTIFICATE

### REQUIRED:

Course Number	Course Title	Credits
FSM 107	Basic Quantity Bread and Pastry Arts	4
FSM 108	Advanced Quantity Bread and Pastry Arts	4
<b>FSM 114</b>	<b>Food Standards and Sanitation (D211: Food Standards and Sanitation, D214: College Culinary Arts/Prostart 1)</b>	2
FSM 115	Menu Planning	3
FSM 172	Classical Baking	2
FSM 173	Cake Decoration	2

### ELECTIVES: Select at least nine credit hours from the following.

Course Number	Course Title	Credits
<b>FSM 109</b>	<b>Introduction to Food Prep/Production (D211: Culinary Arts; D214: Culinary Arts/ProStart 2)</b>	4
<b>FSM 111</b>	<b>Introduction to the Hospitality Industry (D214: Honors Culinary Arts/ProStart 2)</b>	3
FSM 113	Dining Room Operations	3
FSM 163	Garde Manger	2
FSM 211	Purchasing and Storage	3
FSM 212	Hospitality Supervision	3
FSM 214	Hospitality Operations Analysis	3
FSM 215	Restaurant Layout and Equipment	3
FSM 216	Introduction to Wine, Spirits and Beverage Management	3
FSM 220	Hospitality Promotions	3

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## CULINARY ARTS CERTIFICATE

**REQUIRED:**

Course Number	Course Title	Credits
FSM 107	Basic Quantity Bread and Pastry Arts	4
<b>FSM 109</b>	<b>Introduction to Food Prep/Production (D211: Culinary Arts; D214: Culinary Arts/ProStart 2)</b>	4
FSM 110	Advanced Quantity Culinary Arts	4
FSM 113	Dining Room Operations	3
<b>FSM 114</b>	<b>Food Standards and Sanitation (D211: Food Standards and Sanitation, D214: College Culinary Arts/Prostart 1)</b>	2
FSM 162	Classical Cuisine	4
FSM 115	Menu Planning	3
FSM 163	Garde Manger	2

**ELECTIVES: Select at least six credit hours from the following.**

Course Number	Course Title	Credits
<b>FSM 111</b>	<b>Introduction to the Hospitality Industry (D214: Honors Culinary Arts/ProStart 2)</b>	3
FSM 172	Classical Baking	2
FSM 173	Cake Decoration	2
FSM 211	Purchasing and Storage	3
FSM 212	Hospitality Supervision	3
FSM 214	Hospitality Operations Analysis	3
FSM 215	Restaurant Layout and Equipment	3
FSM 216	Introduction to Wine, Spirits and Beverage Management	3
FSM 220	Hospitality Promotions	3

## FOOD SERVICE MANAGEMENT CERTIFICATE

**REQUIRED:**

Course Number	Course Title	Credits
<b>FSM 111</b>	<b>Introduction to the Hospitality Industry (D214: Honors Culinary Arts/ProStart 2)</b>	3
FSM 113	Dining Room Operations	3
<b>FSM 114</b>	<b>Food Standards and Sanitation (D211: Food Standards and Sanitation, D214: College Culinary Arts/Prostart 1)</b>	2
FSM 115	Menu Planning	3
FSM 211	Purchasing and Storage	3
FSM 212	Hospitality Supervision	3
FSM 214	Hospitality Operations Analysis	3
FSM 215	Restaurant Layout and Equipment	3
FSM 230	Hospitality Law and Risk Management	3

## HOTEL MANAGEMENT CERTIFICATE

**REQUIRED:**

Course Number	Course Title	Credits
FSM 120	Front Office Operations	3
FSM 210	Hospitality Facility Maintenance	3
FSM 212	Hospitality Supervision	3
FSM 220	Hospitality Promotions	3
FSM 230	Hospitality Law and Risk Management	3

**ELECTIVES: Select at least five credit hours from the following.**

Course Number	Course Title	Credits
CIS 100	Computer and Digital Literacy	3
<b>FSM 111</b>	<b>Introduction to the Hospitality Industry (D214: Honors Culinary Arts/ProStart 2)</b>	3
FSM 113	Dining Room Operations	3
<b>FSM 114</b>	<b>Food Standards and Sanitation (D211: Food Standards and Sanitation, D214: College Culinary Arts/Prostart 1)</b>	2
FSM 211	Purchasing and Storage	3
FSM 214	Hospitality Operations Analysis	3
FSM 216	Introduction to Wine, Spirits and Beverage Management	3

# DUAL CREDIT

## classes available in HVAC/R



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### AIR CONDITIONING AND REFRIGERATION SERVICE CERTIFICATE

Course Number	Course Title	Credits
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214 Introductory Electronics; D220: Introductory Electronics)</b>	4
ELT 144	AC and DC Motors	2
ELT 145	Variable Frequency Drives	2
<b>HVA 101</b>	<b>Refrigeration Fundamentals (D211: Refrigeration Fundamentals, D214: College Refrigeration Fundamentals, D220 Refrigeration Fundamentals)</b>	3
<b>HVA 102</b>	<b>Refrigeration Systems (D211: Refrigeration Systems, D214: College Refrigeration Systems)</b>	3
<b>HVA 105</b>	<b>Heating and Cooling Controls (D211: Heating and Cooling Controls, D214: College Heating and Cooling Controls)</b>	3
HVA 106	Pneumatic Controls Systems	3
HVA 107	Commercial Air Conditioning Systems	3
HVA 108	Domestic Refrigeration Appliances	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3

1: Students may take MTH 080, MTH 097, MTH 101, MTH 103, or higher.

### HEATING SERVICE CERTIFICATE

Course Number	Course Title	Credits
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214 Introductory Electronics; D220: Introductory Electronics)</b>	4
<b>HVA 103</b>	<b>Heating Principles (D211: Heating Principles, D214 College Heating Principles, D220 Heating Principles)</b>	3
HVA 104	Residential Comfort Systems	3
<b>HVA 105</b>	<b>Heating and Cooling Controls (D211: Heating and Cooling Controls, D214: College Heating and Cooling Controls)</b>	3
HVA 106	Pneumatic Controls Systems	3
HVA 109	Commercial Heating Systems	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3

1: Students may take MTH 080, MTH 097, MTH 101, MTH 103, or higher.

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## REFRIGERATION SERVICE CERTIFICATE

Course Number	Course Title	Credits
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214 Introductory Electronics; D220: Introductory Electronics)</b>	4
<b>HVA 101</b>	<b>Refrigeration Fundamentals (D211: Refrigeration Fundamentals, D214: College Refrigeration Fundamentals, D220 Refrigeration Fundamentals)</b>	3
<b>HVA 102</b>	<b>Refrigeration Systems (D211: Refrigeration Systems, D214: College Refrigeration Systems)</b>	3
<b>HVA 105</b>	<b>Heating and Cooling Controls (D211: Heating and Cooling Controls, D214: College Heating and Cooling Controls)</b>	3
HVA 108	Domestic Refrigeration Appliances	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3

1: Students may take MTH 080, MTH 097, MTH 101, MTH 103, or higher.

## RESIDENTIAL COMFORT SYSTEMS CERTIFICATE

Course Number	Course Title	Credits
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214 Introductory Electronics; D220: Introductory Electronics)</b>	4
<b>HVA 101</b>	<b>Refrigeration Fundamentals (D211: Refrigeration Fundamentals, D214: College Refrigeration Fundamentals, D220 Refrigeration Fundamentals)</b>	3
<b>HVA 103</b>	<b>Heating Principles (D211: Heating Principles, D214 College Heating Principles, D220 Heating Principles)</b>	3
HVA 104	Residential Comfort Systems	3
<b>HVA 105</b>	<b>Heating and Cooling Controls (D211: Heating and Cooling Controls, D214: College Heating and Cooling Controls)</b>	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3

1: Students may take MTH 080, MTH 097, MTH 101, MTH 103, or higher.

## RESIDENTIAL HEATING, AIR CONDITIONING AND REFRIGERATION CERTIFICATE

Course Number	Course Title	Credits
<b>ELT 110</b>	<b>Introductory Electronics (D211: Electronics Technology I; D214 Introductory Electronics; D220: Introductory Electronics)</b>	4
<b>HVA 101</b>	<b>Refrigeration Fundamentals (D211: Refrigeration Fundamentals, D214: College Refrigeration Fundamentals, D220 Refrigeration Fundamentals)</b>	3
<b>HVA 103</b>	<b>Heating Principles (D211: Heating Principles, D214 College Heating Principles, D220 Heating Principles)</b>	3
<b>HVA 105</b>	<b>Heating and Cooling Controls (D211: Heating and Cooling Controls, D214: College Heating and Cooling Controls)</b>	3
HVA 108	Domestic Refrigeration Appliances	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3

1: Students may take MTH 080, MTH 097, MTH 101, MTH 103, or higher.



# DUAL CREDIT classes Available in HUMAN SERVICES



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## INSURANCE CERTIFICATE

### REQUIRED:

Course Number	Course Title	Credits
<b>ACC 100</b>	<b>Introductory Accounting (D211: Accounting 1–Financial)</b> or	
ACC 101	Introduction to Financial Accounting	3-4
INS 110	Insurance Fundamentals	3
INS 120	Property and Liability Insurance Principles	3
INS 220	Personal Insurance	3
INS 240	Commercial Insurance	3
MGT 111	Introduction to Business Organization	3

### ELECTIVES: Select a minimum of three credit hours from the following courses.

Course Number	Course Title	Credits
MGT 154	Entrepreneurship	3
MGT 165	Global Business	3
MGT 205	Leadership	3

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# DUAL CREDIT classes available in LAW ENFORCEMENT & JUSTICE ADMINISTRATION



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## FORENSIC SCIENCE TECHNICIAN CERTIFICATE

*REQUIRED: A grade of C or better in all LEJ courses is required for all students.*

Course Number	Course Title	Credits
<b>LEJ 101</b>	<b>Introduction to Criminal Justice (D211: Introduction to Criminal Justice; D214: Introduction to Criminal Justice; D220: Intro to Criminal Justice)</b>	3
<b>LEJ 116</b>	<b>Forensics I (D211: Introduction to Forensics; D220: Forensics)</b>	3
LEJ 217	Forensics II	4
LEJ 218	Forensics III	4
LEJ 295	Forensics IV	3

## PRIVATE SECURITY CERTIFICATE

*REQUIRED: A grade of C or better in all LEJ courses is required for all students.*

Course Number	Course Title	Credits
<b>LEJ 101</b>	<b>Introduction to Criminal Justice (D211: Introduction to Criminal Justice; D214: Introduction to Criminal Justice; D220: Intro to Criminal Justice)</b>	3
<b>LEJ 116</b>	<b>Forensics I (D211: Introduction to Forensics; D220: Forensics)</b>	3
LEJ 135	Patrol Procedures	4
LEJ 140	Introduction to Private Security	3
LEJ 201	Criminal Law	3
LEJ 216	Investigative Process	3

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# DUAL CREDIT

## classes available in LINGUISTICS



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### TEACH ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL) CERTIFICATE

**REQUIRED: A grade of C or better is required in all LNG courses for all students.**

Course Number	Course Title	Credits
LNG 105	Introduction to Language and Linguistics	3
LNG 205	Language and Culture	3
LNG 220	Methods of Teaching English as a Second Language	3
LNG 299	Teaching English to Speakers of Other Languages (tesol) Practicum	1

**EDUCATION ELECTIVES: A grade of C or better is required in all ECE and EDU courses for all students.**

**Choose 1 or 2 courses (3 or 6 credit hours) from the following.**

Course Number	Course Title	Credits
<b>ECE 101</b>	<b>Introduction to Early Childhood Education (D211: Advanced Early Childhood Education; D214: Practicum in Education/Early Childhood Education or College Introduction to Early Childhood Education)</b>	3
<b>EDU 201</b>	<b>Introduction to Education (D220: Introduction to Education)</b>	3
EDU 220	Diversity in Schools and Society	3

**OTHER ELECTIVES: A grade of C or better is required in all ECE and EDU courses for all students.**

**Choose 1 course from the list of courses below. If 2 education courses (6 credit hours) were chosen from Education electives, then no credits are required from this category (0 or 3 credit hours).**

Course Number	Course Title	Credits
ANT 101	Introduction to Anthropology	3
ANT 202	Cultural Anthropology	3
ECE 102	Child Development	3
ECE 209	Language Development and Activities for the Young Child	3
EDU 202	Pre-Student Teaching Clinical Experience	3
EDU 211	Educational Psychology	3
EDU 219	Students With Disabilities in School	3
EDU 230	Introduction to Language Arts in Elementary/Middle School Teaching	3
EDU 250	Introduction to Technology in Education	3
HST 243	The Far East in the Modern World	3
HUM 105	Great Ideas of World Civilizations	3
HUM 106	The Cultures of Asia	3
HUM 107	The Cultures of Africa	3
HUM 115	International and Regional Studies in Humanities	3
LIT 208	Non-Western Literature	3
LNG 225	Language and Health	3
PHI 160	Non-Western Philosophy	3

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# DUAL CREDIT classes available in MAINTENANCE TECHNOLOGY



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## MAINTENANCE MECHANIC I CERTIFICATE

Course Number	Course Title	Credits
<b>MFT 102</b>	<b>Introduction to Manufacturing and Safety (D211: Advanced Manufacturing Level 2; D214: College Advanced Machine Technology)</b>	4
<b>MFT 109</b>	<b>Introduction to Manufacturing Maintenance (D211: Advanced Manufacturing Technology 3)</b>	2
MFT 134	Print Reading for Industry	3
<b>HVA 101</b>	<b>Refrigeration Fundamentals (D211: Refrigeration Fundamentals, D214: College Refrigeration Fundamentals, D220 Refrigeration Fundamentals)</b>	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3
WLD 110	Welding I	3

1: Students may take MTH 097, MTH 101, MTH 103, or higher.

## MAINTENANCE MECHANIC II CERTIFICATE

Course Number	Course Title	Credits
ELT 143	Commercial Wiring	2
<b>HVA 101</b>	<b>Refrigeration Fundamentals (D211: Refrigeration Fundamentals, D214: College Refrigeration Fundamentals, D220 Refrigeration Fundamentals)</b>	3
<b>MFT 102</b>	<b>Introduction to Manufacturing and Safety (D211: Advanced Manufacturing Level 2; D214: College Advanced Machine Technology)</b>	4
<b>MFT 105</b>	<b>Machining Processes I (D211: Advanced Manufacturing Level, D214: College Advanced Machine Technology)</b>	4
<b>MFT 109</b>	<b>Introduction to Manufacturing Maintenance (D211: Advanced Manufacturing Technology 3)</b>	2
MFT 134	Print Reading for Industry	3
MNT 135	Plumbing Systems Maintenance	3
MNT 228	Small Equipment Maintenance	2
MNT 235	Maintenance Troubleshooting Skills	3
MNT 255	Belts/Bearings and Mechanical Drives	2
MTH 097	Basic Technical Mathematics <sup>1</sup>	3
WLD 110	Welding I	3

1: Students may take MTH 097, MTH 101, MTH 103, or higher.

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## SUPERVISORY MAINTENANCE CERTIFICATE

### REQUIRED:

Course Number	Course Title	Credits
BCE 104	Basic Mechanical and Energy Conservation Codes	3
ELT 142	Residential Wiring	2
ELT 143	Commercial Wiring	2
MGT 160	Principles of Supervision	3
MNT 111	Prints and Schematics	2
MNT 115	Basic Carpentry	2
MNT 125	Basic Plumbing	2
MNT 215	Commercial Carpentry	2
MNT 225	Commercial Plumbing	2
MNT 228	Small Equipment Maintenance	2
MNT 235	Maintenance Troubleshooting Skills	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3
<b>HVA 101</b>	<b>Refrigeration Fundamentals (D211: Refrigeration Fundamentals, D214: College Refrigeration Fundamentals, D220 Refrigeration Fundamentals)</b>	3
<b>HVA 103</b>	<b>Heating Principles (D211: Heating Principles, D214 College Heating Principles, D220 Heating Principles)</b>	3
WLD 110	Welding I	3

### ELECTIVES: Select seven credit hours from the following courses.

Course Number	Course Title	Credits
<b>ACC 100</b>	<b>Introductory Accounting (D211: Accounting I - Financial)</b>	3
ARC 213	Building Materials II	4
ELT 120	Introductory Industrial Electronics Maintenance	2
ELT 140	Introduction to Programmable Logic Controllers	2
ELT 144	AC and DC Motors	2
ELT 145	Variable Frequency Drives	2
FIS 122	Fire Prevention Principles	3
<b>MFT 105</b>	<b>Machining Processes I (D211: Advanced Manufacturing Level, D214: College Advanced Machine Technology)</b>	4
<b>MFT 120</b>	<b>Machining Processes II (D211: Advanced Manufacturing Level 1, D214: College Advanced CNC Manufacturing)</b>	4
MNT 255	Belts/Bearings and Mechanical Drives	2
MNT 281	Topics in Maintenance Technology	1-6
HVA 104	Residential Comfort Systems	3
WLD 210	Welding II	3
WLD 211	Welding III	4
WLD 212	Welding IV	4

*1: Students may take MTH 097, MTH 101, MTH 103 or higher.*

# DUAL CREDIT

## classes available in MANAGEMENT



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### ENTREPRENEURSHIP CERTIFICATE

#### REQUIRED:

Course Number	Course Title	Credits
<b>ACC 100</b>	<b>Introductory Accounting (D211: Accounting 1–Financial)</b> or	
ACC 101	Introduction to Financial Accounting	3-4
MGT 111	Introduction to Business Organization	3
MGT 154	Entrepreneurship	3
MGT 205	Leadership	3
MGT 254	Applied Entrepreneurship	3
MGT 255	Entrepreneurial Financing	3

#### ELECTIVES: Select a minimum of three credit hours from the following courses.

Course Number	Course Title	Credits
FIN 215	Financial Statements Interpretation and Analysis	3
MGT 165	Global Business	3
MGT 211	Internship in Small Business	3
MKT 180	Strategic Writing for a Digital World	3
MKT 245	Principles of Marketing	3
MKT 252	Internet Marketing	3

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# DUAL CREDIT

## classes available in MANUFACTURING



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### MANUFACTURING BASIC CERTIFICATE

Course Number	Course Title	Credits
<b>MFT 105</b>	<b>Machining Processes I (D211: Advanced Manufacturing Level, D214: College Advanced Machine Technology)</b>	4
<b>MFT 120</b>	<b>Machining Processes II (D211: Advanced Manufacturing Level 1, D214: College Advanced CNC Manufacturing)</b>	4
MFT 134	Print Reading for Industry	3
WLD 110	Welding I	3
WLD 210	Welding II	3

### COMPUTER NUMERICAL CONTROL OPERATOR I CERTIFICATE

Course Number	Course Title	Credits
<b>MFT 105</b>	<b>Machining Processes I (D211: Advanced Manufacturing Level, D214: College Advanced Machine Technology)</b>	4
<b>MFT 120</b>	<b>Machining Processes II (D211: Advanced Manufacturing Level 1, D214: College Advanced CNC Manufacturing)</b>	4
<b>MFT 123</b>	<b>Introduction to CNC Machining (D211: Advanced Manufacturing Level 2)</b>	4
MFT 134	Print Reading for Industry	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3

*1: Students may take MTH 097, MTH 101, MTH 103, or higher.*

### MANUFACTURING BASIC CERTIFICATE

Course Number	Course Title	Credits
<b>MFT 105</b>	<b>Machining Processes I (D211: Advanced Manufacturing Level, D214: College Advanced Machine Technology)</b>	4
<b>MFT 120</b>	<b>Machining Processes II (D211: Advanced Manufacturing Level 1, D214: College Advanced CNC Manufacturing)</b>	4
<b>MFT 123</b>	<b>Introduction to CNC Machining (D211: Advanced Manufacturing Level 2)</b>	4
MFT 125	CNC Lathe Operation and Programming	4
MFT 128	CNC Mill Operation and Programming	4
MFT 134	Print Reading for Industry	3
MTH 097	Basic Technical Mathematics <sup>1</sup>	3

*1: Students may take MTH 097, MTH 101, MTH 103, or higher.*

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## MANUFACTURING PRODUCTION CERTIFICATE

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>MFT 102</b>	<b>Introduction to Manufacturing and Safety (D211: Advanced Manufacturing Level 2; D214: College Advanced Machine Technology)</b>	4
<b>MFT 104</b>	<b>Quality and Measurement (D211: Advanced Manufacturing Level 2, D214: College Advanced CNC Manufacturing)</b>	2
<b>MFT 108</b>	<b>Manufacturing Processes (D211: Advanced Manufacturing Level 3)</b>	3
<b>MFT 109</b>	<b>Introduction to Manufacturing Maintenance (D211: Advanced Manufacturing Level 3)</b>	2
<b>MFT 119</b>	<b>Manufacturing Internship (D214: Internship)</b>	2
MTH 097	Basic Technical Mathematics <sup>1</sup>	3

*1: Students may take MTH 097, MTH 101, MTH 103, or higher.*



# DUAL CREDIT

## classes available in **MARKETING**



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### RETAIL MERCHANDISING CERTIFICATE

**REQUIRED:** A grade of C or better is required in all LNG courses for all students.

Course Number	Course Title	Credits
MGT 111	Introduction to Business Organization	3
MGT 150	Business Math	3
MKT 106	Retail Merchandising	3
MKT 140	Principles of Professional Selling	3
MKT 245	Principles of Marketing	3

**ELECTIVES:** Select three credit hours from the following courses.

Course Number	Course Title	Credits
<b>FAS 112</b>	<b>Fashion Basics<sup>1</sup> (D211: Design Independent Study 2; D214: Fashion Merchandising; D220: Fashion Design and Merchandising)</b>	3
MGT 154	Entrepreneurship	3
MGT 205	Leadership	3
MKT 217	Advertising	3
MKT 252	Internet Marketing	3

1: FAS 112 and the required courses in this certificate can be used towards the Fashion Merchandising AAS degree.

# DUAL CREDIT

## classes available in MEDICAL OFFICE ADMINISTRATION (MOA)



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### HEALTH INSURANCE SPECIALIST CERTIFICATE

**REQUIRED: A grade of C or better is required for all courses.**

Course Number	Course Title	Credits
<b>BIO 135</b>	<b>Introduction to Human Anatomy and Physiology (D211: Anatomy and Physiology; D214: College Anatomy and Physiology)</b>	4
BIO 136	Introduction to Human Disease	3
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101)</b>	3
HIT 196	Current Procedural Terminology (CPT) Coding	3
HIT 197	International Classification of Diseases (ICD) Coding	3
HSC 104	Health Care Technology and Informatics	2
<b>HSC 112</b>	<b>Medical Terminology (D211: Health Career Exploration and Medical Terminology; D214: Medical Terminology; D220: Medical Terminology)</b>	2
HSC 165	Basic Pharmacology	1
HSC 213	Legal and Ethical Issues in Health Care	2
MOA 145	Health Care Records Management	2
MOA 195	Principles of Health Insurance Billing	3
MOA 235	Health Care Office Procedures <sup>1</sup>	3
MOA 275	Health Insurance Specialist Externship <sup>1</sup>	3

*1: Students must submit an American Heart Association Cardiopulmonary Resuscitation for the Health Care Provider (CPR) certificate before entering externship.*

## MEDICAL ASSISTANT CERTIFICATE

*REQUIRED: A grade of C or better is required for all courses.*

Course Number	Course Title	Credits
<b>BIO 135</b>	<b>Introduction to Human Anatomy and Physiology (D211: Anatomy and Physiology; D214: College Anatomy and Pysiology)</b>	4
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101)</b>	3
<b>HSC 112</b>	<b>Medical Terminology (D211: Health Career Exploration and Medical Terminology; D214: Medical Terminology; D220: Medical Terminology)</b>	2
HSC 165	Basic Pharmacology	1
HSC 213	Legal and Ethical Issues in Health Care	2
MOA 145	Health Care Records Management	2
MOA 150	Math Applications in Health Care	1
MOA 195	Principles of Health Insurance Billing	3
MOA 215	Clinical Procedures <sup>1</sup>	8
MOA 235	Health Care Office Procedures	3
MOA 280	Medical Assistant Externship <sup>1</sup>	3
MOA 291	Certified Medical Assistant Review	1
PSY 101	Introduction to Psychology	3

*1: Students must submit an American Heart Association Cardiopulmonary Resuscitation for the Health Care Provider (CPR) certificate before entering externship.*

## MEDICAL RECEPTIONIST CERTIFICATE

*REQUIRED: A grade of C or better is required for all courses.*

Course Number	Course Title	Credits
<b>BIO 135</b>	<b>Introduction to Human Anatomy and Physiology (D211: Anatomy and Physiology; D214: College Anatomy and Pysiology)</b>	4
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101)</b>	3
HSC 104	Health Care Technology and Informatics	2
HSC 105	Introduction to Health Care Today	2
<b>HSC 112</b>	<b>Medical Terminology (D211: Health Career Exploration and Medical Terminology; D214: Medical Terminology; D220: Medical Terminology)</b>	2
MOA 145	Health Care Records Management	2
MOA 195	Principles of Health Insurance Billing	3
MOA 235	Health Care Office Procedures <sup>1</sup>	3
MOA 265	Medical Receptionist Externship <sup>1</sup>	3

*1: Students must submit an American Heart Association Cardiopulmonary Resuscitation for the Health Care Provider (CPR) certificate before entering externship.*

# DUAL CREDIT

## classes available in NURSING



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### CERTIFIED NURSING ASSISTANT (CNA) CERTIFICATE

*REQUIRED: A grade of C or better is required for all courses.*

Course Number	Course Title	Credits
<b>CNA 101</b>	<b>Nursing Assistant Training (D211: Certified Nursing Assistant; D214: College Nursing Assistant Training; D220: Nursing Assistant Program)</b>	6

### PRACTICAL NURSING (PN) CERTIFICATE

*SUMMER SESSION: A grade of C or better in all BIO and NUR courses is required for all students.*

Course Number	Course Title	Credits
<b>BIO 160</b>	<b>Human Anatomy (D214: College Human Anatomy)</b>	4
PSY 101	Introduction to Psychology	3

*FIRST SESSION: A grade of C or better in all BIO and NUR courses is required for all students.*

Course Number	Course Title	Credits
<b>BIO 161</b>	<b>Human Physiology (D214: College Human Physiology)</b>	4
<b>ENG 101</b>	<b>Composition (D211: Expository Composition; D220: English 101)</b>	3
NUR 101	PN Fundamentals	4
NUR 131	PN Fundamentals Clinical	3
HSC 201	Advanced Pharmacology	2

*SECOND SESSION: A grade of C or better in all BIO and NUR courses is required for all students.*

Course Number	Course Title	Credits
NUR 102	PN Medical Surgical Nursing	2
NUR 108	PN Mental Health Nursing	1
NUR 109	PN Maternity and Pediatrics	2
NUR 132	PN Medical Surgical Clinical	2
NUR 139	PN Maternity and Pediatrics Clinical	2
PSY 228	Psychology of Human Development	3

*SUMMER SESSION: A grade of C or better in all BIO and NUR courses is required for all students.*

Course Number	Course Title	Credits
NUR 104	PN Field Experience	3

# DUAL CREDIT

## classes available in PARALEGAL STUDIES



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### PARALEGAL STUDIES CERTIFICATE

#### REQUIRED:

Course Number	Course Title	Credits
<b>PLS 101</b>	<b>Introduction to Paralegal Studies (D214: College Introduction to Paralegal Studies)</b>	3
<b>PLS 102</b>	<b>Fundamentals of Legal Research (D214: College Fundamentals of Legal Research)</b>	3
PLS 103	Litigation	3
PLS 208	Internship in Paralegal Studies or	
PLS 215	Today's Law Office	3
PLS 223	Computer-Assisted Legal Research	3

**ELECTIVES:** Select at least 9 credit hours from the following courses, providing the combination has the approval of the coordinator or a Student Development faculty member.

Course Number	Course Title	Credits
LEJ 201	Criminal Law <sup>1</sup> or	
LEJ 202	Criminal Procedures	3
PLS 105	Family Law	3
PLS 123	Real Property Law	3
PLS 200	Probate	3
PLS 201	Tort and Insurance Law	3
PLS 202	Estate Planning	3
PLS 205	Contract Law	3
PLS 206	Environmental Law	3
PLS 210	Corporate and Securities Law	3
PLS 212	Law Office Management	3
PLS 220	Community Law	3
PLS 221	Bankruptcy Law	3
PLS 222	Intellectual Property	3
PLS 224	Commercial Real Estate Law	3
PLS 230	Topics in Paralegal Studies	3

*1: Students may take LEJ 201 or LEJ 202, but not both. Prerequisite of LEJ 101 will be waived for Paralegal Studies certificate students.*

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# DUAL CREDIT classes available in PARAPROFESSIONAL EDUCATOR



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## PARAPROFESSIONAL EDUCATOR CERTIFICATE

Course Number	Course Title	Credits
ECE 102	Child Development	3
<b>EDU 201</b>	<b>Introduction to Education (D220: Introduction to Education)</b>	3
EDU 202	Pre-Student Teaching Clinical Experience	1
EDU 211	Educational Psychology	3
EDU 219	Students With Disabilities in School	3
EDU 220	Diversity in Schools and Society	3
EDU 230	Introduction to Language Arts in Elementary/Middle School Teaching	3
EDU 250	Introduction to Technology in Education	3
LIT 219	Children's Literature	3
MTH 130	Mathematics for Elementary Teaching I	4
PSY 101	Introduction to Psychology	3

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# DUAL CREDIT

## classes available in PHLEBOTOMY



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### PHLEBOTOMY CERTIFICATE

*REQUIRED: A grade of C or better in all HSC and PHB courses is required for all student.*

Course Number	Course Title	Credits
<b>HSC 112</b>	<b>Medical Terminology (D211: Health Career Exploration and Medical Terminology; D214: Medical Terminology; D220: Medical Terminology)</b>	2
PHB 101	Phlebotomy Principles and Practice	4
PHB 102	Phlebotomy Internship	2

# HARPER COLLEGE

## HIGH SCHOOL PLANNING SHEET FOR COLLEGE BOUND STUDENTS



**HIGH SCHOOL:**

**DISTRICT:**

### GENERAL EDUCATION COURSES

<b>Course Number</b>	<b>Course Title</b>	<b>YEAR</b>	<b>SEMESTER</b>

**DEGREE:**

### SPECIALIZED COURSES

<b>Course Number</b>	<b>Course Title</b>	<b>YEAR</b>	<b>SEMESTER</b>

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# HARPER COLLEGE

## HIGH SCHOOL PLANNING SHEET FOR COLLEGE BOUND STUDENTS



**HIGH SCHOOL:**

**DISTRICT:**

### GENERAL EDUCATION COURSES

<b>Course Number</b>	<b>Course Title</b>	<b>YEAR</b>	<b>SEMESTER</b>

**DEGREE:**

### SPECIALIZED COURSES

<b>Course Number</b>	<b>Course Title</b>	<b>YEAR</b>	<b>SEMESTER</b>

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