

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, November 30, 2023
Regular Board Meeting
6:00pm



MCC Board Room, A217
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board of Trustees Meeting, October 26, 2023
7. OPEN FOR RECOGNITION OF VISITORS
Three (3) minutes per person or less.
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. PRESENTATION-
 - A. Friends of MCC Foundation- Mr. Brian DiBona, Executive Director
10. COMMUNICATIONS
 - A. Faculty Report: Ms. Sarah Sullivan
 - B. Adjunct Faculty Report: Dr. Mark Rockwell
 - C. Staff Council Report: Ms. David Behrens
 - D. Student Trustee Report: Ms. Liza Smith
 - E. Attorney Report
11. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report #23-147
 2. Treasurer's Report, Board Report #23-148
 3. Ratification for Accounts Payable Check Register, Board Report #23-149
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. 2024-2025 Minimum Qualifications for Full-Time Faculty, Board Report #23-150
 2. Determination of Seniority for Full-Time Faculty, Board Report #23-151
 3. MCC 2023 Calendar of Events with Alcohol Service, Board Report #23-152
 4. Curriculum Approvals for ICCB Submission, Board Report #23-153
 5. AV Equipment for CATI/University Center, Board Report #23-154
 6. Cogent Main Campus Internet Connection, Board Report #23-155
 7. Comcast Point-To-Point and Internet Network Service, Board Report #23-156
 8. Room C122 Office Space Renovations, Board Report #23-157
 9. Gordon Food Service Prime Vendor Distributor, Board Report #23-158
 10. Worldwide Instructional Design Systems (WIDS), Board Report #23-159
 11. One 15-Passenger Bus, Board Report #23-160
 12. Cascade Content Management System License, Board Report #23-161

C. Personnel

1. Authorization for Personnel Appointment, Board Report #23-162
2. Approval of New Faculty Appointments, Board Report #23-163

12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

13. ADOPTION OF 2023 TAX LEVY, Board Report #23-164

14. CERTIFICATE OF ACKNOWLEDGMENT FOR TREASURERS BOND, Board Report #23-165

15. APPROVE AMENDMENT TO THE PRESIDENT'S EMPLOYMENT AGREEMENT TO MODIFY THE TERM OF THE AGREEMENT TO BE FROM JANUARY 1, 2024, THROUGH DECEMBER 31, 2027.

Copies of the proposed Amendment to the President's Employment Agreement and the current President's Employment Agreement are available at www.mchenry.edu/board or by contacting the Office of the President, on campus in Room A233, during regular business hours.

16. FOR INFORMATION

- A. New Employees
- B. Employee Resignations and Retirement Notifications
- C. Friends of McHenry County College Foundation Update
- D. Grants Office Update
- E. Office of Marketing and Public Relations Update
- F. Center for Agrarian Learning Update
- G. Sustainability Center Update
- H. Workforce Development Update
- I. Information Security Program Annual Update

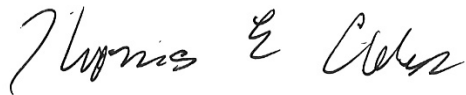
17. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

18. CLOSED SESSION

- A. 120/2(c), Exception #21, Review of Closed Session Minutes
- B. Other matters as pertain to the exceptions of the Open Meetings Act

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of November 17, 2022 & January 26, 2023

19. ADJOURNMENT



Thomas E. Allen
Chair

Student Trustee Report

The semester is progressing quickly, and only a few weeks are left. As the leaves fall, the squirrels are busy gathering seeds and preparing for winter, with some help from carved pumpkins landscapes. Some of these pumpkins escaped the land field as they have even found their way to the Green Living Expo, where they were smashed in eco-friendly efforts for compost, along with paper shredding service, in Parking Lot B. Inside the MCC Gym, a wealth of information was available on solar energy, how to make your home more energy efficient, and healthier cleaning products without harmful chemicals. Attendees were about to cross off gifts on their Christmas shopping list with sustainable products and gifts, such as homemade nontoxic soaps, entirely plant-based candles, and local honey. There were lots of buzzes around the Food Shed tables as the large metal red cowbell resonated. The idiophonic sound signified several new ownerships of the first-ever co-op grocery store in McHenry County, which is expected to open in Spring 2024.

Within a network of over 50+ growers, the MCC Student Farm participated in a nationwide carrot trial where seeds were provided by the Organic Seed Alliance (OSA). The trial was organized in an effort for the resilience of seeds with an extensive collection and data sharing network on Seedlinked. Within the trial, some sensitive traits, such as germination, vigor, canopy cover, yield, and uniformity, were tracked at precise intervals while detailed data was compiled. The last phase of the trial was a taste test where volunteers of all ages who learned about the trial and blind tasted ten successful varieties of splendid hues of oranges and unusual specialty carrots. The colorful arrangement of roots dressed the wooden farm table that greeted volunteers at the opening of the Center for Agrarian Learning classroom at night. The participants examined and tasted for six categories: color, sweetness, texture, flavor, marketability, and overall impression of the crop.



The feeling of the approaching holidays had students anticipating the needed break for extra study time and donning their eating pants to enjoy the festivities with friends and family. In the Sweet Scots Bakery, some fantastic lunch specials were leading up to the holidays, with Curried Lamb Stew with mouthwatering caramelized onion rounds accompaniment and very lean bison flavor-packed chili, which had customers returning for more. The bakery helped patrons with the holiday menu with preorders for flourless Chocolate Raspberry Cake, baked-to-perfection Gingerbread Cake with sweet orange glaze, and the classic pumpkin, which awaited a dollop of whipped cream. This semester, packed with activities, clubs, events, and trips for students, gives students something to look forward to as the semester winds down.

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2024 through the month of October.

Recommendation

It is recommended that the Board of Trustees accepts the Executive Summary as presented.



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2024 is currently 33.4% complete with the year-to-date results ending October 31, 2023 being reported. In the Operating Funds, total revenue is 26.4% of budget, as compared with 25.3% at the same time last year. Total expenditures are 21.3% of budget, as compared with 19.7% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

Revenue

- Local governmental is 33.8% of budget and down \$65,949 (-0.7%) from last year at this time. FY 2024 revenue is \$9,689,942 vs. FY 2023 revenue of \$9,755,891. For FY 2024, this revenue is derived from 50% of the 2022 tax levy (as approved by the Board in November 2022) and 50% of the 2023 tax levy (to be approved by the Board in November 2023).
- State government is 31.1% of budget and up \$1,740,781 (114.1%) from last year at this time. FY 2024 revenue is \$3,266,011 vs. FY 2023 revenue of \$1,525,230.
- Federal government is 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2024 revenue is \$0 vs. FY 2023 revenue of \$0.
- Student tuition and fees is 44.2% of budget and up \$277,630 (4.6%) from last year at this time. FY 2024 revenue is \$6,352,726 vs. FY 2023 revenue of \$6,075,096. Budgeted tuition and fees revenue is calculated based on a calculated net billable credit hours and not total reported credit hours, which includes dual credit. Dual credit only generates tuition revenue if these classes are held on campus with our instructors.
- Sales and service fee is 33.6% of budget and up \$15,030 (34.3%) from last year at this time. FY 2024 revenue is \$58,866 vs. FY 2023 revenue of \$43,837. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 74.7% of budget and up \$11,766 (490.3%) from last year at this time. FY 2024 revenue is \$14,166 vs. FY 2023 revenue of \$2,400. Revenue in this category is comprised of the leasing of the land owned by the College to the radio station and as farmland.
- Investment is 113.1% of budget and up \$449,946 (365.4%) from last year at this time. FY 2024 revenue is \$326,818 vs. FY 2023 revenue of -\$123,127.
- Nongovernmental gifts, scholarships, grants & bequests is 31.7% of budget and up \$1,555 (80.5%) from last year at this time. FY 2024 revenue is \$3,486 vs. FY 2023 revenue of \$1,931. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 7.3% of budget and up \$76,339 (3.8%) from last year at this time. FY 2024 revenue is \$2,080,465 vs. FY 2023 revenue of \$2,004,125. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$2,027,107, Retiree Health contributions, which account for \$315, Other Misc. Income, which account for \$27,092 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$25,951. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2023 that "On-Behalf Payment" was \$11,174,056.

Expenditures

- Salaries expenditures are 32.2% of budget and up \$634,318 (7.2%) from last year at this time. FY 2024 expenditures are \$9,423,479 vs. FY 2023 expenditures of \$8,789,161.
- Employee benefit expenditures are 9.8% of budget and up \$353,873 (12.1%) from last year at this time. FY 2024 expenditures are \$3,270,214 vs. FY 2023 expenditures of \$2,916,341. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are about \$11-21 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in “other revenue” and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 27.4% of budget and up \$165,593 (13.5%) from last year at this time. FY 2024 expenditures are \$1,394,430 vs. FY 2023 expenditures of \$1,228,837. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 33.0% of budget and up \$169,210 (17.5%) from last year at this time. FY 2024 expenditures are \$1,133,650 vs. FY 2023 expenditures of \$964,441.
- Travel and meeting expenditures are 17.0% of budget and up \$19,359 (36.1%) from last year at this time. FY 2024 expenditures are \$72,978 vs. FY 2023 expenditures of \$53,619.
- Fixed charges expenditures are 30.4% of budget and up \$146,604 (42.3%) from last year at this time. FY 2024 expenditures are \$492,859 vs. FY 2023 expenditures of \$346,255. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 21.8% of budget and up \$120,493 (85.4%) from last year at this time. FY 2024 expenditures are \$261,642 vs. FY 2023 expenditures of \$141,149.
- Capital Outlay expenditures are 3.0% of budget and up \$41,427 (826.0%) from last year at this time. FY 2024 expenditures are \$46,442 vs. FY 2023 expenditures of \$5,015. ***Please be aware that large projects started in one fiscal year may cross into a new fiscal year and will therefore have an impact on two fiscal years (i.e. one year under budget and the next over budget).***
- Other expenditures are 31.5% of budget and up \$7,106 (2.4%) from last year at this time. FY 2024 expenditures are \$303,819 vs. FY 2023 expenditures of \$296,713. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2024 expenditures are \$0 vs. FY 2023 expenditures of \$0.



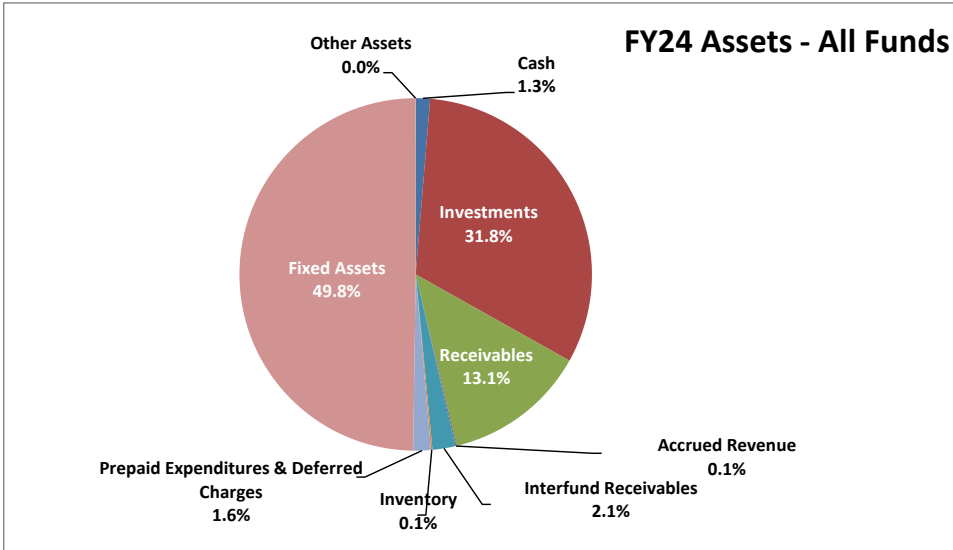
Clinton E. Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
October 31, 2023

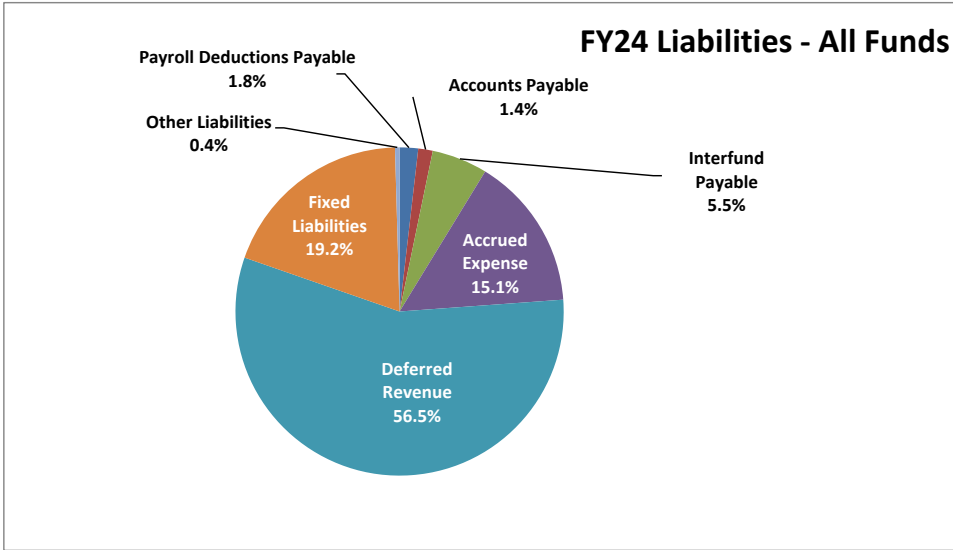
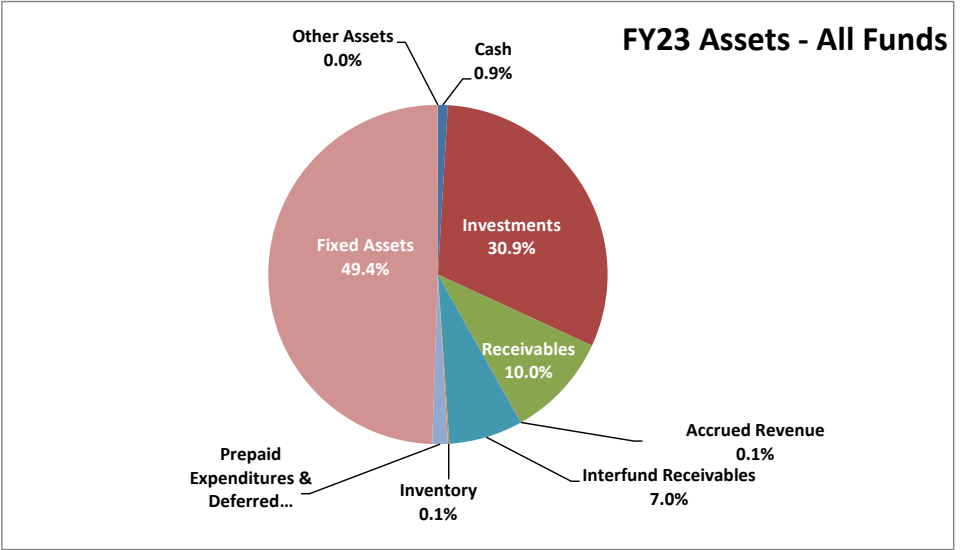
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
Assets														
Cash	1,952,435	-	5,498	-	855,902.68	43,156	-	95,646	-	-	459,822	85,252	-	407,159
Investments	47,433,576	26,364,715	5,303,319	10,662,982	-	-	2,982,026	-	-	-	-	2,120,536	-	
Receivables	19,590,204	17,913,111	696,737	-	-	(3,022)	970,334	-	-	-	1,247	11,796	-	
Accrued Revenue	149,545	68,324	15,415	41,932	-	-	13,472	-	-	-	-	10,401	-	
Interfund Receivables	3,124,402	1,584,333	1,509,545	(300,000)	-	300,000	(212,317)	-	-	-	-	0	242,841	
Inventory	213,173	-	-	-	-	213,173	-	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	2,396,933	1,639,396	29,703	-	-	589	176,218	-	78,144	-	-	204,345	268,537	
Fixed Assets	74,169,002	-	-	-	-	-	-	74,169,002	-	-	-	-	-	
Other Assets	16,239	-	-	-	-	-	-	-	16,239	-	-	-	-	
Total Assets	149,045,509	47,569,879	7,560,217	10,404,914	855,903	553,895	934,235	3,091,144	74,169,002	94,383	459,822	86,499	2,347,078	918,537
Liabilities														
Payroll Deductions Payable	1,037,535	897,269	30,554	-	-	109,772	(60)	-	-	-	-	-	-	
Accounts Payable	814,034	651,039	-	130,010	-	1,003	31,982	-	-	-	-	-	-	
Interfund Payable	3,124,402	609,259	-	900,286	-	-	-	-	-	-	-	1,614,857	-	
Accrued Expense	8,608,394	-	-	-	-	-	-	-	(16,226)	-	-	-	8,624,620	
Deferred Revenue	32,167,096	15,067,771	1,104,013	-	-	3,695	-	-	-	-	12,509	117,097	15,862,011	
Fixed Liabilities	10,951,863	-	-	1,017,695	-	-	-	-	9,934,168	-	-	-	-	
Other Liabilities	253,980	48,040	-	-	-	205,940	-	-	-	-	-	-	-	
Total Liabilities	56,957,305	17,273,379	1,134,567	2,047,991	-	320,411	31,922	-	9,917,942	-	12,509	1,731,954	24,486,631	
Designated Fund Balance	92,088,204	30,296,501	6,425,651	8,356,924	855,903	233,485	902,313	3,091,144	74,169,002	(9,823,559)	459,822	73,990	615,124	(23,568,094)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	19,991,325	18,178,522	1,812,803	-	-	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	82,525,925	-	-	8,356,924	0	-	-	74,169,002	-	-	-	615,124	-23,568,094	
Liabilities, Protection, and Settlement	-32,887,138	-	-	-	-	-	-	-	-9,934,168	-	-	-	-	
Working Cash/Other Restricted	3,186,125	-	-	-	-	-	902,313	1,750,000	-	459,822	73,990	-	-	
Remaining Unassigned Balance	19,271,967	12,117,979	4,612,848	0	855,903	233,485	0	1,341,144	0	110,609	0	0	0	0

All Funds Statement of Net Position (Balance Sheet)
 October 31, 2023

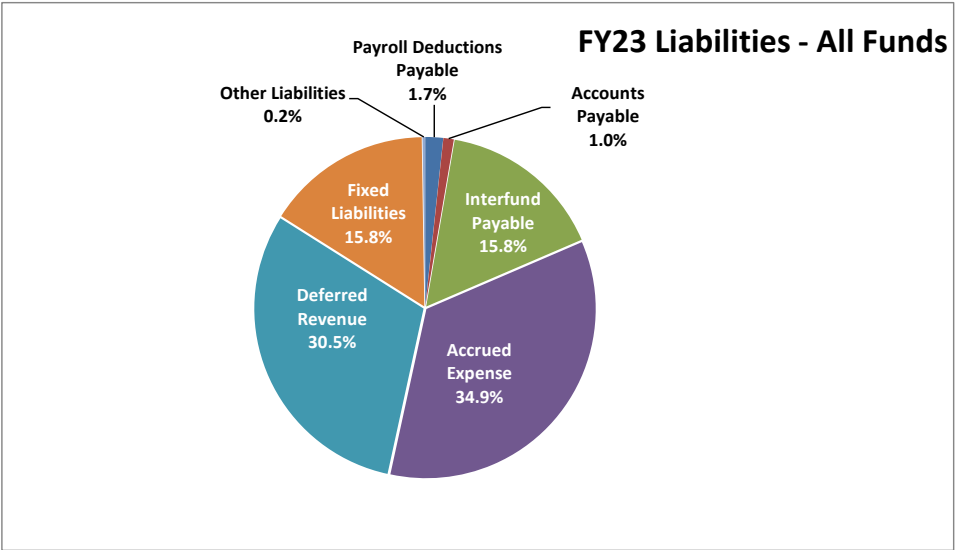
Total Assets = \$ 149,045,509



Total Assets = \$ 146,890,792



Total Liabilities = \$ 56,957,305



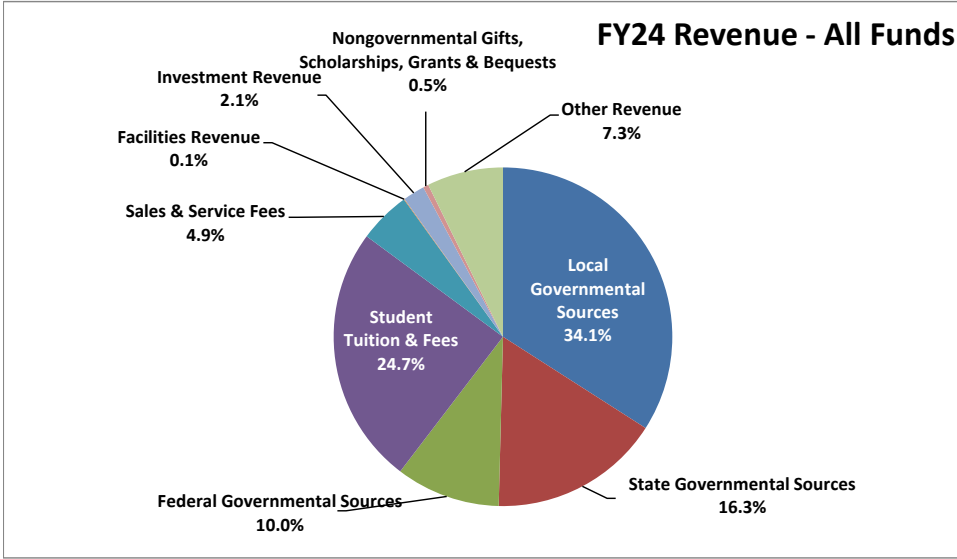
Total Liabilities = \$ 62,885,095

All Funds Statement of Activities (Income Statement)
 October 31, 2023

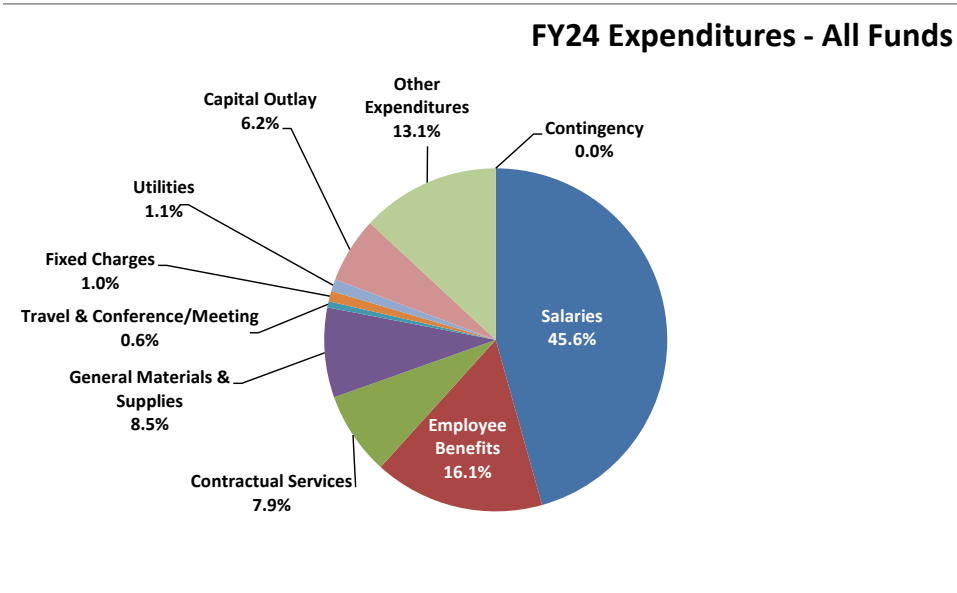
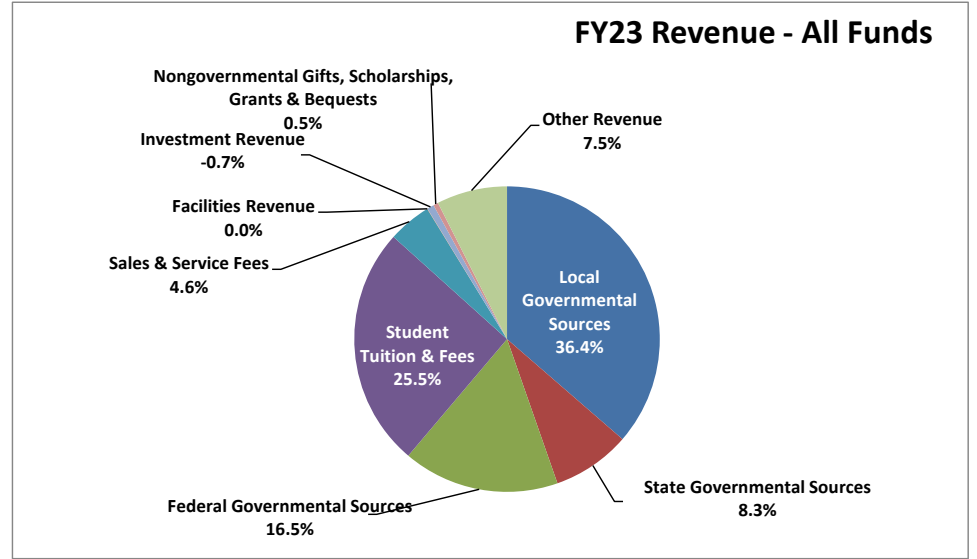
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
Revenue														
Local Governmental Sources	9,949,153	8,775,702	914,240	-	-	-	-	-	-	-	25,017	234,194	-	
State Governmental Sources	4,772,405	2,910,303	355,709	-	-	1,506,394	-	-	-	-	-	-	-	
Federal Governmental Sources	2,913,521	-	-	-	-	2,913,521	-	-	-	-	-	-	-	
Student Tuition & Fees	7,222,042	5,878,718	474,008	58,328	544,398	266,590	-	-	-	-	-	-	-	
Sales & Service Fees	1,444,807	58,866	-	-	-	1,385,941	-	-	-	-	-	-	-	
Facilities Revenue	19,181	14,166	-	-	-	5,015	-	-	-	-	-	-	-	
Investment Revenue	608,765	224,469	102,349	183,283	-	-	57,651	-	-	-	-	41,013	-	
Nongovernmental Gifts, Scholarships, Grants & Bequests	151,403	3,486	-	-	-	97,627	-	-	-	50,290	-	-	-	
Other Revenue	2,126,195	2,080,445	20	1,241,620	-	-	-	-	(1,241,620)	45,730	-	-	-	
Total Revenue	29,207,472	19,946,155	1,846,326	1,483,231	544,398	1,657,547	4,517,542	57,651	(1,241,620)	96,020	25,017	275,206	-	
Expenditures														
Salaries	10,493,770	9,224,893	198,586	-	-	590,460	479,832	-	-	-	-	-	-	
Employee Benefits	3,693,433	3,209,975	60,239	-	-	93,722	103,220	-	-	-	-	226,276	-	
Contractual Services	1,808,054	853,230	541,200	-	-	224,646	188,978	-	-	-	-	-	-	
General Materials & Supplies	1,946,139	1,004,719	128,932	59,957	-	605,411	147,121	-	-	-	-	-	-	
Travel & Conference/Meeting	132,770	71,874	1,105	-	-	22,485	37,307	-	-	-	-	-	-	
Fixed Charges	225,345	460,739	32,120	-	132,000	3,484	-	-	(439,603)	-	-	36,605	-	
Utilities	261,642	56,404	205,238	-	-	-	-	-	-	-	-	-	-	
Capital Outlay	1,421,998	6,749	39,694	1,626,826	-	-	-	(251,270)	-	-	-	-	-	
Other Expenditures	3,008,623	303,819	-	-	-	2,931	2,644,475	-	-	57,398	-	-	-	
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	22,991,775	15,192,401	1,207,113	1,686,783	132,000	1,543,138	3,600,934	(251,270)	(439,603)	57,398	-	262,880	-	
Excess/(deficit) of revenues over expenditures	6,215,697	4,753,753	639,213	(203,552)	412,398	114,409	916,607	57,651	251,270	(802,017)	38,622	25,017	12,326	
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	
Beginning Fund Balance	85,872,507	25,542,747	5,786,438	8,560,476	443,505	119,076	(14,294)	3,033,493	73,917,732	(9,021,543)	421,199	48,973	602,798	(23,568,094)
Ending Fund Balance	92,088,204	30,296,501	6,425,651	8,356,924	855,903	233,485	902,313	3,091,144	74,169,002	(9,823,559)	459,822	73,990	615,124	(23,568,094)

All Funds Statement of Activities (Income Statement)
October 31, 2023

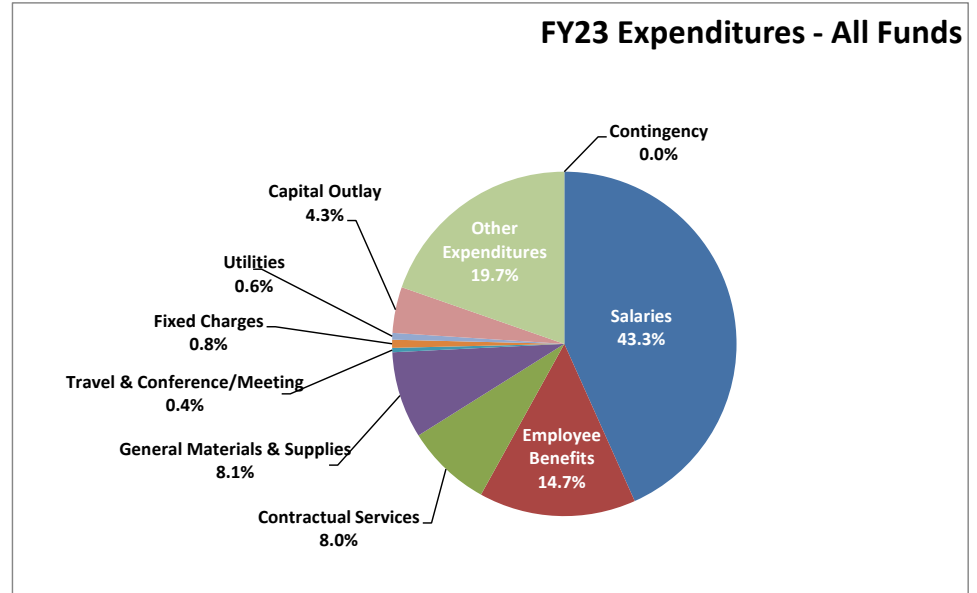
Total Revenue = \$ 29,207,472



Total Revenue = \$ 27,138,612



Total Expense = \$ 22,991,775



Total Expense = \$ 22,373,056

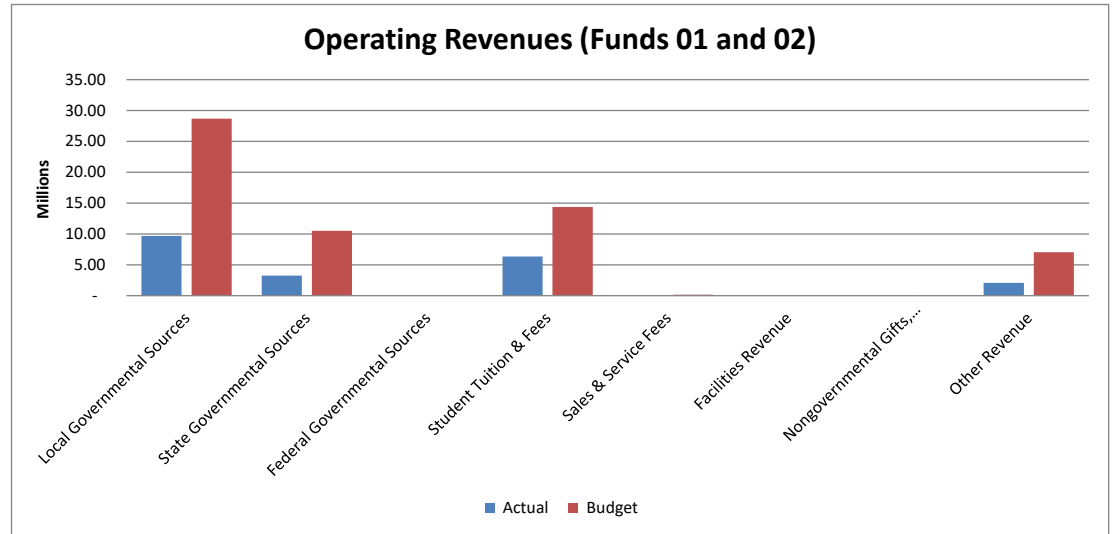
Operating Funds
Net of SURS/Investments

Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)
October 31, 2023

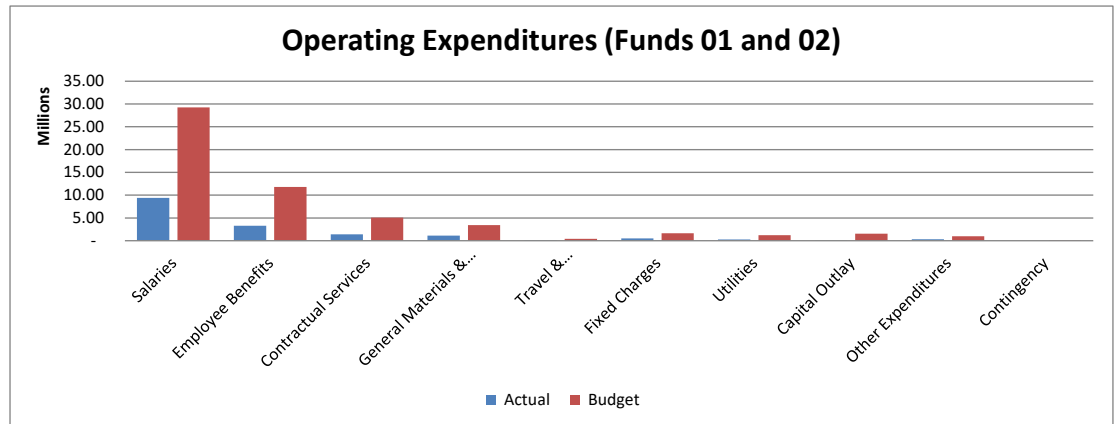
	FY24			FY23		FY23			FY24 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	YTD Bud. Full Bud.	YTD Actual	Budget	% Chng	Change Over	% Chng
Revenue										
Local Governmental Sources	\$ 9,689,942	\$ 9,586,548	\$ 28,700,710	101.1%	33.8%	\$ 9,755,891	\$ 28,962,379	33.7%	\$ (65,949)	-0.7%
State Governmental Sources	3,266,011	3,510,238	10,509,134	93.0%	31.1%	1,525,230	4,872,056	31.3%	\$ 1,740,781	114.1%
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	6,352,726	5,232,849	14,360,846	121.4%	44.2%	6,075,096	13,350,427	45.5%	\$ 277,630	4.6%
Sales & Service Fees	58,866	58,453	175,000	100.7%	33.6%	43,837	164,000	26.7%	\$ 15,030	34.3%
Facilities Revenue	14,166	6,335	18,966	223.6%	74.7%	2,400	18,966	12.7%	\$ 11,766	490.3%
Nongovernmental Gifts	3,486	3,674	11,000	94.9%	31.7%	1,931	11,000	17.6%	\$ 1,555	80.5%
Other Revenue	2,080,465	2,354,083	7,047,777	88.4%	29.5%	2,004,125	11,671,443	17.2%	\$ 76,339	3.8%
Total Revenue	\$ 21,465,662	\$ 20,752,180	\$ 60,823,433	103.4%	35.3%	\$ 19,408,510	\$ 59,050,271	32.9%	\$ 2,057,152	10.6%
Expenditures										
Salaries	\$ 9,423,479	\$ 9,779,923	\$ 29,279,648	96.4%	32.2%	\$ 8,789,161	\$ 28,170,035	31.2%	\$ 634,318	7.2%
Employee Benefits	3,270,214	3,934,990	11,780,779	83.1%	27.8%	2,916,341	15,614,102	18.7%	\$ 353,873	12.1%
Contractual Services	1,394,430	1,701,850	5,095,087	81.9%	27.4%	1,228,837	4,822,764	25.5%	\$ 165,593	13.5%
General Materials & Supplies	1,133,650	1,146,681	3,432,994	98.9%	33.0%	964,441	3,307,839	29.2%	\$ 169,210	17.5%
Travel & Conference/Meeting	72,978	143,120	428,481	51.0%	17.0%	53,619	332,532	16.1%	\$ 19,359	36.1%
Fixed Charges	492,859	541,037	1,619,785	91.1%	30.4%	346,255	1,591,347	21.8%	\$ 146,604	42.3%
Utilities	261,642	400,080	1,197,780	65.4%	21.8%	141,149	1,220,675	11.6%	\$ 120,493	85.4%
Capital Outlay	46,442	518,999	1,553,805	8.9%	3.0%	5,015	1,687,269	0.3%	\$ 41,427	826.0%
Other Expenditures	303,819	321,993	964,000	94.4%	31.5%	296,713	916,500	32.4%	\$ 7,106	2.4%
Contingency	-	33,402	100,000	0.0%	0.0%	-	100,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 16,399,514	\$ 18,522,075	\$ 55,452,359	88.5%	29.6%	\$ 14,741,532	\$ 57,763,063	25.5%	\$ 1,657,982	11.2%
Surplus/(deficit)	\$ 5,066,148	\$ 2,230,105	\$ 5,371,074			\$ 4,666,978	\$ 1,530,279		\$ 399,170	8.6%
Net Transfers Out/(In)	\$ -		\$ 850,000			\$ -	\$ 1,530,279		\$ -	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 5,066,148	\$ 2,230,105	\$ 4,521,074			\$ 4,666,978	\$ -		\$ 399,170	8.6%
<i>Beginning Fund Balance</i>	<i>31,329,185</i>	<i>31,329,185</i>	<i>31,329,185</i>			<i>33,702,147</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>5,066,148</i>	<i>2,230,105</i>	<i>4,521,074</i>			<i>4,666,978</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
Calculated YTD Ending Fund Balance (b)	\$ 36,395,334	\$ 33,559,290	\$ 35,950,259			\$ 38,369,125				

Operating Funds - Statement of Activities
October 31, 2023

	Actual	Budget
Revenue		
Local Governmental Sources	9,689,941.96	28,700,710.00
State Governmental Sources	3,266,011.09	10,509,134.00
Federal Governmental Sources	-	-
Student Tuition & Fees	6,352,726.23	14,360,846.00
Sales & Service Fees	58,866.19	175,000.00
Facilities Revenue	14,166.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	3,486.00	11,000.00
Other Revenue	2,080,464.77	7,047,777.00
Total Revenue	21,465,662.24	60,823,433.00



Expenditures		
Salaries	9,423,478.86	29,279,648.00
Employee Benefits	3,270,214.42	11,780,779.00
Contractual Services	1,394,430.28	5,095,087.00
General Materials & Supplies	1,133,650.48	3,432,994.00
Travel & Conference/Meeting	72,978.20	428,481.00
Fixed Charges	492,858.95	1,619,785.00
Utilities	261,641.69	1,197,780.00
Capital Outlay	46,442.33	1,553,805.00
Other Expenditures	303,818.96	964,000.00
Contingency	-	100,000.00
Total Expenditures	16,399,514.17	55,452,359.00
Excess/(deficit) of revenues over expenditures	5,066,148.07	5,371,074.00



*#N/A or "-" indicates that there is no activity to record for this category in Fund 01 or 02.

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of October including details regarding the College's investments.

Recommendation

It is recommended that the Board of Trustees approves the Treasurer's Report as presented.



Clinton E. Gabbard
President

**McHenry County College
Treasurer's Report
For the Month of October 2023**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$143,512.68	\$495,136.61	\$343,279.96	\$295,369.33
Crystal Lake Bank & Trust Direct Pay	\$163,225.70	\$2,274,567.58	\$1,933,054.45	\$504,738.83
Crystal Lake Bank & Trust Employee Benefits	\$0	\$21,985.10	\$21,985.10	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$882,942.02	\$882,942.02	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$4,149,264.69	\$2,947,355.38	\$6,128,270.25	\$968,349.82
Crystal Lake Bank & Trust Operations	\$614,124.54	\$1,656,731.80	\$2,115,307.21	\$155,549.13
Crystal Lake Bank & Trust Payroll	\$36,967.10	\$2,492,459.44	\$2,516,223.32	\$13,203.22

McHenry County College
October 31, 2023

Investments

College Fund	Financial Institution	10/31/23	09/30/23	10/31/23	Interest	No. of Days	Maturity
		Investments	Investments	% of Total			
Education	Illinois Funds	\$3,062,232	\$1,772,199	6%	see below	N/A	On Demand
Education	PFM Investments	23,370,806	23,306,959	49%	see below	N/A	Various
Operations & Maintenance	PFM Investments	5,318,733	5,283,978	11%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	1,621,249	1,610,654	3%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,578,702	8,541,867	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	130,899	146,312	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	374,065	372,458	1%	see below	N/A	Various
Working Cash	PFM Investments	2,995,498	2,975,923	6%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,130,937	2,117,012	4%	see below	N/A	Various
	Total	\$47,583,121	\$46,127,362	100%			

Investment Revenue

Investment Revenue

College Fund	Oct-23	Fiscal YTD
Education	\$74,594	\$211,922
Operations & Maintenance	35,197	103,710
Operations & Maintenance (Restricted)	10,729	31,613
Operations & Maintenance (Restricted CDB Projects)	38,645	152,092
Working Cash	19,823	58,410
Liability, Protection and Settlement	14,102	41,551
Total	\$193,090	\$599,298

Illinois Fund Rates - October 31, 2023

Annualized rate - Money Market

Low	5.509%
High	5.551%
Average	5.532%

PFM Investment Rates - October 31, 2023

Range of CD Rates

	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	5.72%	-	-	-
High	5.75%	-	-	-

Yield to Maturity of Notes

	Short Term*	Long Term	CDB Trust 019*	CDB Trust 020
At Cost	5.640%	3.470%	-	-
At Market	5.690%	5.140%	-	-

*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,676,163.97. Please note that the expenses are not segregated into the respective funds.

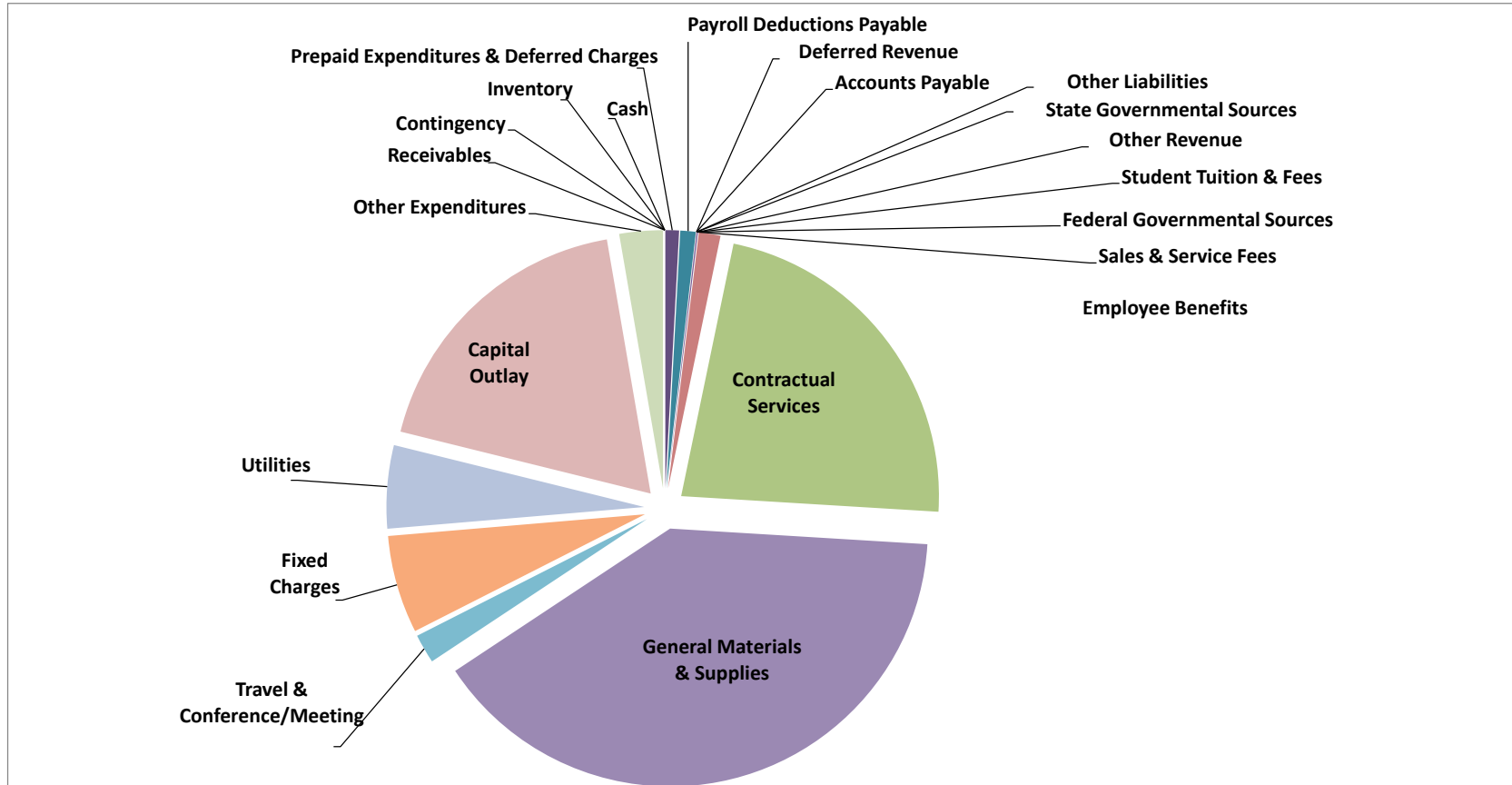
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of October 1 - October 31, 2023, totaling \$1,676,163.97.



Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 10/1/23 through 10/31/23



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	22,741.86	1.36%
Prepaid Expenditures & Deferred Charges	14,314.00	0.85%	Contractual Services	380,250.40	22.70%
Payroll Deductions Payable	16,148.40	0.96%	General Materials & Supplies	665,414.28	39.73%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	30,614.60	1.83%
Deferred Revenue	0.00	0.00%	Fixed Charges	102,744.21	6.13%
Other Liabilities	143.65	0.01%	Utilities	87,175.32	5.20%
State Governmental Sources	0.00	0.00%	Capital Outlay	308,443.52	18.42%
Federal Governmental Sources	1,306.25	0.08%	Other Expenditures	45,613.05	2.72%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	1,674,909.54	100.00%

**Six Month
Select Vendor History Report**

SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	Six (6) Calendar Months					
						FY23: (5-May)	FY23: (6-Jun)	FY24: (7-Jul)	FY24: (8-Aug)	FY24: (9-Sep)	FY24: (10-Oct)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$6,780.00		2,260.00	2,260.00	2,260.00		
Engineering	53	Contractual Services	0402264	HR Green Inc	\$3,464.60			3,464.60			
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$14,938.05	12,888.10	386.10		1,663.85		
Engineering Total					\$ 25,182.65	12,888.10	2,646.10	5,724.60	3,923.85	-	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$4,469.88	1,253.01	249.94	499.61	729.43	952.77	785.12
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,466.21	1,689.06	196.97	96.26	452.64	445.68	585.60
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$6,221.20	4,883.00					1,338.20
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,668.50	1,431.00	951.80			943.00	1,342.70
Food Vendor	55	Travel & Conference/Meeting	0396759	3 CHEFS CATERING SE	\$1,686.00				1,686.00		
Food Vendor Total					\$ 20,511.79	9,256.07	1,398.71	595.87	2,868.07	2,341.45	4,051.62
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,250.00	250.00	250.00	250.00	250.00	250.00	
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$423.97		281.70	110.31		31.96	
Landscaping Total					\$ 1,673.97	250.00	531.70	360.31	250.00	281.96	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$51,491.32	9,363.39	9,031.19	16,310.49		16,786.25	
Legal Total					\$ 51,491.32	9,363.39	9,031.19	16,310.49	-	16,786.25	-
Temporary Staffing	51	Salaries	0396989	WORKING WORLD INC	\$792.80					792.80	
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$97,874.69	14,513.17	9,301.56	9,367.89	21,723.60	22,992.35	19,976.12

Minimum Qualifications for Full-Time Faculty
2024-2025

Information

In May 1983, the Board of Trustees adopted a set of Minimum Qualifications required to insure appropriate faculty preparation for instruction in each of the College's credit courses and comply with accrediting and regulatory agency standards. Developed by faculty and administrative staff, the original document accounted for all credit courses taught to date by full-time faculty, as well as those taught by part-time faculty.

The addition of new courses to the curricula, realignment of existing courses, and the deletion of withdrawn courses necessitates that the Minimum Qualifications document be updated annually. In addition, the opportunity for review and refinement of existing Minimum Qualifications serves as an important means of insuring that the Minimum Qualifications determined for each course are, in fact, realistic considering actual experience. Changes are reflected in red, and new courses are represented with an asterisk.

Recommendation

It is recommended that the Board of Trustees approves the Minimum Qualifications for Full-Time Faculty as listed on the attached report for the 2024-2025 academic year.



Clinton E. Gabbard
President

**MINIMUM
QUALIFICATIONS
for
FULL-TIME
FACULTY
POSITIONS**

**MCHENRY COUNTY
COLLEGE
Crystal Lake, Illinois**

2024-2025 Edition

(Effective January 2024)

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2023-2024	TESTED EXPERIENCE 2023-2024	COURSE & TITLE CHANGE FOR 2024-2025	MINIMUM QUALIFICATION CHANGE for 2024-2025	TESTED EXPERIENCE CHANGE for 2024-2025
ACCOUNTING						
ACC 110-Basic Accounting Procedures	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and at least 2000 hours of related work experience.				
ACC 151-Financial Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 152-Management Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 220-Computer Applications for Accounting	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and at least 2000 hours of related work experience.				
ACC 236-Cost Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 237-Income Tax Accounting	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 238-Income Tax - Advanced	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 239-IRS Practice & Procedures	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 240-Enrolled Agent - RTRP Review	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 241-Tax Internship	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 245-Principles of Finance	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 250-Intermediate Accounting I	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 251-Intermediate Accounting II	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 255-Accounting Internship	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 260-Auditing and Assurance Services I	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 265-Auditing and Assurance Services II	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
ACC 290-Special Topics in Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.				
Application Design and Development (ADD)						
ADD 100-Programming Logic	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Python.
ADD 103-Fundamental Web Development	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Web Development.
ADD 105-Programming for Android I	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Android Development.
ADD 107-Programming for iOS I	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in iOS Programming.
ADD 109-Database Fundamentals	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, experience, or a portfolio of work in Database Management Systems.
ADD 120-Computer Ethics	1.2				Bachelor's degree or higher in a technology related field, or Bachelor's degree with at least 9 credit hours of programming courses.	
ADD 140-User Interface and Experience Design	1.2				Bachelor's degree with coursework in Usability Interface Design, or related areas. OR Bachelors degree with Certification in UI/UX or a related area.	Bachelor's degree with at least 2000 hours of related experience.
ADD 147 -JavaScript Programming	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in JavaScript.
ADD 153-Advanced Web Development	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, course work, certification, or a portfolio of work in Machine Learning, and course work, certification, or a portfolio of work in Web Development.
ADD 155-Programming for Android II	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Android Programming.
ADD 15- Programming for iOS II	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in iOS Programming.
ADD 160-Advanced Python	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Python.

ADD 175-Content Management Systems for Web	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Content Management Systems.
ADD 212-PHP and MySQL	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in PHP and MySQL.
ADD 215-Amazon Web Services	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming and 4 years of related work experience. Plus course work, certification, or a portfolio of work in Amazon Web Services.
ADD 245-Machine Learning with Python	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Machine Learning.
ADD 247-Application Development in JavaScript	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in JavaScript and its libraries.
ADD 280-Software Application Design and Development Capstone	1.2				Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Programming.
ENTREPRENEURIAL AGRICULTURE						
AGR 104-Introduction to Agriculture*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of agriculture science and the industry.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of agriculture science and the industry.			
AGR 107-Introductory Agriculture Practicum*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of vegetable and fruit production.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of vegetable and fruit production.			
AGR 226-Advanced Agriculture Internship*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience.			
ARCHITECTURAL AND ENGINEERING DESIGN TECHNOLOGY						
AET 141-Interior Design I	1.1	Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline				
AET 142-History of Interiors	1.1	Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline				
AET 151-Computer Aided Design Graphics I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 152-Computer Aided Design Graphics II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 153-Computer Aided Design Graphics III	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 154-Computer Aided Design Graphics IV	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 158-Geometric Tolerancing	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience; or 8,000 hours of CAD work experience.			
AET 161-BIM Revit I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 162-BIM Revit II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 165-BIM Navisworks I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 171-Parametric Modeling SolidWorks I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience; or 8,000 hours of CAD work experience.			
AET 172-Parametric Modeling SolidWorks II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 241-Interior Design 2	1.1	Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline				
AET 251-Design Visualization	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience; or 8,000 hours of CAD work experience.			
AET 261-Technical Portfolio Design I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 262-Technical Portfolio Design II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			

AET 271-Applied Statics	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 290-Topics in Architecture and Engineering	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AET 299-Independent Study in Drafting	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.			
AUTOMOTIVE						
AMT 100-Introduction to Automotive Technology	1.2	Bachelor's degree in Automotive Technology or related field, and ASE G1, A6, A4 and A5 certification and 2,000 hours of related work experience	ASE Certifications G1, A6, A4 and A5 and 4,000 hours of automotive related work experience.			
AMT 110-Automotive Customer Service	1.2	Bachelor's degree in Automotive Technology or related field, and ASE Service Consultant certification	ASE Certifications as Service Consultant, and 4,000 hours of automotive related work experience.			
AMT 120-Automotive Electricity Fundamentals	1.2	Bachelor's degree in Automotive or related field, Master certification by ASE in G1 and L1 Advanced, and 8,000 hours of automotive related field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 140-Automotive Engine Technology	1.2	Bachelor's degree in Automotive or related field, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 160-Automotive Electronics Fundamentals	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 170-Manual Drive Train & Axles	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 180-Automotive Steering, Chassis, & Suspension	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 200-Computerized Automotive Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			

AMT 220-Automotive Brake Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 230-High Performance Engine Fundamentals	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 240-Automotive Climate Control Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 250-Automotive Cooperative Internship	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 260-Engine Performance/ Drivability	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 265-Alternate Fuel Vehicles	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 270-Automatic Transmission & Transaxes	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
AMT 299-Automotive Independent Study	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).			
ANIMATION						
ANI 100-2D Animation	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.			Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)

ANI 103-Animation Techniques I	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.		Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
ANI 105-3D Modeling and Animation 1	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.		Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
ANI 203-3D Animation Techniques II	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.		Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
ANI 205-3D Modeling and Animation 2	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.		Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
ANTHROPOLOGY					
ANT 151-Introduction to Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 155-Introduction to Archaeology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 160-Introduction to Physical Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 170-Intro to Cultural Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 255-Archaeological Field School	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 260-Archaeology of the Ancient Near East	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 290-Topics in Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ADMINISTRATIVE OFFICE MANAGEMENT					
AOM 101-Keyboarding I – Introduction	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 101-Keyboarding I – Introduction		
AOM 102-Documents Formatting	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 105-Keyboarding Speed & Accuracy	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 105-Keyboarding Speed & Accuracy		
AOM 120-Word Processing I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 120-Word Processing I		
AOM 122-Word Processing II	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 122-Word Processing II		
AOM 130-Presentation Software	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 130-Presentation Software		
AOM 131-Spreadsheet Application I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOM 131-Spreadsheet Application I		
AOM 132-Database Systems I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 132-Database Systems I		
AOM 134-Introduction to Desktop Publishing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 134-Introduction to Desktop Publishing		
AOM 135-Medical Terminology	1.2	Bachelor's degree in Medical, Health, Biological Sciences or Registered Health Information Technician (RHIT), Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) certification and 2,000 hours of related work experience.	AOT 135-Medical Terminology		
AOM 140-Integrated Office Applications	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 140-Integrated Office Applications		
AOM 145-Office Practice	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 145-Office Practice		
AOM 231-Spreadsheets Application II	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 231-Spreadsheets Application II		
AOM 232-Database Systems II	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 234-Advanced Desktop Publishing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 234-Advanced Desktop Publishing		
AOM 250-Administrative Office Procedures	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 250-Administrative Office Procedures		
AOM 255-Administrative Office Management Internship	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 255-Administrative Office Management Internship		
AOM 299-Independent Study in Administrative Office Management	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.	AOT 299-Independent Study in Administrative Office Management		
Automation, Robotics & Mechatronics (ARM)					
ARM 151-Mechanical Assembly and Maintenance	1.2			Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 161-Automation and Robotics I	1.2			Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 210-Motor Controls and Troubleshooting	1.2			Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 220-Automation and Robotics II	1.2			Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 275-ARM Capstone I	1.2			Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.

ARM 276-ARM Capstone II	1.2				Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 277-Joint Capstone I	1.2				Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 278-Joint Capstone II	1.2				Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 140-Electrical I	1.2				Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 141-Electrical II	1.2				Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 145-Hydraulics and Pneumatics	1.2				Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ARM 150-PLC I	1.2				Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.
ART						
ART 150-Humanities Through the Arts	1.1	Master's degree and 18 graduate credit hours in humanities.			Master's degree in the Humanities, Liberal Studies, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the discipline.	
ART 151-Art Appreciation	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.	
ART 152-Intro to Studio Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's in Art, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.	
ART 153-2D Design	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's degree or Master of Fine Arts degree in 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).	
ART 155-Non-Western Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)	
ART 156-Drawing I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).	
ART 157-Drawing II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).	
ART 158-Life Drawing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).	
ART 159-Introduction to Printmaking	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).	
ART 160-Painting I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).	
ART 165-Ethnic Folk Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)	
ART 166-Digital Tools for Studio Artists	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's in Art, Master of Fine Arts degree or Master's degree and 18 graduate credit hours in the fine arts (must be studio).	
ART 167-Graphic Design I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in a studio discipline.			Master's degree in Art, design, illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.	
ART 168-Computer Art I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in a studio discipline.			Master's degree in Art, design, illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.	
ART 170-Introduction to Art Education	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History, Art Education or Master's degree and 18 graduate credit hours in Art, Art History, and Art Education (must include courses with significant writing components)	
ART 171-Art History I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)	
ART 172-Art History II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)	
ART 174-Studies in Contemporary Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)	
ART 175-History of Photography	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)	

ART 271-Ceramics I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).	
ART 272-Ceramics II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).	
ART 273-Ceramics III	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).	
ART 274-Ceramics IV	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).	
ART 275-Ceramics Studio	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).	
ART 280-Sculpture II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, 3D media or Master's degree and 18 graduate credit hours in 3D media (must be studio).	
ART 290-Topics in Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.	
ART 299-Study in Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Art History, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.	
BIOLOGY						
BIO 110-Introduction to Human Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
BIO 130-Environmental Field Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
BIO 138-Heredity, Ethics and Society	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
BIO 157-Fundamentals of Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
BIO 158-Evolution and Biodiversity	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
BIO 255-Microbiology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
BIO 263-Human Anatomy and Physiology I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
BIO 264-Human Anatomy and Physiology II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
BUSINESS						
BUS 110-Business Career Skills I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.				
BUS 145-Business Applications of Mathematics	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.				
BUS 150-Introduction to Business	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.				
BUS 155-Business Communication	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.				
BUS 160-Introduction to Entrepreneurship	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.				
BUS 162-Entrepreneurship Business Planning	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.				
BUS 175-Introduction to International Business	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.				
BUS 220-Human Relations and Team Building	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.				
BUS 235-Business Ethics	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.				
BUS 241-Business Law	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.				
BUS 255-Business Internship	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.				
BUS 270-Principles of Exporting & Importing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.				
BUS 299-Topics/Issues in Business	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.				
COMPUTER INFORMATION SYSTEMS						
CDM 090-Introduction to Computer Applications	1.6	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Management Information Systems, Information Technology, or a related field with demonstrated skills in computer applications (teaching demonstration is required)			
CDM 110-Computer Literacy for Windows	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. Bachelors degree in Education with coursework in Microsoft Office Applications and completion of training for the CDM 110 course from MCC.	If no specific coursework in Microsoft Office and Web Development has been taken, the instructor must demonstrate knowledge of: Windows, Word, Excel, Access, PowerPoint, and HTML before teaching the course. Successfully completing the CDM 110 course will be accepted as training / testing in addition to a Bachelors degree and teaching certification.			

CDM 120-Computer Ethics	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.	NET 100-Computer Ethics		
CDM 205-Technology in Education	1.1	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.				
CDM 240-Server + Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.			
CDM 250-Internship in CDM	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.			
CDM 290-Topics in Computers & Digital Media	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.			
CHEMISTRY						
CHM 115-Chemistry and Society	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
CHM 164-Elementary Chemistry	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
CHM 165-General Chemistry I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
CHM 166-General Chemistry II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
CHM 170-Survey of Organic and Biochemistry	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
CHM 265-Organic Chemistry I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
CHM 266-Organic Chemistry II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
CRIMINAL JUSTICE						
CJS 101-Introduction to Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 106-Introduction to Corrections	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 110-Policing	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 115-Criminal Law	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.				
CJS 120-Juvenile Delinquency	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 125-Principles of Criminal Investigation	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 140-Criminology	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.				
CJS 201-Laws of Criminal Evidence	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 206-Community Based Corrections	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 211-Terrorism and Homeland Security*	1.2	Master's degree in the criminal justice field or related fields to include: sociology, psychology, or management. And 10,000 hours work experience or Juris Doctorate in Law And 10,000 hours work experience.	Bachelor's degree in the criminal justice field or related fields and 10,000 hours work experience or 18 hours towards criminal justice Master's degree or related field and 10,000 hours work experience.			
CJS 215-Community Policing	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 220-Ethics in Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 225-Criminal Justice Management	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 230-Student Police Academy	1.2	1. Master's degree in Criminal Justice or related fields to include: Sociology, Psychology, or Management. Plus 10,000 hours of work experience. Or, Juris Doctorate in law and 10,000 hours of work experience. 2. Bachelor's degree in the Criminal Justice field or related fields and 10,000 hours work experience. Or 18 hours toward a Criminal Justice master's degree or related field and 10,000 hours work experience.				
CJS 250-Criminal Justice Internship	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CJS 275-Criminal Procedures	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.				
CJS 290-Topics in Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.				
CULINARY MANAGEMENT						
CLM 100-Intro to Professional Hospitality	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience in Hospitality, travel/tourism or event planning field.			
CLM 101-Culinary Skills I	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified			

CLM 102-Culinary Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 103-Culinary Skills III	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 105-Sanitation and Safety	1.2	Bachelor's degree in Hospitality, Culinary Arts, Consumer Science or Food Science related field. Illinois Food Service Certification-Instructor level (FSSMC) and Servsafe™ certified instructor and proctor.	Associate degree in Culinary, Pastry, Hospitality or related field, 2,000 hours of work experience and Illinois Food Service Certification-Instructor level (FSSMC) and Servsafe™ certified instructor and proctor.		
CLM 106-Culinary Nutrition	1.2	Bachelor's degree in Hospitality or Nutrition or registered dietitian and 2,000 hours of work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 107-Culinary and Hospitality Supervision	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 130-Inventory, Purchasing & Costing	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 140-Garde Manger & Int'l Cuisine	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 160-Menu Planning	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 180-Bar and Beverage Management*	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience in a position related to wine or beverage management.		
CLM 181-Introduction to Wine Culture*	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience in a position related to wine or beverage management.		
CLM 208-Restaurant Operational Skills	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 255-Culinary Internship	1.2	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience. Alternative: 8000 hours work experience and industry certified by either ACF, AHIA, IFSEA, NRAEF, or RBA.		Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate's degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified
CLM 290-Topics in Culinary Management	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CONSTRUCTION MANAGEMENT					
CMT 102-Construction Documents	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 105-Intro. To Building Construction	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 110-Mechanical Systems and Codes	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 115-Electrical Systems and Codes	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 120-Building Codes and Enforcement	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 125-Survey Layout and Measurement	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 201-Construction Estimating	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 203-Construction Planning and Schedule	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 205-Construction Project Management	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		

CMT 250-Construction Management Internship	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.			
CMT 261-Technical Portfolio Design I	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.			
CMT 262-Technical Portfolio Design II	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.			
CMT 290-Topics in Construction	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.			
CANCER REGISTRY MANAGEMENT						
CRM 225 - Cancer Registry Structure & Management	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 245 - Cancer Registry Operations	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 255 - Cancer Disease, Coding and Staging	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 265 - Oncology Treatment and Coding	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 275 - CRM Data Quality & Utilization	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 285 - Abstracting Methods	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 295 - Cancer Registry Clinical Practicum	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
COMPUTER SCIENCE						
CSC 121-Computer Science I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
CSC 122-Computer Science II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
DATABASE MANAGEMENT						
DBM 100-Intro to MySQL Database Mgmt. Systems	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.				
DBM 110-SQL/Database Concepts	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.				
DIGITAL MEDIA						
DGM 107-Introduction to Digital Legalties	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.				
DGM 110-Game Design I	1.1	Bachelor's degree in Computer Science or Design field with specific coursework and / or 2000 hours of experience in the Gaming field		Bachelor's degree in digital media, gaming, animation, computer art, media arts, film/video production, or related discipline.		3 years of tested experience and competency in gaming-field specific technologies. (Teaching is not considered tested experience)
DGM 152-Interface Design	1.2	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field				
DGM 153-Designing the User Experience	1.2	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field				
DGM 170-Digital Video Production	1.2	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field	Associate degree in Computer Information Systems, Computer Science, Information Technology, and 8,000 hours of related experience.	Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or related discipline.		3 years of tested experience and competency in gaming-field specific technologies. (Teaching is not considered tested experience)
DGM 210-Game Design 2	1.1	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field		Bachelor's degree in digital media, gaming, animation, computer art, media arts, film/video production, or related discipline.		3 years of tested experience and competency in gaming-field specific technologies. (Teaching is not considered tested experience)
DGM 250-Digital Media Internship	1.1	Bachelor's degree in Art, Computer Science, or a related field. A minimum of 2,000 hours of related experience				
DGM 256-Digital Freelancing	1.2	Bachelor's degree in a field relating to Digital Media, coursework and 2,000 hours of related experience.	4,000 hours of work experience relating to freelancing, business management, or running their own business.			
DGM 260-3D Game Development 2	1.1	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field		Bachelor's degree in digital media, gaming, animation, computer art, media arts, film/video production, or related discipline.		3 years of tested experience and competency in gaming-field specific technologies. (Teaching is not considered tested experience)
DGM 265-Agile Project Management	1.2	Bachelor's degree in a field relating to Computer Science, Project Management, or Business; 2,000 hours of work experience, or industry certifications relating to Project Management.				
GRA 275-Portfolio Design	1.2	Bachelor's degree in a computer, graphic, video or animation or a related area with coursework and 2,000 hours of related experience.				
DGM 290-Topics in Digital Media	1.1	Bachelor's degree in a computer, graphic, video or animation or a related area with coursework and 2,000 hours of related experience.				
EARTH SCIENCE						
EAS 101-Introduction to Earth Science*	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				

EAS 120-Introduction to Meteorology	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
EAS 180-Introduction to Astronomy	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
EAS 185-Natural Hazards and Disasters	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
EARLY CHILDHOOD EDUCATION						
ECE 115-Early Childhood Education	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 118-The Professional Child Care Provider	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 120-Child Growth and Development	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 121-Infant/Toddler Development & Care	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 125-Nutrition, Health & Safety	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 131-Early Childhood Guidance & Observation	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 150-Child Study & Observation	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 155-Child, Family & Community Relations	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 204-Early Childhood Language Arts	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 209-Early Childhood Music/Rhythmic Activity	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 214-Early Childhood Art Activities	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 219-Early Childhood Science and Math	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 229-Early Childhood Curriculum & Activity	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 234-Child Care Center Management	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 250-Early Childhood Practicum	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECE 290-Topics in Early Childhood Education	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience				
ECONOMICS						
ECO 150-Introduction to Economics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
ECO 251-Microeconomics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
ECO 252-Macroeconomics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
ECO 261-Economic Development Dynamics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
EDUCATION						
EDU 251-Introduction to Education	1.1	Master's degree in Education, specific to K through Grade 12				
EDU 252-Children's Literature	1.1	Master's degree in Education, specific to K through Grade 12				
EDU 253-Children with Exceptionalities	1.1	Master's degree in Education or Special Education, specific to K through Grade 12				
EDU 255-Diversity of Schools	1.1	Master's degree in Education, specific to K through Grade 12				
EDU 257-Language Development	1.1	Master's degree in Education, specific to K through Grade 12				
EDU 261-Intro to Foundations of Reading	1.1	Master's degree in Education, specific to K through Grade 12				
EDU 275-Classroom Observation	1.1	Master's degree in Education, specific to K through Grade 12				
EDU 290-Topics in Education	1.1	Master's degree in Education, specific to K through Grade 12				
ENGINEERING						
EGR 151-Engineering Graphics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.				
EGR 251-Statics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.				

EGR 252-Dynamics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.			
EGR 260-Electrical Circuits Analysis	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.			
EMERGENCY MEDICAL SERVICES					
EMS 105-First Responder Emergency Aid	1.2	Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor.	AAS degree in EMS or Fire Science in Health Sciences; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor, 4,000 hours- (2 years) of work related experience.		
EMS 110-Emergency Medical Technician-Basic	1.2	Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor.	AAS degree in EMS or Fire Science; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor, 4,000 hours- (2 years) of work related experience.		
EMS 120-EMT Paramedic Module I	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.		
EMS 121-EMT Paramedic Module II	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.		
EMS 122-EMT Paramedic Module III	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.		
EMS 123-EMT Paramedic Internship	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.		
ENGLISH					
ENG 088-Spelling	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 089-Sentence Structure	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 090-Foundations of Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 095-Introduction to College Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 097-Academic Reading and Writing for ELL	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 099-Effective Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 105-Technical Communications	1.2	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 108-Writing for the Web	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 151-Composition I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 152-Composition II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 240-Introduction to Shakespeare	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 250-Creative Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 251-Introduction to Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 252-Studies in Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 253-World Literature to 1650	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 254-World Literature 1650 to Present	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 255-British Literature to 1800	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 256-British Literature 1800 to Present	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 260-American Literature I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 261-American Literature II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 270-The Bible as Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 271-Greek and Roman Mythology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 272-Non-Western Mythologies	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 275-Women's Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 276-Asian Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 277-Intro to Children's Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
FRENCH					
FRE 151-Elementary French I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
FRE 152-Elementary French II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
FRE 251-Intermediate French I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			

FRS 252-Intermediate French II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
FIRE SCIENCE					
FRS 100-Introduction to Emergency Services	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 101-Introduction to Fire Science	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 hours of related work experience		
FRS 121-Fire Suppression	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 hours of related work experience.		
FRS 122-Building Construction Fire Service	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 123-Fire Protection Systems	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 150- Basic Operations Firefighter	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 205-Fire Inspection & Code Enforcement	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 222-Fire Service Instructor I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		

FRS 223-Fire Service Tactics & Strategies I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience			
FRS 224-Fire Prevention Principles I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience			
FRS 240-Fire Behavior and Combustion	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.			
FRS 245-Principles of Fire/EMS Safety & Survival	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.			
FRS 250-Fire Science Practicum	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience			
FRS 252-Hazardous Materials First Responder Operations	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience			
FRS 253-Fire Apparatus Engineer	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience			
FRS 270-Legal Aspects of Emergency Services*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.			

FRS 272-Fire & Emergency Services Admin*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.			
FRS 278-Safety & Health for Emergency Serv*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.			
FRS 283-Fire Investigation I*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.			
FRS 284-Fire Investigation II*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.			
FRS 290-Topics in Fire Science	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience			
GEOGRAPHY						
GEG 107-Introduction to Physical Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
GEG 123-Energy Resources	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
GEG 124-Energy Resources Lab	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
GEG 202-Geography of the Developed World	1.1	Master's degree in geoscience* or any master's degree with 18 credit hours in the discipline.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
GEG 203-Geography of the Developing World	1.1	Master's degree in geoscience* or any master's degree with 18 credit hours in the discipline.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
GEG 204-Economic Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
GEG 220-The Global Environment	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			

GEG 221-The Global Environment (Lab)	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEG 290-Topics in Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEOLOGY					
GEL 105-Introduction to Physical Geology	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEL 110-Geology of the National Parks	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GERMAN					
GER 151-Elementary German I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
GER 152-Elementary German II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
GER 251-Intermediate German I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
GER 252-Intermediate German II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
GRAPHIC ARTS					
GRA 100-Adobe Design Suite	1.2	Bachelor's degree in Graphic Arts, Multimedia, Information Technology or a related field and 2,000 hours work experience in graphic arts, multimedia or design.		Bachelor's degree in Graphic Arts, Multimedia, or a related creative/technical field and 3 years of tested experience in graphic arts, multimedia, or design.	3 years of tested experience in graphic arts, multimedia, or design (Teaching is not considered tested experience)
GRA 123-Digital 2D Design	1.1	Master's degree in Art, Design, Illustration, Publishing or a related field with significant coursework related to design.		Master's degree in the discipline or Master's degree and 18 graduate credit hours in 2D Media Studio and Design Studio combined.	
GRA 125- Digital Illustration I	1.1	Master's degree in Art, Design, Animation, Illustration or a related field with significant coursework related to design.		Master's degree in Art, Design, Animation, Illustration or Master's degree and 18 graduate credit hours in 2D Media Studio and Design Studio combined.	
GRA 167-Graphic Design I	1.1	Master's degree in Art, design, Illustration, Publishing or a related field with significant coursework related to Design.		Master's degree in Art, design, Illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.	
GRA 168-Computer Art I	1.1	Master's degree in Art, Design, Animation, Illustration or a related field with significant coursework related to design.		Master's degree in Art, Design, Animation, Illustration or Master's degree and 18 graduate credit hours in 2D Media Studio and Design Studio combined.	
GRA 180-History of Graphic Design	1.2	Bachelor's degree in an Art, Design, Illustration, Publishing or a related area with coursework and 2,000 hours of related experience.		Bachelor's degree in Graphic Arts, Multimedia, or a related creative/technical field and 3 years of tested experience in graphic arts, multimedia, or design.	3 years of tested experience in graphic arts, multimedia, or design (Teaching is not considered tested experience)
GRA 183-Typography	1.2	Bachelor's degree in an Art, Design, Illustration, Publishing or a related area with coursework and 2,000 hours of related experience.		Bachelor's degree in Graphic Arts, Multimedia, or a related creative/technical field and 3 years of tested experience in graphic arts, multimedia, or design.	3 years of tested experience in graphic arts, multimedia, or design (Teaching is not considered tested experience)
GRA 185-Color Theory	1.2	Bachelor's degree in an Art, Design, Illustration, Publishing or a related area with coursework and 2,000 hours of related experience.		Bachelor's degree in Graphic Arts, Multimedia, or a related creative/technical field and 3 years of tested experience in graphic arts, multimedia, or design.	3 years of tested experience in graphic arts, multimedia, or design (Teaching is not considered tested experience)
GRA 267-Graphic Design 2	1.1	Master's degree in Art, design, Illustration, Publishing or a related field with significant coursework related to Design.		Master's degree in Art, design, Illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.	
HEALTH SCIENCES					
HCE 100-Health Profession Career Exploration	1.2	Bachelor of Science /Bachelor of Art degree required,			
HCE 110-Medication Math	1.2	Bachelor's degree or higher in a related field in healthcare with 6,000 hours of related work experience. Current license as a professional health care provider in Illinois; Knowledge of the integration of technology in the classroom is expected.			
HCE 111-Evidence Based Practice	1.2	Bachelor's degree or higher in a related field in healthcare with 6,000 hours of related work experience. Current license as a professional health care provider in Illinois; Knowledge of the integration of technology in the classroom is expected.			
HEALTH AND FITNESS EDUCATION					
HFE 101-Volleyball I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 103-Martial Arts/Self Defense	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 105-Yoga I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		

HFE 106-Tai Chi*	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 110-Golf I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 120-Physical Fitness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness. CPR/AED certified. 2000 clock hours of related work experience. One year of teaching experience.		
HFE 121-Strength Training I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 122-Aerobic Exercise	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.	HFE 122 - Metabolic Conditioning	
HFE 123-Fitness Walking	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 125-Fencing I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 140-Theories of Baseball and Softball	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 141-Theory of Basketball	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 150-Contemporary Health Issues	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 151-First Aid and CPR	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. Current Instructor's certification through American Red Cross.			
HFE 152-Women's Health Issues	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 161-Personal Fitness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 170-Fitness and Human Performance Professions	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 171-Exercise Science I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 175-Group Exercise Principles	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 176-Strength and Conditioning Principles	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 202-Lifeguard Training	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. Current Instructor's certification through American Red Cross.			
HFE 210-Golf II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 221-Strength Training II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.			
HFE 250-Nutrition for Wellness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Current licensed Registered Dietician. 2000 clock hours of related work experience. One year of teaching experience. CPR/AED certified. 2000 hours of related work experience.		Current licensed Registered Dietician. One year of teaching experience
HFE 251-Drugs in a Contemporary Society	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 252-Issues in Family Violence	1.1	Master's degree in Health Education, Social Work, Criminal Justice, or related field. 2,000 hours of related work experience. Completion of the 80-hour Domestic Violence class at Turning Point.			
HFE 255-Stress Management	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 260-Exercise Psychology and Motivation	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			

HFE 270-Exercise Program Design	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. 2,000 hours of related work experience. CPR/AED certified.			
HFE 271-Exercise Science II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.			
HFE 278-Application of Fitness Instruction	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. 2,000 hours of related work experience.			
HFE 279-HFE Internship	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 280-Health Coaching	1.2	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 290-Topics in Health and Fitness Education	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness. CPR/AED certified. 2000 clock hours of related work experience. One year teaching experience.		
HISTORY					
HIS 132-Western Civilization II (from 1500 CE to present)	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 141-Women's History	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 165-History of Latin America	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 170-United States History I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 172-United States History II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 180-History of Illinois	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 290-Topics in History	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HEALTH INFORMATION TECHNOLOGY					
HIT 137-Basic CPT Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 138-ICD Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 139-Healthcare Reimbursement	1.2	Bachelor's degree in a health related field. Must hold a credential from AHIMA.			
HIT 160-Intro to Health Information Management	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 180-Healthcare Delivery Systems	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 210-Healthcare Law and Ethics	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 220-Quality & Performance Improvement	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 235-HIT Pathophysiology & Pharmacology	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 237-Advanced CPT and ICD Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 240-Electronic Health Records	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 260-Healthcare Management	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 270-Healthcare Statistic and Research	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 280-HIT Practicum	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HORTICULTURE					
HRT 100-Introduction to Horticulture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of horticulture science and the industry.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of horticulture science and the industry.		
HRT 103-Introduction to Plant Science	1.1	Master's degree in plant sciences or closely related field (Agronomy, Biology, Botany, Crop Science, Forestry, Horticulture, Plant Science); 18 graduate credit hours in plant science related courses. Knowledge in the fundamentals of plant structure, function, and growth processes; and impact of plants on society.			
HRT 105-Introduction to Soil Science	1.1	Master's degree in soil and plant sciences or closely related field (Agronomy, Crop Science, Forestry, Horticulture, Soil Science); 18 graduate credit hours in soil and plant science related courses. Knowledge in the fundamentals of soil characteristics, development, and management.			
HRT 112-Horticultural Mechanics	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of basic structures and supporting systems, equipment, and tools of the horticulture industry.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of basic structures and supporting systems, equipment, and tools of the horticulture industry.		
HRT 120-Basic Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AFD (national) Practical experience in retail floral shop; working knowledge of basic fresh floral designing techniques	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AFD (national) Practical experience in retail floral shop; working knowledge of basic fresh floral designing techniques		

HRT 125-Intermediate Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AIFD (national) Practical experience in retail floral shop; working knowledge of intermediate fresh floral designing techniques	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) Practical experience in retail floral shop; working knowledge of intermediate fresh floral designing techniques			
HRT 130-Fall Greenhouse Production	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with fall greenhouse crop production, including poinsettias.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of greenhouse structures and systems operation, along with fall greenhouse crop production, including poinsettias.			
HRT 135-Fruit and Vegetable Crops	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of fruit and vegetable crop production specifically in northern Illinois.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of fruit and vegetable crop production specifically in northern Illinois.			
HRT 150-Plant Problem Diagnosis & Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of major plant problems facing horticulture plantings and crops in northern Illinois; along with current appropriate management practices.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Pesticide Applicator Training; Working knowledge of major plant problems facing horticulture plantings and crops in northern Illinois; along with current appropriate management practices.			
HRT 159-Landscape Perennials	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of herbaceous perennials suitable for northern Illinois landscapes, including plant identification, culture and use.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of herbaceous perennials suitable for northern Illinois landscapes, including plant identification, culture and use.			
HRT 160-Trees and Shrubs in the Landscape	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of trees and shrubs suitable for northern Illinois landscapes, including plant identification, culture and use.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of trees and shrubs suitable for northern Illinois landscapes, including plant identification, culture and use.			
HRT 161-Landscape Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of landscape design concepts and practices.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience.; Certified Landscape Architect			
HRT 181-Turf Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of turfgrass culture and use, with emphasis on home lawns, in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience.			
HRT 203-Introduction to Hydroponics	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the design, implementation, and culture of hydroponic and aquaponic crop and plant systems.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the design, implementation, and culture of hydroponic and aquaponic crop and plant systems.			
HRT 205-Organic and Sustainable Practices	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of organic systems and practices for growing fruit and vegetable crops in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Certified Organic Grower; Working knowledge of organic systems and practices for growing fruit and vegetable crops in northern Illinois.			
HRT 221-Advanced Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop; working knowledge of wedding and sympathy design and planning	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) ; Practical experience in retail floral shop; working knowledge of wedding and sympathy design and planning			
HRT 222-Flower Shop Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop ; working knowledge of floral shop business practices	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) Practical experience in retail floral shop ; working knowledge of floral shop business practices			
HRT-223 - Floral Art		Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist); or AIFD (national) - Practical experience in retail floral shop; working knowledge of fresh and everlasting floral designing techniques.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; ICPF (Illinois Certified Professional Florist); or AIFD (national) - Practical experience in retail floral shop; working knowledge of fresh and everlasting floral designing techniques.			
HRT 229-Silk and Dried Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop ; working knowledge of designing with dry and artificial floral materials.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) ; Practical experience in retail floral shop; working knowledge of designing with dry and artificial floral materials.			
HRT 231-Spring Greenhouse Production	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with spring bedding plant production practices.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with spring bedding plant production practices.			

HRT 250-Horticulture Internship	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the horticulture industry in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the horticulture industry in northern Illinois.		
HRT 251-Integrated Pest Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the latest integrated pest management techniques appropriate for northern Illinois horticultural crops and plantings, along with indoor plants and greenhouse crops.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the latest integrated pest management techniques appropriate for northern Illinois horticultural crops and plantings, along with indoor plants and greenhouse crops.		
HRT 264-Arbiculture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of tree care and arborist techniques	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Illinois Certified Arborist (ISA); Working knowledge of tree care and arborist techniques		
HRT 265-Landscape CAD	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of CAD techniques related to landscape design	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Certified Landscape Architect; Working knowledge of CAD techniques related to landscape design		
HRT 266-Landscape Construction	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of landscape design, landscape installation, and care.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of landscape design, landscape installation, and care.		
HRT 282-Golf Course & Sports Turf Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of turfgrass culture and use, with emphasis on golf courses and athletic fields, in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Certified Golf Course Superintendent ; Working knowledge of turfgrass culture and use, with emphasis on golf courses and athletic fields, in northern Illinois.		
HRT 290-Topics and Issues in Horticulture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the specific topic addressed in the specific section designed within the parameters of this course.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the specific topic addressed in the specific section designed within the parameters of this course.		
HRT 299-Horticulture Independent Study	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the specific independent study topic the student is pursuing in the section taught.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the specific independent study topic the student is pursuing in the section taught.		
HVAC					
HVA 101 - Introduction to Refrigeration	1.2			Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 102 - HVAC Electrical I	1.2			Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 103 - Residential Heating Systems	1.2			Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 104 - Residential Air Conditioning Systems	1.2			Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 106 - Residential Service and Installation	1.2			Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.

HVA 115 - Energy Audit	1.2				Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 116 - Sheet Metal II	1.2				Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 117 - Direct Digital Controls	1.2				Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 118 - Air Movement and Ventilation	1.2				Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 119 - Hydronic Heating Systems	1.2				Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
HVA 120 - Building Insulation	1.2				Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.
MANUFACTURING MANAGEMENT						
IMT 100-Introduction to Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, For IMT 100 and IMT 104; 10,000 hours of industrial management work experience.			
IMT 102-Manufacturing Processes	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
IMT 103-Materials of Industry	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
IMT 104-Blueprint Reading for Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience; OR Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, For IMT 100 and IMT 104; 10,000 hours of industrial management work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).			

IMT 105-Introduction to Manual Machining	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.	CNC-105 - Manual Machining I		
IMT 106-CNC Programming I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	CNC-106 - Precision Machining I		
IMT 109-Mechanics of Materials	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).			
IMT 110-Supervisory Responsibility	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
IMT 112-Training the Trainer	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
CNC 115 - Manual Machining II	1.2				Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).
IMT 116-Industrial Safety Management	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
IMT 117- Supply Chain Management I	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			

IMT 155-CNC Programming II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.	CNC-155 - Precision Machining II		
CNC 156 - Precision Machining III	1.2				Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).
CNC 157 - Precision Machining IV	1.2				Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).
IMT 200-Computer Integrated Manufacturing I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.			
IMT 205-Computer Integrated Manufacturing II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.			
IMT 210-Continuous Improvement Practices	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
IMT 215- Supply Chain Management II	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology, Supply Chain Management or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			

IMT 250-Manufacturing Internship	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.	CNC-250 - Precision Machining Internship	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).
IMT 261-Technical Portfolio Design I	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
IMT 262-Technical Portfolio Design II	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
CNC 277 - Precision Machining Capstone I	1.2				Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).
CNC 278 - Precision Machining Capstone II	1.2				Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).
IMT 290-Topics in Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
IMT 299-Independent Study in Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.			
JOURNALISM						
JRN 152-Introduction to Mass Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
JRN 155-Media News Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
JRN 165-Introduction to Broadcasting	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
JRN 170-Media Feature Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				

JRN 180-Introduction to Film	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or a masters degree in theatre, film or film studies.				
JRN 290-Topics in Journalism	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
INTERDISCIPLINARY STUDIES						
LAS 290-Topics in Interdisciplinary Studies	1.1					
LAS 250-Leadership Development	1.1					
LIBRARY						
LIB 110-Information Literacy and Research	1.1	Master's degree from an American Library Association-accredited library and information studies program.				
MOBILE APPLICATION DEVELOPMENT						
MAD 105-Programming for Android I	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.				
MAD 107-Programming for iOS I	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.				
MAD 155-Programming for Android II	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.				
MAD 157-Programming for iOS II	1.2	Bachelor's degree in a computer related field with specific course work in mobile development, or a degree in a computer related field and a published iOS app.				
MAD 255-Programming for Android III	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.				
MAD 257-Programming for iOS III	1.2	Bachelor's degree in a computer related field with specific course work in mobile development, or a degree in a computer related field and a published iOS app.				
MATH						
MAT 020-GE Stats Support*	1.4	Master's degree in Mathematics or related course.				
MAT 050-Elements of Math Support*	1.4	Master's degree in Mathematics or related course.				
MAT 061-College Algebra Support	1.4	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 090-Essentials of Mathematics	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.				
MAT 095-Elementary Algebra	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.				
MAT 096-Elementary Geometry	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.				
MAT 097-Technical Mathematics I	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.				
MAT 098-Mathematics for Electronics I	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.				
MAT 099-Intermediate Algebra	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.				
MAT 106-Technical Mathematics II	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.				
MAT 107-Mathematics for Electronics II	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.				
MAT 120-General Education Statistics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 140-Concepts in Mathematics	1.2	Minimums not set by Mathematics Department				
MAT 150-Elements of Mathematics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 158-Technical Mathematics III	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.				
MAT 159-Mathematics for Electronics III	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.				
MAT 161-College Algebra	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 165-College Algebra and Trigonometry	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 166-Trigonometry*	1.1	Master's degree in Mathematics or Master's degree in a related field with at least 18 semester hours in graduate level mathematics.				
MAT 170-Finite Mathematics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 171-Calculus for Business and Social Sciences	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 175-Calculus with Analytic Geometry I	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 201-Mathematical Foundations for Elementary Education	1.1	Master's degree in Mathematics or at least five years 6-12 math teaching experience and a Master's Degree.				
MAT 202-Mathematical Foundations for Elementary Education II	1.1	Master's degree in Mathematics or at least five years grades 9-12 math teaching experience and a Master's degree.				
MAT 220-Statistics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				
MAT 245-Calculus with Analytic Geometry II	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.				

MAT 253-Linear Algebra	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 255-Calculus with Analytic Geometry III	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 260-Differential Equations	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
THE COLLEGE EXPERIENCE					
MCC 101-College Experience	1.1	Master's degree in any subject area.			
MCC 102-College Success Seminar	1.1	Master's degree in any subject area.			
MANAGEMENT					
MGT 110-Supervisory Responsibility	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience. Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
MGT 150-Principles of Management	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MGT 205-Creative Leadership	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MGT 210-Human Resources Management	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MGT 225-Cross Cultural Management	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MGT 230-Experiencing Management Decisions	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MARKETING					
MKT 110-Principles of Marketing	1.1	Master's degree in Marketing; or MBA, or Master's in related field with 18 graduate hours in the discipline.			
MKT 120-Principles of Advertising	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 130-Professional Selling	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 140-Principles of Retailing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 155-Electronic Commerce (E-Commerce)	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 160-Social Media Marketing*	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience, with 8 hours of continuing education in Social Media Marketing annually and/or actively managing social media marketing campaign(s) that is/are verified.			
MKT 225-Consumer Behavior	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 240-Regional Agriculture Marketing	1.2	Bachelor's degree in the agricultural, business or marketing areas; 2,000 hours of related work experience; Working knowledge of the fundamentals of agriculture marketing and the industry.	Associate degree in the agricultural, business or marketing areas; 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of agriculture marketing and the industry.		
MKT 249-Marketing Internship	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 264-International Marketing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 290-Topics & Issues in Marketing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MUSIC					
MUS 100-Chorus	1.1	Master's degree in Music or Music Education.			
MUS 101-Fundamentals of Music	1.1	Master's degree in Music or Music Education.			
MUS 104-Intro to Electronic Music Processing	1.1	Master's degree in Music or Music Education.			
MUS 111-Class Piano I	1.1	Master's degree in Music or Music Education.			
MUS 140-Music Theory I	1.1	Master's degree in Music or Music Education.			
MUS 141-Musicianship I	1.1	Master's degree in Music or Music Education.			
MUS 145-Music Theory II	1.1	Master's degree in Music or Music Education.			
MUS 146-Musicianship II	1.1	Master's degree in Music or Music Education.			
MUS 151-Music Appreciation	1.1	Master's degree in Music or Music Education.			
MUS 153-Introduction to World Music	1.1	Master's degree in Music or Music Education.			
MUS 154-Introduction to American Music	1.1	Master's degree in Music or Music Education.			
MUS 160-Jazz Ensemble	1.1	Bachelor's degree in Music or Music Education and considerable experience in teaching or conducting.			
MUS 161-Chamber Ensemble	1.1	Master's degree in Music or Music Education.	Bachelor's degree in Music or Music Education. Three years of professional teaching or conducting in choral or instrumental music.		
MUS 162-Concert Band	1.1	Master's degree in Music or Music Education.			
MUS 163-New Orleans Jazz Band	1.1	Master's degree in Music or Music Education.			
MUS 164-Guitar Ensemble	1.1	Master's degree in Music or Music Education.			
MUS 165-Chamber Singers	1.1	Master's degree in Music or Music Education.			
MUS 171-Music History I	1.1	Master's degree in Music or Music Education.			
MUS 172-Music History II	1.1	Master's degree in Music or Music Education.			
MUS 201 to 219-Applied Music	1.1	Bachelor's degree in Music or Music Education and considerable experience in teaching or conducting.			
MUS 240-Music Theory III	1.1	Master's degree in Music or Music Education.			
MUS 241-Musicianship III	1.1	Master's degree in Music or Music Education.			
MUS 245-Music Theory IV	1.1	Master's degree in Music or Music Education.			
MUS 246-Musicianship IV	1.1	Master's degree in Music or Music Education.			
NURSING ASSISTANT EDUCATION					
NAE 100-Basic Nursing Assistant	1.2	BS/BA in a health related field; Registered Nurse with current Illinois license. 2 years' experience as a licensed nurse; one year of experience as a Registered nurse in one or both of the following areas: teaching theory in an accredited nurse training program or providing nursing care; Train the Trainer certificate from the Illinois Dept. of Public Health and or instructor approval from IDPH; current Basic Life Support CPR certification.	Associate of Applied Science in Nursing; Registered Nurse with current Illinois license. 2 years' experience as a licensed nurse; one year of experience as a Registered nurse in one or both of the following areas: teaching theory in an accredited nurse training program or providing nursing care; Train the Trainer certificate from the Illinois Dept. of Public Health and instructor approval; current Basic Life Support and CPR certification.		
NETWORK SECURITY					

NET 185-Ethical Hacking	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 185, EC-Council Certified Ethical Hacker V10 Certification or TestOut Ethical Hacker Pro Certification (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 185, EC-Council Certified Ethical Hacker V10 Certification or TestOut Ethical Hacker Pro Certification (or 2000 hours of equivalent work-related experience) is required.		Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 185, EC-Council Certified Ethical Hacker V12 Certification or TestOut Ethical Hacker Pro Certification (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 185, EC-Council Certified Ethical Hacker V12 Certification or TestOut Ethical Hacker Pro Certification (or 2000 hours of equivalent work-related experience) is required.
NET 251-Windows Server II	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. For NET 251, passing of Microsoft Certification Exam 70-741 or TestOut Server Pro 2016: Networking Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 251, passing of Microsoft Certification Exam 70-741 or TestOut Server Pro 2016: Networking Certification Exam (or 2,000 hours of equivalent work-related experience) is required.		Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 251, passing of Microsoft Certification Exam AZ-801, or TestOut Hybrid Server Pro: Advanced Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 251, passing of Microsoft Certification Exam AZ-801, or TestOut Hybrid Server Pro: Advanced Certification Exam (or 2,000 hours of equivalent work-related experience) is required.
NET 252-Windows Server III	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 252, passing of Microsoft Certification Exam 70-742 or TestOut Server Pro 2016: Identity Certification Exam (or 2,000 hours of equivalent work-related experience) is required	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 252, passing of Microsoft Certification Exam 70-742 or TestOut Server Pro 2016: Identity Certification Exam (or 2,000 hours of equivalent work-related experience) is required			
NET 260-Cloud+ Certification Prep	1.2				Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 260, Cloud+ Certification (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 260, Cloud+ Certification (or 2000 hours of equivalent work-related experience) is required.
NET 270-CCNA Security	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 270, Cisco CCNA Security Certification and Completion of Cisco's train the trainer training with a Cisco certified center.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 270, Cisco CCNA Security Certification and Completion of Cisco's train the trainer training with a Cisco certified center (or 2000 hours of equivalent work-related experience) is required.	NET 280-CySA+ Certification Prep	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 280, CySA+ Certification or TestOut CyberDefense Pro Certification Exam (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 280, CySA+ Certification or TestOut CyberDefense Pro Certification Exam (or 2000 hours of equivalent work-related experience) is required.
NURSING						
NUR 095-Directed Study in Nursing	1.6	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nursing Act			
NUR 112-Fundamentals of Nursing Theory	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 115-Fundamentals of Nursing Practice	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 125-LPN to ADN Transition	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 130-Concepts of Nursing Practice I	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 135-Concepts of Nursing Practice II	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 212-Concepts of Nursing Practice III	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 215-Concepts of Psychiatric Nursing	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 222-Concepts of Family Nursing	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 225-Complex Issues in Healthcare	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
NUR 240-Nursing Leadership	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act			
OCCUPATIONAL THERAPY ASSISTANT						

OTA 110- Foundations of Occupational Therapy	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 120-Therapeutic Methods I	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 130-Occupations Across the Lifespan	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 140-Dynamics of Human Movement	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 150-Conditions Disrupting Participation	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 160-Psychosocial Rehab Theory & Methods	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 170-Therapeutic Methods II	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 210-Physical Theory and Rehab Methods	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 220-Therapeutic Methods III	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 230-Professional Analysis in Practice	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 240-Health Services Management	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 250-Professional Practice Seminar	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 260-Fieldwork Level IIA	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 265-Fieldwork Level IIB	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
OTA 290-Topics in Occupational Therapy	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.			
PARALEGAL						
PAR 101-Introduction to Paralegal Studies	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 102-Legal Research and Writing	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 103-Civil Litigation and Discovery	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 110-Law Office Technology	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 120-Tort and Insurance Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 121-Contract Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 122-Real Property	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 123-Family Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 124-Intellectual Property Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 125- Estate Planning and Probate Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PAR 255-Paralegal Studies Internship	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.				
PASTRY						

PAS 101-Pastry Skills I	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified			
PAS 102-Pastry Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified			
PAS 103-Pastry Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified			
PAS 208-Bakery Operations	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience with direct supervisory experience or 8000 hours work experience and industry certified			
PAS 240-Decorative Pastry Skills	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified			
PAS 250-Confections & Chocolates	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified			
PAS 255-Pastry Business Internship	1.2	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience. Alternative: 8000 hours work experience and industry certified by either ACF, AHIA, IFSEA, NRAEF, or RBA.			Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience with direct supervisory experience or 8000 hours work experience and industry certified
PAS 260-Baking for Restricted Diets	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified			
PERSONAL DEVELOPMENT						
PDV 100-Personal Development	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of counseling experience.				
PDV 105-Lifelong Learning Skills	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of counseling experience.				
PDV 110-Career Development	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of counseling experience.				
PHILOSOPHY						
PHI 151-Introduction to Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 155-Introduction to Logic	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 158- Feminist Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 160-Eastern Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 240-Philosophy of Religion	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 251-Introduction to Ethics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 252- Medical Ethics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 255-Living with Death	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 261-Religions of the World	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 262- Religious Texts	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHI 290-Topics in Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PHYSICS						
PHY 280-General Physics I	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.				
PHY 281-General Physics II	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.				
PHY 291-Principles of Physics I	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.				
PHY 292-Principles of Physics II	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.				
PHY 293-Principles of Physics III	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.				
PHY 294-Thermal Physics	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.				
POLITICAL SCIENCE						
PLT 150-Introduction to Political Science	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PLT 151-United States Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PLT 155-State and Local Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PLT 160-The Constitution: That Delicate Balance	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PLT 251-International Relations	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				
PLT 255-Comparative Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.				

PLT 261-Modern Latin America	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PLT 281-Introduction to Asia	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PROGRAMMING					
PRG-105-Applied-Programming-Logic	1-2	Bachelor's degree in Computer Science or Management-Information System, Information Technology, or a related- bachelor's degree--Coursework or 2,000 hours of experience- in Programming is required--			
PRG-147-JavaScript-Programming+	1-2	Bachelor's degree in Computer Science or Management- Information System, Information Technology, or a related- bachelor's degree--Coursework or 2,000 hours of experience- in Programming is required--			
PSYCHOLOGY					
PSY 151-Introduction to Psychology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.
PSY 175-Human Sexuality	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.
PSY 250-Human Development Over the Life Span	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.
PSY 251-Child Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.			
PSY 260-Introduction to Gerontology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.			
PSY 265-Social Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.			
PSY 270-Introduction to Forensic Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.			
PSY 271-Educational Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.			
PSY 275-Abnormal Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.			
PSY 280-Theories of Personality	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.			
PSY 290-Topics in Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.			
PHYSICAL THERAPY ASSISTANT					
PTA 101-Introduction to PTA	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 120-Patient Interventions I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 130-Patient Assessment I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 141-Kinesiology	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 142-Pathophysiology	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 145-Introduction to Clinical Education	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 151- PTA Clinical Experience I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 210-PTA Patient Assessment II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		

PTA 220-PTA Patient Interventions II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 240-PTA Administration II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 242-PTA Rehabilitation Strategies	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 250-PTA Clinical Experience II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 251-PTA Clinical Experience III	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 252-PTA Clinical Seminar	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
READING					
RDG 089-Basic Reading Skills	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.			
RDG 090-Reading Improvement	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.			
RDG 092-Concentration and Note-Taking	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.			
RDG 093-Test-Taking	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.			
RDG 110-Critical Reading Skills	1.1	Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours.			
ROBOTICS					
ROB 110- Introduction to Robotics	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.			
ROB 200-Cyber-Physical Systems	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.			
ROB 211-Distributed Robotic Systems	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.			
ROB 220-Artificial Intelligence	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.			
SOCIOLOGY					
SOC 151-Introduction to Sociology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 175- Sociology of Families	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 251-Social Problems	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 256-Sociology of Deviance	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 260-Sociology of Race and Ethnicity	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 261-Sex and Gender	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPANISH					
SPA 101- Spanish for the Workplace I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 102- Spanish for the Workplace II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 151-Elementary Spanish I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			

SPA 152-Elementary Spanish II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 155-Spanish for Conversation I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 251-Intermediate Spanish I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 252-Intermediate Spanish II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 255- Spanish for Conversation II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 290-Topics in Spanish	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPEECH					
SPE 151-Introduction to Speech	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 155-Interpersonal Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 161-Small Group Discussion	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 251-Intercultural Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 265-Fundamentals of Oral Interpretation	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 290- Topics in Speech	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
THEATER					
THE 151-Introduction to Theatre	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
THE 153-Theatre Practice	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.		
THE 157-Acting I-Preparation	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.		
THE 158-Acting II-The Actor at Work	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.		
THE 159-Stagecrafts	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.		
WEB DESIGN					
WEB 105-Web Fundamentals	1-2	Bachelor's degree in Graphic Design, Computer Programming, Web Development, or a related field- Coursework or experience in Web programming, web-scripting, or web-design.			
WEB 115-HTML & CSS	1-2	Bachelor's degree in Graphic Design, Computer Programming, Web Development, or a related field- Coursework or experience in Web programming, web-scripting, or web-design.			
WEB 175-Web Development	1-2	Bachelor's degree in Graphic Design, Computer Programming, Web Development, or a related field- Coursework or experience in Web programming, web-scripting, or web-design.			
WEB 212-PHP and MySQL	1-2	Bachelor's degree in Graphic Design, Computer Programming, Web Development, or a related field- Coursework or experience in Web programming, web-scripting, or web-design.			
WELDING					
WLD 106-Welding Basics and Weldment Prints	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		
WLD 121-Stick Welding Flat and Horizontal	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.	WLD-121 - SMAW Flat and Horizontal	
WLD 122-Stick Welding Vertical and Overhead	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.	WLD-122 - Vertical and Overhead	
WLD 124-Stick Welding Basic Pipe	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.	WLD-124 - SMAW Basic Pipe	
WLD 131-MIG Welding Flat and Horizontal	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.	WLD-131 - GMAW Flat and Horizontal	
WLD 132-MIG Welding Vertical and Overhead	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.	WLD-132 - GMAW Vertical and Overhead	
WLD 133 - FCAW, Spray and Pulse Spray	1.2				Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.
WLD 141-TIG Welding Flat and Horizontal	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.	WLD-141 - GTAW Ferrous	
WLD 142-TIG Welding Vertical and Overhead	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.	WLD-142 - GTAW Non-Ferrous	
					Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.

WLD 151 - Introduction to Steel Fabrication	1.2				Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.
WLD 152 - Advanced Steel Fabrication	1.2				Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.
WLD 250 - Weld Internship I	1.2				Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.
WLD 251 - Weld Internship II	1.2				Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.
WLD 275 - Weld Capstone I	1.2				Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.
WLD 276 - Weld Capstone II	1.2				Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.

Determination of Seniority
for Full-Time Faculty

Information

The attached Institutional Seniority List is for the 2024-2025 academic year. Contract language in Section 11.2 for Determination of Seniority states:

- A. An Institutional Seniority List for reduction-in-force shall be compiled, mutually agreed upon, and posted electronically on an annual basis by November 1. This list reflects each faculty member's seniority date as defined in Section 11.1.
- B. At the start of each academic year, a team shall convene to update the Institutional Seniority List. This team will be comprised of the CAO and designees, Association President, Academic Council Chair, and the Negotiations Chair. Faculty removed from the Institutional Seniority List will be done with mutual agreement with prior notice to the faculty.

Recommendation

It is recommended that the Board of Trustees approves the 2024-2025 Institutional Seniority List for Tenured Full-Time Faculty, as listed on the attached report.



Clinton E. Gabbard
President

2024-2025
Institutional Seniority List
11/30/2023

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
ACC	Esarco, Ann	8/18/2000	1	
ACC	Halgas, Pauline	8/11/2022	NT	
AET/IMT	Zaccagnini, Heather	8/21/1998	1	
AET/IMT	Mihelich, Robert	8/19/2009	2	CMT
AET/IMT	Boring, Jason	1/13/2022	NT	
AMT	Kivley, Nathan	10/6/2014	1	
AMT	McGinley, Joseph	10/1/2018	2	
AMT	Dempsey, Steve	8/11/2022	NT	
ANI	---			
ANT	Davis, Christopher	8/11/2022	NT	
AOM	Freelove, Julie	8/18/2004	1	BUS/MGT
ART	Ruthven, Sarah	1/10/2007	1	
ART	Irie, Matt	8/13/2008	2	
ART	Vician, Thomas	8/19/2009	3	
ART	Schmitz, Justin	8/12/2015	4	GRA
ART	Stanton, Lee	8/10/2023	NT	
BIO	Barna, Kelly	8/17/2010	1	
BIO	Goyal, Archana	8/17/2016	2	
BIO	McRay, Alyssa	8/15/2018	3	
BIO	Jaeger, Collin	8/14/2019	4	
BIO	Louderman, Christen	8/11/2022	5	PTA
BIO	Dulaney, Wes	1/12/2023	NT	
BIO	Ghosh, Prarthana	8/10/2023	NT	
BUS/MGT	Sullivan, Sarah	8/21/2003	1	HIS
BUS/MGT	Freelove, Julie	8/18/2004	2	AOM
BUS/MGT	Ridge, Sherry	8/12/2015	3	MKT
BUS/MGT	Gerber, Carol	8/10/2023	NT	MKT
CDM	SNA			
CHM	Socol, Steven	8/20/1999	1	
CHM	Yzeiri, Irena	8/15/2018	2	
CJS	Krause, Mark	8/11/2022	NT	
CLM/PAS	Drzal, Tina	1/14/2015	1	
CMT	Mihelich, Robert	8/19/2009	1	AET/IMT
CSC	---			
DBM	---			
DGM	Kasprak, Meredith	8/18/2000	1	MAD/PRG/WEB
EAS/GEG/GEL	Erski, Theodore	8/23/1996	1	
EAS/GEG/GEL	Hamill, Paul	8/22/1997	2	
EAS/GEG/GEL	Kramer, Katie	8/19/2009	3	
ECE	Linder, Lisha	1/12/2001	1	EDU
ECE	Veljasevic, Melissa	8/27/2015	2	
ECO	Sasaki, Noriaki	8/22/2002	1	
EDU	Linder, Lisha	1/12/2001	1	ECE
EGR	---			
EMS	---			
ENG	Waters, Mark	8/24/2001	1	
ENG	Midday, Katherine	8/18/2004	2	
ENG	Wolf, Cynthia	8/18/2004	3	
ENG	McCord, Robert	1/6/2005	4	
ENG	Humphrey, Anne	1/10/2007	5	
ENG	Countryman, Antoinette	1/9/2008	6	
ENG	Power, Laura	8/13/2008	7	
ENG	Morganti, Lisa	8/19/2009	8	

Dashes (---): Seniority is not available at this time, but may be an option at a future time
SNA: Seniority is not available at this time and will not become available

2024-2025
Institutional Seniority List
11/30/2023

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
ENG	Nordgren, Starr	8/15/2012	9	
ENG	Giangregio, Jennifer	8/10/2023	NT	
FRE	SNA			
FRS	---			
GER	SNA			
GRA	Schmitz, Justin	8/12/2015	1	ART
GRA	Luczak, Violet	8/12/2021	NT	
HCE	SNA			
HFE	Whalen, Elaine	8/17/2006	1	
HFE	Blaz, James	8/17/2006	2	
HIS	White, David	8/20/1999	1	
HIS	Culp, Todd	8/24/2001	2	PLT
HIS	Sullivan, Sarah	8/21/2003	3	BUS/MGT
HIT	Minicz, Allison	8/12/2015	1	
HRT	Beier, Garrett	8/17/2020	1	
IDS	SNA			
IND	SNA			
JRN	Countryman, Antoinette	1/9/2008	1	ENG
JRN	Stockwell, James	8/13/2014	2	SPE
LIB	Nelson, Elizabeth	9/2/2014	1	
LIB	Tipton, Kim	8/11/2022	NT	
MAD/PRG/WEB	Tetreault, Mike	1/13/2000	1	NET
MAD/PRG/WEB	Kasprak, Meredith	8/18/2000	2	DGM
MAD/PRG/WEB	Skrzypczak, William	8/13/2014	3	
MAT	Kostos, Tamela	8/21/1992	1	
MAT	Huang, Charlie	8/23/1996	2	
MAT	Martincic, Anne	8/22/2002	3	
MAT	Moore, Philip	8/21/2003	4	
MAT	Nath, Sanjivendra	8/18/2004	6	
MAT	Middaugh, Laura	1/9/2008	5	
MAT	Robison, Marie	8/19/2009	7	
MAT	Alheit, Deborah	8/19/2009	8	
MAT	Boring, Heidi	8/19/2009	9	
MAT	Korla, Anitha	8/12/2015	10	
MAT	Carlson, Mark	1/13/2016	11	
MCC	SNA			
MKT	Ridge, Sherry	8/12/2015	1	BUS/MGT
MKT	Gerber, Carol	8/10/2023	NT	BUS/MGT
MUS	Hillstrom, Michael	8/15/2007	1	
MUS	Lush, Paige	8/19/2009	2	
NAE	Stonecliffe, Jill	1/12/2006	1	
NET	Tetreault, Mike	1/13/2000	1	MAD/PRG/WEB
NUR	Sass, Angela	1/9/2008	1	
NUR	Ross, Deborah	1/13/2016	2	
NUR	Lynam, Kristin	8/16/2018	3	
NUR	Babcock-Zook, Nichole	1/13/2022	NT	
NUR	Lawson, Justin	8/11/2022	NT	
OTA	Smith, Rebecca	1/11/2017	1	
OTA	Prange, Courtney	8/10/2023	NT	
PAR	Berry, Robin	8/12/2021	NT	
PHI	Young, Steve	8/24/2001	1	
PHI	Seitz, Timothy	8/18/2004	2	
PHY	---			
PLT	Culp, Todd	8/24/2001	1	HIS

Dashes (---): Seniority is not available at this time, but may be an option at a future time
SNA: Seniority is not available at this time and will not become available

2024-2025
 Institutional Seniority List
 11/30/2023

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
PSY	Braasch, Gerald	1/8/1999	1	
PSY	Grela, Christine	8/18/2004	2	
PSY	Farc, Maria-Magdalena	8/12/2008	3	
PSY	Deak, Robin	1/14/2015	4	
PTA	Louderman, Christen	8/17/2016	1	BIO
ROB	- - -			
SOC	Reagan, Mike	8/18/2000	1	
SOC	Venkataswamy, Shiela	8/19/2009	2	
SPA	Carson, Lindsay	8/13/2008	1	
SPE	Geller, Jay	8/18/2000	1	THE
SPE	Gabel, Bonnie	8/22/2002	2	
SPE	Stockwell, James	8/13/2014	3	JRN
SPE	Mathey, Guinevere	1/13/2021	NT	
SPE	Roth, Lisa	8/12/2021	NT	
THE	Geller, Jay	8/18/2000	1	SPE
WLD	Rodeman, Gaylord	8/12/2021	NT	

Dashes (---): Seniority is not available at this time, but may be an option at a future time
 SNA: Seniority is not available at this time and will not become available

Request to Approve
MCC 2024 Calendar of Events with Alcohol Service

Annually, the Board of Trustees approves the purchase of a year-long liquor license classification in order to provide more reasonable and economical purchasing options and timing for the Culinary Management program, and for the purpose of education and serving as part of its capstone restaurant course. As the College continues to expand its connection to the community, business partners, and donors through outreach activities and events, there is also a need to provide alcohol service at additional community functions on College property over the coming year(s).

Per Board policy, 6.1.4—Drug and Alcohol-Free Workplace, the Board of Trustees may approve exceptions related to serving alcohol during a College function, or in connection with the instructional curriculum.

The schedule below outlines events in calendar year 2024 that will offer alcohol service. Note that this list is separate from wine/beer service that is provided by the Tartan Bistro in the Spring 2024 semester.

Date	Event/Outreach Opportunity	Audience/Attendees
Spring 2024	Education to Empowerment Spring Membership Event	<ul style="list-style-type: none"> • Education to Empowerment members • Education to Empowerment key prospects
Spring-Fall 2024	Liebman Institute for Science Innovation (LISI) Immersive Seminar Series and Related Engagement Events	<ul style="list-style-type: none"> • Top donors/supporters • Alumni • Leaders in science • Other friends of the College
Spring-Fall 2024	Art Gallery Events (possibility of several viewing events)	<ul style="list-style-type: none"> • Top art/humanities donors/supporters • Key prospective donors to cultivate
Spring-Fall 2024	Cocktails and Conversation (small-group discussion series to inform Strategic Planning)	<ul style="list-style-type: none"> • MCC community – donors, alumni, partners, etc.
Summer 2024	MCC Community Block Party	<ul style="list-style-type: none"> • Alumni • Employees • Students • General community
Summer 2024	University Center at MCC Preview (open house event)	<ul style="list-style-type: none"> • Top donors/supporters • College/education partners • City officials
Summer-Fall 2024	Foglia CATI Ribbon Cutting and Related Outreach and Events	<ul style="list-style-type: none"> • MCC community • Crystal Lake and County community members/officials • Legislative officials • Industry and education partners
Summer 2024	Education to Empowerment Summer Garden Party Event – Announcement of New Scholarship Recipients	<ul style="list-style-type: none"> • Education to Empowerment members • Education to Empowerment key prospects

Summer-Fall 2024	Farm-to-Table Dinners with Center for Agrarian Learning (possibility of several events)	<ul style="list-style-type: none"> • Top agricultural donors/supporters • Key prospective donors to cultivate
Fall 2024	Multi-Chamber Mixer	<ul style="list-style-type: none"> • Community businesses and partners • Prospective adult students (credit/noncredit)
October/November 2024	2024 President's Dinner	<ul style="list-style-type: none"> • Donors/supporters • Key industry, education, and community partners

Recommendation

It is recommended that the Board of Trustees approves the 2024 calendar of events with alcohol service.



Clinton E. Gabbard
President

Curriculum Approvals for Illinois Community College Board (ICCB) Submission

Information

The attached spreadsheet lists new degrees and certificates effective Summer 2024 pending approval from the Board of Trustees, Illinois Community College Board (ICCB), and the Higher Learning Commission (HLC). The new programs include four new AAS degrees and 19 new certificates in the fields of Manufacturing and Advanced Technologies and Business.

AAS Degrees

Heating, Ventilation, and Air Conditioning
Horticulture
Software Application Design and
Development Welding and Fabrication

HVAC Certificates

Commercial Air Conditioning Certificate
Commercial Heating Certificate
Commercial Refrigeration Certificate
Residential Air Conditioning Certificate
Residential Heating Certificate
Residential Heating and Air Conditioning
Installation Certificate
Sheet Metal Certificate
Electrical Troubleshooting Certificate
Energy Audit Certificate

Business Certificate

Human Resource Management Certificate

**Administrative Office Technologies
Certificates**

Virtual Assistant Certificate
Word Processing Certificate Spreadsheet
Certificate
Desktop Publishing Certificate

Horticulture Certificates

Horticulture Certificate
Horticulture Basics Certificate
Floral Design Certificate

Welding Certificate

Production Welding Technician Certificate Pre-
Apprenticeship Welding Technician Certificate

Eighteen of the 19 new certificates have been created as a result of the 2023 Program of Study initiative. Human Resource Management was created by the standard curriculum design process. Once approved, the next steps include submitting documentation to ICCB and HLC before implementation in Summer 2024.

Recommendation

It is recommended that the Board of Trustees approves the new curriculum for ICCB submission for the four AAS degrees and all 17 certificates.



Clinton E. Gabbard
President

New Certificates and Degrees

Effective Summer 2024

Degrees

Type	Department	Title
Degrees	Heating, Ventilation, and Air Conditioning (HVAC)	Heating, Ventilation, and Air Conditioning AAS
	Horticulture (HRT)	Horticulture AAS
	Software Application Design and Development (ADD)	Software Application Design and Development AAS
	Welding and Fabrication (WLD)	Welding and Fabrication AAS

Certificates

Certificates	Heating, Ventilation, and Air Conditioning (HVAC)	Commercial Air Conditioning Certificate
		Commercial Heating Certificate
		Commercial Refrigeration Certificate
		Residential Air Conditioning Certificate
		Residential Heating Certificate
		Residential Heating and Air Conditioning Installation Certificate
		Energy Audit Certificate
		Electrical Troubleshooting Certificate
		Sheet Metal Certificate
		Administrative Office Technologies (AOT)
Word Processing Certificate		
Spreadsheet Certificate		
Desktop Publishing Certificate		
Horticulture (HORT)	Horticulture Certificate	
	Horticulture Basics Certificate	
	Floral Design Certificate	
Business (BUS)	Human Resource Management Certificate	
Welding and Fabrication (WLD)	Production Welding Technician Certificate	
	Pre-Apprenticeship Welding Technician Certificate	

Request to Purchase
AV Equipment for Foglia CATI and University Center Locations

Information

In support of outfitting the Foglia Center for Advanced Technology and Innovation (CATI) and University Center at MCC buildings, the College needs to purchase classroom technology equipment for 20 rooms, including:

- 20 LED projectors
- Display screens
- Switching equipment
- Speakers and amplifiers
- Document cameras

Total: \$108,870.95

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the IT Technology Services accounts in Fund 3.

Recommendation

It is recommended that the Board of Trustees approves the purchase of classroom technology equipment from B&H, New York, NY for \$108,870.95.



Clinton E. Gabbard
President

Request to Renew
Cogent Main Campus Internet Connection

Information

The College's Crystal Lake campus utilizes a 1000Mbps Internet connection through Cogent Communications, Inc. For redundancy and disaster recovery reasons, the College has a second 1000Mbps Internet connection through another provider called the Illinois Central Network (ICN). ICN is the State of Illinois' provider of network services through the Illinois Broadband Opportunity Partnership (IBOP), a state-provided high-speed fiber optic network. The previous Cogent Communications three-year contract will expire in December of 2023, so it is time to renew.

Due to Internet circuit price changes, the new cost of a 1000Mbps Internet connection for a three-year contract with Cogent is \$1,797.00 per month. The current Cogent 1000Mbps line costs \$1,900.00 per month, so this renewal would decrease the monthly cost by \$103.00, or \$3,708.00 over the lifetime of the three-year contract.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the FY 2024 IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the Crystal Lake main campus to a 1000Mbps Internet services agreement with Cogent Communications, Inc., of Washington, D.C., at a monthly cost of \$1,797.00, for a period of thirty-six months beginning December 2023 through December 2026.



Clinton E. Gabbard
President

Request to Renew
Comcast Point-To-Point and Internet Network Service

Information

The College's Comcast business-class 5Gbps point-to-point network service between the Crystal Lake main campus and the Shah Center in McHenry has grown to become critical in both day-to-day business transactions and disaster recovery connectivity. As Shah Center operations will transition to the new University Center at MCC in Woodstock during calendar year 2024, this link will be just as important. The previous Comcast three-year contract is set to expire in November 2023, so it is time to renew. The current monthly cost for the 5Gbps point-to-point service, including the 100Mbps Shah Internet connection, is \$4,644.67/month (includes taxes). The newly negotiated contract cost for the Comcast 5Gbps service with a larger 1000Mbps internet connection (to adjust for additional services at the new UC Center along with covering the new building) will be \$4,295.00/month (includes estimated taxes). This renewal would decrease the monthly cost by \$349.67, or \$12,588.12 over the lifetime of the three-year contract, while adding ten times the internet access, at the new University Center.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the FY 2024 IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the Comcast point-to-point network service to Shah Center from Comcast Business Communications Inc., Philadelphia PA, for \$4,295.00/month (includes estimated taxes) for a period of thirty-six months beginning November 2023 through November 2026.



Clinton E. Gabbard
President

Request to Approve Bid for
Room C122 Office Space Renovations

Information

With the hiring of several new employees and planning for future needs, the College has identified the need for additional office space. The current offices in Room C122 require renovation to create more efficient and better use of space. The existing space has temporary cubical walls and doors that are near end of use. This project will renovate the space and provide four offices for staff use.

The scope of the renovations includes removing and reinstalling four door frames, framing, installation of new drywall, paint, insulation, and ceilings. The College contacted three companies and obtained quotes for the work to renovate the area. The lowest quote was from Carmichael Construction, Inc. in the amount of \$40,152.00.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (j) which reads, *"contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;*

This expense is budgeted in the Physical Facilities FY 2024 contractual fund.

Recommendation

It is recommended that the Board of Trustees approves the expenditure for renovations quoted by Carmichael Construction, Inc. of Marengo Illinois in the amount of \$40,152.00.



Clinton E. Gabbard
President

Gordon Food Service Prime Vendor Distributor

Information

Since April 2007, the Food Services Department has been participating in the Entegra Procurement Services group purchasing program made available through McHenry County College's participation with the Illinois Community College System Procurement Consortium (ICCSPC), now known as National IPA. Gordon Food Service (GFS) has been Entegra's approved primary distributor of food and supplies for food service operations. GFS provides the MCC Café the bulk of the products used in producing food and beverages for both the café and college catering needs.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (n) which reads, "contracts for the purchase of perishable foods and perishable beverages."

These purchases are for resale in the MCC Café.

This expense is budgeted in the Food Services account in the Auxiliary Enterprises Fund 05.

Recommendation

It is recommended that the Board of Trustees approves the continued non-binding purchase of Food and Beverages from Gordon Food Service of Grand Rapids, Michigan, and the Entegra Procurement Program. It is estimated that the annual purchases will not exceed \$350,000.00 for food and \$90,000.00 for supplies and for replacement of equipment as needed on an annual basis.



Clinton E. Gabbard
President

Request to Contract Services with
Worldwide Instructional Design Systems (WIDS)

In preparation for the future opening of the Foglia Center for Advanced Technology and Innovation (CATI), the Program of Study development process will be implemented to produce stackable credentials leading to an AAS in either new programs or enhanced existing programs. This is a year-long process that will start with curriculum development with active employer engagement using the DACUM methodology for Career and Technical Education (CTE) programs.

WIDS will provide project management, training, and consulting to develop up to seven Career Pathway Programs of Study based on an established project development work plan. WIDS is a division of the Wisconsin Technical College System Foundation that provides performance-based instructional design services, through a comprehensive design approach including DACUM. WIDS has served over 100 organizations in the U.S. and worldwide.

Consultants from WIDS will facilitate, lead, and support MCC faculty in curriculum development. The development process ends with a comprehensive plan to implement the new or enhanced CTE program offerings and the submission of a Program of Study application to ICCB. The plan will cover recruitment, marketing, student retention or success, work-based learning, career services and other areas of the college that will support the successful launching and implementation of these CTE programs.

WIDS fees include consulting services to conduct DACUM focus groups with department faculty and area employers through webinar meetings with WIDS project team. It will also involve regular webinar meetings with the consultants to discuss and develop curriculum mapping for the programs. Up to seven CTE programs will be part of the Program of Study project with consultant fees of \$12,000.00 per program for a total of up to \$84,000.00. The grand total of \$84,000.00 will be covered and accounted for using funds from the FY 2024 Perkins grant allocation to MCC.

The Worldwide Instructional Design System (WIDS) will be purchased for the sole purpose of the estimated seven CTE Programs of Study curriculum development. The timeline of WIDS consulting, training, and developing CTE programs will be conducted November 2023-June 2024. WIDS is a sole source provider because of its unique expertise in the DACUM process as part of the Program of Study development and ICCB submission.

Recommendation

It is recommended that the Board of Trustees approves the 2024-2025 projected annual expense of up to \$84,000.00 for the WIDS instructional design site from Wisconsin Technical College System Foundation inc., WIDS Division of Madison, WI.



Clinton E. Gabbard
President



WIDS Services and Fee Agreement Proposal	
Date: 11/1/23	Agreement Number: 2324-108C
Parties/Contacts	
Client	WIDS
Arlene Santos-George, Ph.D. Vice-President of Academic Affairs & Workforce Development/CAO McHenry County College 8900 US Hwy 14, Crystal Lake, Illinois 60012 815.455.8673 asantosgeorge@mchenry.edu	Worldwide Instructional Design System A Division of the Wisconsin Technical College System Foundation 6602 Normandy Lane, Madison, WI 53719 Phone: (608) 841-1800 FAX: (608) 841-1806 Terri Johnson Email: johnsont@wids.org
Phase CTE Project Consulting and Training	
Provide project management, training, and consulting to develop up to seven (7) Career Pathway/Programs of Study projects based on the established Pathway Development Workplan (See appendix A of this proposal). <i>All meetings conducted virtually. The timeline and progress of this project will be dependent on the availability of faculty work teams and employer groups.</i>	\$84,000 USD <i>(up to 7 CTE programs @ \$12,000 per program)</i>
WIDS Fee includes: <ul style="list-style-type: none"> • Consulting services to conduct webinar meetings with project team and complete work • Web meeting services as needed 	
Client and/or Project Leadership to provide: <ul style="list-style-type: none"> • Leadership and project endorsement • Recruitment of project participants and release time for project completion • Recruitment of employer teams for DACUM and survey work 	
TOTAL	\$84,000 USD
Terms and Conditions	
<p>TERMS AND CONDITIONS: This Services and Fee Agreement (“Agreement”) is made between McHenry Community College (“Client”) and the Wisconsin Technical College System Foundation (“Foundation”) (hereinafter the “Parties”) and sets forth the services the Foundation, through its WIDS Division, will provide to Client and the fees Client will pay to the Foundation for those services.</p> <p><u>Taxes:</u> The Foundation is an IRC 501(c)(3) tax-exempt organization. The Parties agree that Client is solely responsible for payment of any taxes associated with Client’s purchase of WIDS products and/or services.</p> <p><u>Payment Terms:</u> The Wisconsin Technical College System Foundation, Inc. will invoice bi-monthly or on another agreed upon payment cycle.</p> <p>Pricing effective until December 1, 2023. When payment is sent, please make check or PO payable to Wisconsin Technical College System Foundation, Inc. To indicate acceptance of this proposal, sign and return it to: WI Technical College System Foundation, WIDS Division, 6602 Normandy Lane, Madison, WI 53719. Any questions can be directed to Terri Johnson, johnsont@wids.org.</p>	

Signatures/Acceptance

By signing below, the Parties accept and agree to be bound by this Agreement's terms and conditions:

Terri Johnson

11/8/23

Terri Johnson, *WIDS Associate Director*

Date

Client

Date

**Appendix A:
Career Pathways/Programs of Study Project Workplan**

Deliverables

Overall Project

- Status reports on project progress (every other week)
- Meeting summaries

For Each Career Pathway/Program of Study Project

- **Focus Group/Modified DACUM reports** including
 - o List of occupational tasks (job competencies)
 - o Academic preparation recommendations (general education)
 - o Career pathway recommendations
 - o Work-based learning opportunities
- **WIDS Program Design report** including:
 - o Program information
 - o Related outcomes (college-wide outcomes, modified DACUM tasks or standards, and program outcomes)
 - o Course list including possible Dual Credit options
 - o Program configurations (how courses are configured into certificates and degrees)
- **WIDS Course Outcome Summary report** for each technical course in the program including
 - o Course information
 - o Assigned related outcomes linked to the course (college-wide outcomes, DACUM tasks or standards, and program outcomes)
 - o Course competencies if defined by MCC Faculty
 - o Suggested work-based learning opportunities
- **WIDS Assigned Outcome Matrix reports** (Curriculum Maps)
 - o College-wide outcomes to courses
 - o Program outcomes to courses
 - o Standards or DACUM tasks to courses
- **WIDS Career Pathway Summary report** including pathway stages and education blocks
- **WIDS Pathway Courses report** including courses in the pathway aligned to the certificates and degrees

Program Development Workplan

Each of the programs identified for development will follow this general work plan.

Timeline	Activity	Work Completed
November	Project Kickoff <i>(This activity is covered under a separate contract)</i>	<ul style="list-style-type: none"> • Present the project plan to the CTE faculty teams. <ul style="list-style-type: none"> o Layout project process o Outline the DACUM process and results o Examine WIDS documentation o Identify next steps
November – December 2023	Program Preparation for Faculty and Deans	<ul style="list-style-type: none"> • Complete the POS Checklist including: <ul style="list-style-type: none"> o Obtain and review labor market reports o Confirm job titles for the DACUM o Identify related industry standards and industry certifications o Create or update advisory committees

Timeline	Activity	Work Completed
		<ul style="list-style-type: none"> ○ Recruit employers for Focus Group ○ Identify current and potential embedded certifications ○ Identify current and potential work-based learning opportunities
January – March 2024	Modified DACUM/Industry Focus Group	Obtain employer input for program: <ul style="list-style-type: none"> ● Validate or contribute to occupational tasks performed by expert workers (i.e., job competencies) ● Identify academic preparation recommendations (general education) ● Obtain input on career pathway ● Identify work-based learning opportunities
February – May 2024	POS Work Team	<ul style="list-style-type: none"> ● Confirm or update course list ● Create curriculum maps (linking) ● Layout a program of study (entry and exit points) ● Identify embedded certifications ● Identify dual credit courses ● Define work-based learning opportunities ● Update program outcomes as needed ● Establish program and course prerequisites Refer to attachments in Sample packet. <ul style="list-style-type: none"> - Program Design Report - Pathway Report - Curriculum Maps - Course Outcome Summary (no PS) <ul style="list-style-type: none"> ● Prepare documentation for the August/September Board meeting
May-June 2024	Project Advisory Team (including high school and industry partners)	<ul style="list-style-type: none"> ● Faculty meet with advisory committees to confirm/update POS including <ul style="list-style-type: none"> ○ instructional sequence (entry and exit points) ○ work-based learning opportunities ○ industry credentials ○ dual credit courses
June 2024	Project Finalization	<ul style="list-style-type: none"> ● Facilitate internal review of final project ● Finalize curriculum documentation to include recommendations made by the advisory team. (WIDS) ● Prepare course revisions. (Faculty will do this work.) ● Prepare documentation for submission to the CLC internal approval process (WIDS generates reports and prepares items 1-4 on the ICCB submission document)

Request to Purchase
One 15-Passenger Bus

Information

In December 2014, a Board Report to lease three new 15-passenger buses was approved by the Board of Trustees. The leased vehicles were delivered to the College in February 2015 and have since been in use. The initial three-year leases expired in February 2018, and we have since brought forth requests to extend them. The College has investigated its options of either purchasing three new 15-passenger buses or continuing with a lease program. While searching for suitable low-mileage vehicles or even new vehicles, a lack of inventory is evident as supply lead times for replacement equipment are lengthy due to global supply chain events over the last three years.

To ensure the availability of appropriate equipment, a request for an additional purchase of one bus is being presented to begin the rotational replacement as leases expire. The purchase rotation ensures the College has vehicles that are reliable and safe for the transportation of our students, faculty, and administration.

This purchase qualifies as a sole source for equipment through approved consortium purchase contract 091521-NAF.

The total expense for the 15-passenger bus is \$114,235.00. The expense for this vehicle is budgeted in the Vehicle Expense Account in the Buildings and Grounds Fund.

Recommendation

It is recommended that the Board of Trustees approve a purchase of a 15-passenger bus for \$114,235.00 through Sourcewell consortium National Auto Fleet Group.



Clinton E. Gabbard
President

Request to Renew
Cascade Content Management System License

Information

The College's official website, www.mchenry.edu, currently runs on a Content Management System (CMS) – Cascade by Hannon Hill. The yearly licensing contract for the CMS is due every January 24, at a renewal cost of \$34,728.75. The College is about to begin its fifth year of licensing with Hannon Hill. The new CMS-driven website launched in mid-December, 2020.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the Marketing and Public Relations Other Contractual Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of Cascade Content Management System license from Hannon Hill Corporation of Atlanta, GA for \$34,728.75.



Clinton E. Gabbard
President

Authorization for Personnel Appointment

Information

The Board of Trustees has no regularly scheduled meeting in the month of December 2023. Since the College continues to be open and operating during this time, it is critical that employee appointments for full-time administrators and faculty can continue, as the next Board of Trustees meeting will not be held until January 25, 2024.

Recommendation

It is recommended that the Board of Trustees authorizes Dr. Gabbard to approve full-time administrative and faculty personnel appointments prior to the January 25, 2024 regular Board meeting.



Clinton E. Gabbard
President

Approval of New Faculty Appointments

Information

➤ **Instructor, Nursing - Psychology:**

The retirement of Deborah Ross on January 13, 2023 created a vacancy for the faculty position of Instructor, Nursing-Psychology. Lisa Douglas has been approved to fill this position effective January 10, 2024. Ms. Douglas has a Master of Science in Nursing from Chamberlain University. She also holds a Bachelor’s of Science Degree in Nursing from Indiana University, Bloomington, Indiana. Her experience is as follows:

2022 - Present	Adjunct Clinical Instructor of Nursing McHenry County College, Crystal Lake, IL
2017 - Present	Nursing Professional Development Generalist & Registered Nurse Advocate Condell Hospital, Libertyville, IL
2011 - 2017	Registered Nurse, Intensive Care Unit Indiana University Ball Memorial Hospital, Muncie, IN

5 applications were received, 5 met the position minimum requirements, and the search committee interviewed 4 candidates and selected Ms. Douglas.

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane IV, Step 12	\$26,233.14	\$81,872.00	\$88,336.08

Classification: Faculty/Full-time, 9-month, Exempt

Position Summary: MCC instructors are higher education professionals who champion student learning. They engage and inspire students, applying innovative teaching and learning pedagogies to reach a variety of learners. They assess student learning to ensure student success, staying abreast of current and emerging trends in the discipline. Our instructors collaborate within the College as discipline experts, helping the College to reach its strategic goals through active participation in college committees and by promoting the College to future students throughout our community

Qualifications/Desired Qualifications:

- Master’s Degree in Nursing from a regionally accredited institution
- Experience in medical surgical nursing
- Recent work experience in an acute care setting
- Current licensure as a registered nurse (or eligibility for licensure) in Illinois
- CPR certified by the American Heart Association

- Willingness to use educational technology, to include SimMan and other simulation equipment
- Demonstrated commitment to professional growth
- Commitment to the mission of the community college and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles

Recommendation

It is recommended that the Board of Trustees approve the appointment of Lisa Douglas to the full-time faculty position of Instructor, Nursing-Psychology, effective January 10, 2024, with a 9-month salary of \$88,336.08.



Clinton E. Gabbard
President

Adoption of 2023 Tax Levy

Information

At the October 26, 2023 Board meeting, the Board approved a Resolution for a 0.00% increase in the tax levy over the prior year. The Property Tax Extension Limitation Law (PTELL) allows for an increase of 5.00% or equal to the Consumer Price Index-Urban (CPI-U which was 6.50%), whichever is less.

Table 1: Estimated 2023 Tax Levy (With No Increase)	2022 Board Approved	2022 Actual (after PTELL)	2023 Proposed	2022 Actual to 2023 Proposed Difference
<u>Levy Purpose/Fund</u>	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>	<u>Difference</u>
Social Security (Fund 12)	\$10,000	\$10,000	\$10,000	\$0
Auditing (Fund 11)	\$75,000	\$75,000	\$75,000	\$0
Liability Insurance (Fund 12)	\$692,444	\$692,444	\$692,444	\$0
Education (Fund 01)	\$25,564,854	\$25,564,854	\$25,564,854	\$0
Building (Fund 02)	\$2,355,204	\$2,355,204	\$2,355,204	\$0
Life Safety	\$0	\$0	0	\$0
Total Non-Bond Funds	28,697,502	28,697,502	28,697,502	0
ESTIMATED 2023 Aggregate Levy % Increase over 2022 Actual Levy (rounded)				0.00%

A change in property tax payment(s) may still result if a decline in the Equalized Assessed Value (EAV) occurs. If the EAV increases, the estimated property tax payment would most likely decrease for a taxpayer. Actual EAV's for Boone, Kane, Lake, and McHenry Counties were not available at the time of our filing, which required the College to estimate the impact of the tax levy on a representative property.

Recommendation

It is recommended that the Board of Trustees approves and adopts the 2023 Tax Levy as stated for a total levy of \$28,697,502.00. The levy may be adjusted by the County Clerks' Offices according to the resolution adopted by the College Board of Trustees based on the EAV information and CPI-U to comply with Property Tax Extension Limitation Law limits as may be applicable.



Clinton E. Gabbard
President

RESOLUTION

**Instructions to County Clerks on
the Apportionment of Potential Extension
Reductions for 2023 Tax Levy
Community College District 528
Boone, Kane, Lake, and McHenry Counties, Illinois**

WHEREAS, pursuant to the limiting rate provisions of the Property Tax Extension Limitation Law (hereinafter “Law”), the County Clerks of Boone, Kane, Lake, and McHenry Counties may notify this Board of Trustees that reductions will be made to property tax extensions for the College District’s 2023 tax levies; and

WHEREAS, the Law provides that the County Clerks are to make extension reductions proportionately among the College District’s funds unless otherwise requested by the College District; and

WHEREAS, this Board of Trustees desires that the tax extension reductions mandated by the Law be apportioned among its funds in a manner which is **not proportional** among all funds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of McHenry County College, Community College District 528, Boone, Kane, Lake, and McHenry Counties, Illinois, as follows:

Section 1. The County Clerks for Boone, Kane, Lake, and McHenry Counties are hereby directed that the tax extensions for the following funds shall **not** be reduced:

Social Security and Medicare
Protection, Health & Safety
Audit
Tort Immunity

Section 2. The County Clerks for Boone, Kane, Lake, and McHenry Counties are hereby authorized and directed that if any reductions are required to be made to the College’s tax levy that all such reductions shall be made to the following fund as indicated:

Education 85%
Operations and Maintenance 15%

Section 3. The Chairperson and Secretary of this Board of Trustees are hereby authorized and directed to file the certified copy of this Resolution with the County Clerks of Boone, Kane, Lake, and McHenry Counties.

Section 4. This Resolution takes effect upon its adoption.

ADOPTED THIS 30th day of November 2023, by the following roll call vote:

AYES _____

NAYS _____

ABSENT _____

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT 528
BOONE, KANE, LAKE, AND MCHENRY COUNTIES, ILLINOIS

By: _____
Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No. 528 County(ies) Boone, Kane, Lake, and McHenry

Community College District Name: McHenry County College and State of Illinois

We hereby certify that we require:

the sum of \$ 25,564,854 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 2,355,204 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 692,444 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

the sum of \$ 10,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 75,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 0 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ 0 to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2023.

And that the levy for calendar year 2023 be allocated 50% for Fiscal Year 2024 and 50% for Fiscal Year 2025.

Signed this 30th day of November, 2023

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy for the bonds and interest.

Number of bond issues of said community college district which have not been paid in full 0.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 528 Counties of Boone, Kane, Lake, and McHenry and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20__ was filed in the office of the County Clerk of this county on _____, 20__.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20__ is \$ _____.

Date

County Clerk and County

State of Illinois
Counties of Boone, Kane, Lake, and McHenry

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I am also the keeper of the corporate records of said Board.

I do further certify that attached hereto is a true and correct copy of the 2023 Tax Levy of the Board of Trustees of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, adopted by said Board at a duly called meeting held on November 30, 2023.

Dated this 30th day of November 2023.

Dale Morton, Secretary

State of Illinois
Counties of Boone, Kane, Lake, and McHenry

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, and as such official I do further certify that the District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are inapplicable.

Therefore, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law does not apply to the adoption of the 2023 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

Dated this 30th day of November 2023.

Robert Tenuta, CFO/Treasurer

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of McHenry County College, District No. 528, and as such presiding officer I certify that the tax levy, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation Act."

Notice and hearing requirements of Section 18-65 through 18-85 of the Truth In Taxation Act are not applicable.

This Certificate applies to the 2023 Levy.

November 30, 2023

Presiding Officer: _____
Clinton E. Gabbard, President

State of Illinois
Counties of Boone, Kane, Lake, and McHenry

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I am also the preparer of the annual tax levy.

I do further certify that the 2023 Tax Levy of the Board of Trustees of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, adopted by said Board at a duly called meeting held on November 30, 2023, did not extend the maximum amount permitted under this division 5 per 35 ILCS 200/18-190.7 (b.) for the 2023 tax levy.

Dated this 30th day of November 2023.

Robert Tenuta, CFO/Treasurer

Certificate of Acknowledgment for Treasurers Bond

Information

The College must continually renew its required Treasurer's Bond annually, in order to bind ourselves, our heirs, executors and administrators to do business in Illinois. Per Section 110 ILCS 805/3-19 amount of the penalty of the bond shall be 25% of the amount of all bonds, notes, mortgages, moneys, and effects of which the treasurer is to have custody, whether individuals act as surety or whether the surety is given by a surety authorized to do business in this State. The bond currently in place is for Robert Tenuta and passes on to any qualified successor as treasurer in the amount of \$15,000,000.

McHenry County College's bond policy is issued by R.J. Galla Company, Inc. of Grayslake, Illinois and the FY 2024 premium paid is \$10,500. Since this is below the Board purchasing threshold of \$25,000, no action is required by the Board of Trustees other than to approve the certificate of acknowledgment regarding issuance of the treasurers bond itself.

Recommendation

It is recommended that the Board of Trustees approve the Certification of Treasurers Bond for Robert Tenuta, Treasurer, of District #528 McHenry County College.



Clinton E. Gabbard
President

CERTIFICATION of TREASURER' S BOND

Community College District Name: McHenry County College District Number 528

Counties: McHenry, Boone, Kane, Lake, and State of Illinois.

Know All by Those Present: That we, Thomas Allen and Dale Morton are held and firmly bound, jointly and severally, unto the Board of Community College District No. 528, Counties of McHenry, Boone, Kane, Lake, and State of Illinois in the penal sum of \$15,000,000 dollars, for the payment of which we bind ourselves, our heirs, executors and administrators firmly by these presents.

In witness whereof we have hereunto set our hands and seals this 30th day of November 2023. The condition of this obligation is such that if Robert Tenuta, treasurer in the district aforesaid, faithfully discharges the duties of his office, according to law, and shall deliver to his successor in office, after that successor has qualified by giving bond as provided by law, all monies, books, papers, securities and property, which shall come into his hands or control, as such treasurer, from the date of his bond up to the time that his successor has qualified as treasurer, by giving such bond as is required by law, then this obligation to be void; otherwise to remain in full force and virtue.

Approved and accepted by the Board of Community College District No. 528 Counties of McHenry, Boone, Kane, Lake, and State of Illinois on November 30, 2023.

By _____, Chairperson
Thomas Allen, Chair

By _____, Secretary
Dale Morton, Secretary



P.O. Box 347 42 N. Lake St.
 Grayslake, IL 60030
 Phone: (847) 223-6504

McHenry County College
 8900 U.S. Highway 14
 Crystal Lake, IL 60012-2761

Invoice # 1438	Page 1 of 1
Account Number	Date
MCHCOU-01	6/27/2023
Balance Due On	
7/12/2023	
Amount Paid	Amount Due
	\$10,500.00

You can now pay ONLINE! To make a payment online, please go to <https://rjgallacompany.epaypolicy.com/>

Bonds	Policy Number: 404006409 - BOB TENUTA	Effective: 7/1/2023 to 7/1/2024
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
22941	7/1/2023	7/12/2023	RENB	Renewal of Treas Bond - Bob Tenuta	\$10,500.00
Total Invoice Balance:					\$10,500.00



**VERIFICATION CERTIFICATE FOR
INDEFINITE TERM BOND**

The Ohio Casualty Insurance Company _____, Surety upon:

a certain Bond No.: 404006409

Cross Ref Bond No.: _____

dated effective: July 1, 2014

on behalf of: Robert Tenuta

and in favor of: McHenry County College

Amount of bond: \$15,000,000.00

Description of bond: Treasurer Bond

Current Bond Term: July 1, 2023 to July 1, 2024

and that the said bond remains in effect, subject to all its agreements, conditions and limitations, and ends only with the cancellation of said bond or other legal termination.

Signed and dated on: June 27, 2023

Surety Name: The Ohio Casualty Insurance Company

By: Timothy A. Mikolajewski
Timothy A. Mikolajewski, Assistant Secretary

Agency Name: R J GALLA CO INC

Agency Address: 42 N Lake Street, Grayslake, IL 60030-1519

Agency Telephone: 847-223-6504





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company

POWER OF ATTORNEY

Principal: Robert Tenuta

Agency Name: R J GALLA CO INC

Bond Number: 404006409

Obligee: McHenry County College

Bond Amount: (\$15,000,000.00) Fifteen Million Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Timothy A. Mikolajewski in the city and state of Seattle, WA, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company

By: [Signature of David M. Carey]

David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: [Signature of Teresa Pastella]

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 27th day of June, 2023.



By: [Signature of Renee C. Llewellyn]

Renee C. Llewellyn, Assistant Secretary

AMENDMENT TO PRESIDENT'S EMPLOYMENT AGREEMENT

This Amendment to the President's Employment Agreement is executed on this 30th day of November, 2023, by and between the **BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE NO. 528, McHENRY COUNTY, ILLINOIS** (the "Board"), and **DR. CLINTON E. GABBARD** (the "President"). The Board and the President are referred collectively as the "Parties."

WITNESSETH

WHEREAS, the President is currently employed under a multi-year contract extending from January 1, 2023 until December 31, 2026 (the "Agreement");

WHEREAS, after the evaluation of the President's performance during the term of the current Agreement, the Board has determined that it is in the best interests of the College to extend the President's employment term an additional one (1) year; and

WHEREAS, the Parties accordingly desire to modify the terms of the Agreement with amendments as stated herein, effective January 1, 2024.

NOW, THEREFORE, the Board and the President agree to amend the Agreement as follows, effective January 1, 2024:

1. Paragraph A.1 of the Agreement is amended to modify the term of the Agreement to be from January 1, 2024 through December 31, 2027.
2. Paragraph C.11 is added to the Agreement to read:

Vacation Leave

The President shall accrue 16.67 hours of vacation leave per month, for an annual accrual of 200 hours (25 days). The President's vacation leave is otherwise subject to the rules governing vacation leave that apply to McHenry County College Executive Council administrative personnel.

3. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the President and Board have executed this Amendment to the President's Employment Agreement on this 30th day of November, 2023.

PRESIDENT

**THE BOARD OF TRUSTEES OF
McHENRY COUNTY COLLEGE NO.
528, McHENRY COUNTY, ILLINOIS**

By: _____
Clinton E. Gabbard

By: _____
Chairman of the Board

ATTEST:

Secretary of the Board

New Employees

Information

The following list identifies new employees or those who have transferred to another position at McHenry County College.

Classification	Start Date	Employee Name	Primary Position	Position Status
ADJ	9/20/2023	Nicole Romme	Adjunct Instructor, Academic Affairs	R
ADJ	9/25/2023	Ulana Ostapovych	Adjunct Instructor of Adult Education	R
STA	10/30/2023	James Watthanasintham	Enterprise Applications Systems Engineer	T
STA	11/13/2023	Amy Amend	Office Assistant III	T
STA	11/20/2023	Maria Andrade	Coordinator of Events, Outreach & Workforce Development	R
STA	11/27/2023	Beth Pecoraro	Human Resources Technical Specialist	T
STA	11/27/2023	Hollis Puchner	Coordinator of Student Wellness	N
STA	11/27/2023	Brooke Phillips	Cashier, Food Production & Service	R
STA	11/27/2023	Melissa Freundt	Administrative Assistant II – SHAH	R
FAC	1/11/2023	Lisa Douglas	Instructor of Nursing	R

Through November 13, 2023

*Current MCC employee who has transferred or accepted a different or additional position.

Position Status Key: R=Replacement; N=New; RC=Retitled/Reclassified; T=Transfer to New Position; A=Additional Position; S=Seasonal

Employee Resignations and Retirement Notifications

Information

The following list identifies employees who have served their last day of employment, have retired, or resigned from their position at McHenry County College.

Classification	End Date	Employee Name	Primary Position
STA	11/17/2023	Alesha Meads	MCC Store Website Specialist
STA	12/8/2023	Rachel Boro	Laboratory Assistant - Biology
ADM	12/15/2023	Chelsey Wintersteen	Director of Access & Disability Services

Through November 13, 2023

Friends of MCC Foundation Update

Spring 2024 Scholarships

Scholarship applications for the Spring 2024 semester closed on October 6, 2023 with a total of 413 applications submitted. Applications were reviewed and scored by nearly 100 volunteer reviewers. The Foundation team is now in the process of awarding all available scholarships. Thank you to our MCC community for donating time to review scholarship applications. Students will be notified of scholarship awards by December 3.

New Scholarships

The Gaye Boland Memorial Scholarship has been established by her family for female students with a preference to students pursuing a business or education degree and/or students who are current MCC athletes. Gaye taught business classes at MCC.

New Donation

The Foundation received a \$7,500 donation from the American Amusement Machine Association in honor of MCC Distinguished Alumnus, Ken Schmidt. As part of Mr. Schmidt's keynote speaking engagement at the association's annual meeting, a donation was directed to the Foundation on his behalf. This contribution will be used to fund University Center at MCC nursing scholarships in memory of Mr. Schmidt's mother, Dolores Schmidt. Funds will also be used to support MCC Athletics, as Mr. Schmidt was a former MCC baseball player.

MCC 2023 President's Dinner

The 2023 President's Dinner welcomed 125 guests and raised funds for new University Center student scholarships. The evening included a cocktail hour, dinner, silent auction, and more. MCC recognized our 2023 Distinguished Alumna, Dana Gliniecki and welcomed MCC Alumna, Alyssa Kasey as the student speaker. Over \$110,000 was raised. A special thank you to sponsors: Foglia Family Foundation, Mercy Health, Advocate Aurora Health, Snap-on, American Community Bank & Trust, Weiler Engineering, Demonica Kemper Architects, Coilcraft, Robbins Schwartz, Stryker, Old National Bank, Ross Barney, Northwestern Medicine, Sikich, and the LeCoque Family.



2023 Distinguished Alumna, Dana Gliniecki accepting her award.

MCC Day of Giving

MCC Day of Giving took place on Thursday, November 16, encouraging current donors, new donors, and all employees to make an end-of-year gift to the Foundation. The Foundation led an electronic campaign and hosted employees in the Foundation office for snacks, giveaways, and thank you gifts for all supporters on Day of Giving.

Nearly \$13,000 was raised to support the Student Success Fund and other scholarship funds. A notable \$5,000 contribution was made by Comcast. The Foundation is deeply grateful for the support on Day of Giving!

**Giving Tuesday**

Giving Tuesday is on Tuesday, November 28. The Foundation looks forward to appealing to MCC alumni to make a donation on this global day of giving. All alumni who makes a \$25 gift will receive an MCC Alumni t-shirt and winter gloves. Alumni who donates \$50 or more will receive an MCC Alumni sweatshirt. See more at www.mchenry.edu/givingtuesday.

This report highlights recent MCC Grants Office activity, including grant awards or denials, submitted applications pending a decision from the funder, and planned future submissions.

GRANTS AWARDED

Funding Source	Brief Description	Amount Funded	Project Director
Chicago Community Trust	Food:Land:Opportunity, funded through the Searle Funds at the Chicago Community Trust, will provide continued operational support to the Center for Agrarian Learning.	\$200,000	Sheri Doyel, Director of the Center for Agrarian Learning

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Ellucian Progress, Accomplishment, Thriving, Hope (PATH) Scholarship	This grant provides funds to award scholarships of \$1,500 to students at public two-year institutions with demonstrated financial need. Students may use the funds for academic or living expenses that contribute to their ability to complete a degree.	\$25,000	Pending	October
Gerry and Bill Cowlin Foundation	The Friends of MCC Foundation is seeking continued support for the Student Success Fund (SSF). The SSF helps MCC students by providing immediate financial support to help address emergency expenses.	\$7,600	Pending	November
William Blair Foundation	MCC requested funding to purchase instructional equipment for the Art and Speech Departments to enhance student engagement and improve programming.	\$24,920	Pending	December
Lavin Family Foundation	MCC requested funding for scholarships and to purchase toolboxes to support students in the non-credit Motorcycle Technician Training Program.	\$15,000	Pending	December
Climate and Equitable Jobs Act (CEJA)	MCC applied as part of a consortium including College of Lake County (lead applicant) and Oakton College. If funded, the grant will support the development or expansion of several new clean	MCC's share is estimated at about \$1.4 million	Pending	December

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	energy training programs, such as solar energy installation, hybrid/electric vehicle automotive technology, and HVAC.	over three years		
U.S. Department of Labor Strengthening Community Colleges Training Grant	MCC is participating in a consortium application of northern Illinois community colleges coordinated by the ICCB and focusing on advanced manufacturing. This grant is designed to build capacity at community colleges to meet the skill development needs of employers and equitably support students in obtaining good jobs in in-demand industries.	MCC's share is estimated at about \$1.1 million over four years	Pending	March

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
ICCB Digital Instruction for Adult Education	This grant provides funding for Adult Education programs to improve their technology infrastructure, support technology integration in the classroom, and improve distance learning options for adult learners.	\$45,000	In progress	December 1, 2023
ICC Rev Up EV Community College Initiative	This grant provides funding to promote the development and support of electric vehicle (EV) training programs that prepare individuals for careers in EV technology. MCC is applying under the Building Capacity option in order to purchase required equipment and supplies as well as providing instructor training.	\$90,000	In progress	December 1, 2023
Small Business Development Center	This grant provides operating support for the Small Business Development Center. The SBDC is an advocate and resource for small businesses in McHenry County and offers no-cost counseling to small business owners as well as noncredit courses designed to help business owners succeed.	\$80,000 - \$100,000	Planned	December 2023
Reaching Across Illinois Library System (RAILS) My Library Is...	My Library Is...provides funding for libraries to tell their story to the community, demonstrating their value and connection to	\$5,000	Under consideration	February 7, 2023

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
	those they serve, with a strong focus on diversity, equity, and inclusion.			
The Community Foundation for McHenry County Transformational Grant Program	Transformational Grants are designed to support a work in progress, or a bold idea, that will result in measurable solutions to identified community problems. Projects must include collaboration among three or more community partners.	\$75,000	Under consideration	LOI due February 16, 2023

APPLICATIONS DENIED

Funding Source	Brief Description	Amount Requested	Follow Up
First National Bank of Omaha Impact Grant	Support from this grant would have funded Small Business Development Center services specifically targeted to women and Hispanic business owners, including additional counseling, classes, and roundtable discussion groups.	\$25,000	MCC will continue to seek other funding options for these important services.
Lumina Foundation	The Great Admissions Redesign is seeking projects that increase opportunity, simplicity, and innovation in the postsecondary admissions process, particularly for marginalized students. Since the focus of the grant is on improving bachelor’s degree admissions, MCC’s application included University Center partners.	\$750,000	Although not selected as a finalist, MCC will continue to develop strong pathways and support for students transferring to the University Center.

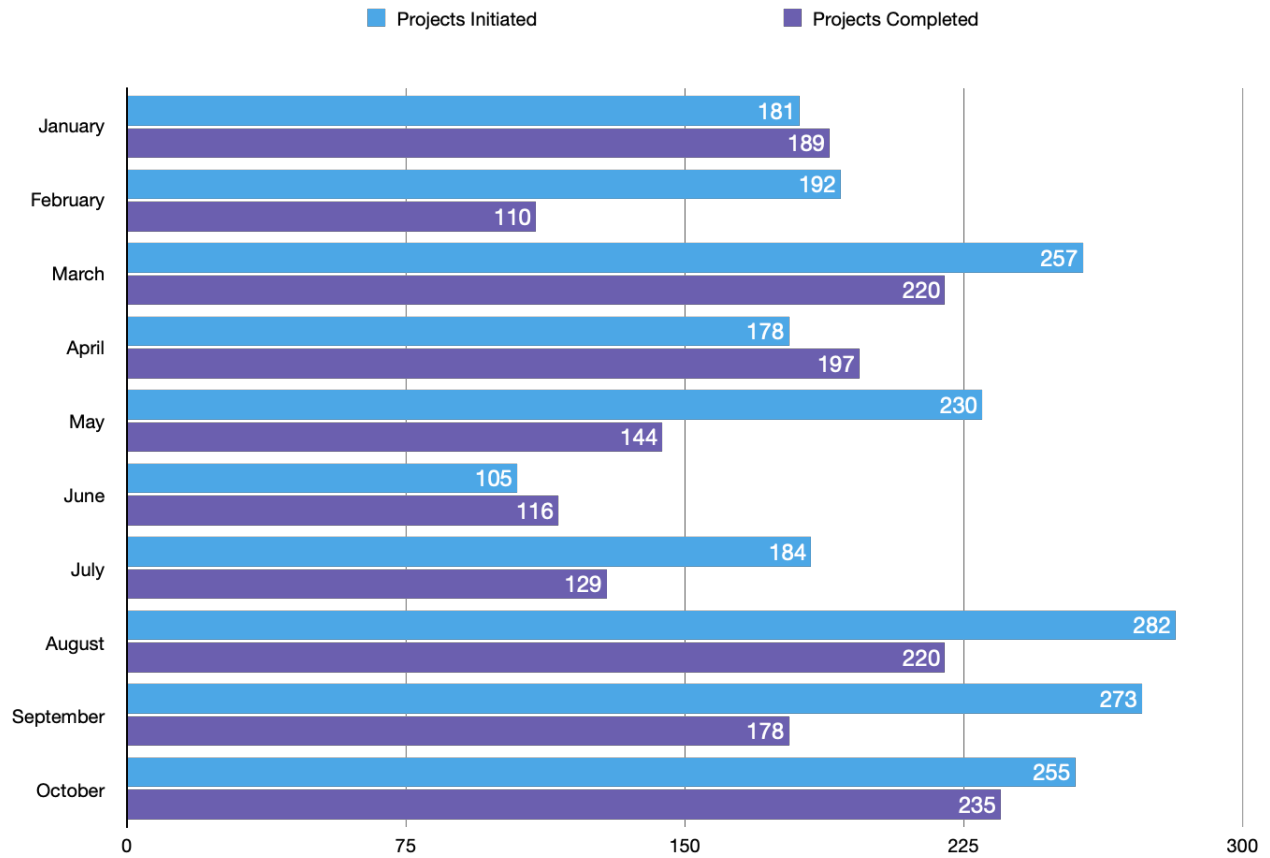
Office of Marketing and Public Relations Update

The goal of MCC’s Office of Marketing and Public Relations (OMPR) is to grow MCC’s student enrollment, strengthen MCC’s identity in the community, and share MCC’s stories.

Services that OMPR provides to the College:

- Brand development
- Copywriting
- Event marketing and support
- Graphic Design
- Illustration
- Information campaigns
- Interactive content
- Photography
- Video production and motion graphics
- Publicity
- Script development
- Social media
- Web design and programming

Marketing Project Stats



Current High-level College Marketing Initiatives:

- Programs of Study promotion, video, and recruitment efforts
- Workforce Development Marketing Strategy
- LISI branding, promotion, and support
- University Center branding, promotion, and recruitment support
- Experts and Insights Faculty Speaker Series promotion

Monthly Releases and Features*

The following releases and feature stories were submitted to local and regional media outlets from October 19, 2023—November 15, 2023.

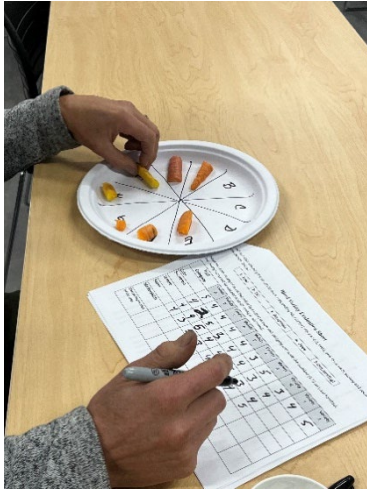
- MCC Concert Band, Crystal Lake Community Band to Perform Halloween Concert
- Earth-Friendly Products, Sustainable Lifestyle Tips on Display at McHenry County College's Green Living Expo
- McHenry County College Hosts 13th Annual Manufacturing Breakfast
- MCC Continues to Save Taxpayers Money with Approval of Flat Tax Levy
- Spring Registration Now Open at MCC
- MCC Alum Returns for First On-Campus Art Exhibit Since Student Show in 1969
- Learn More About "Putin's War" at MCC Speaker Series November 16
- MCC to Feature Art and Design Faculty, Alumni in Upcoming Exhibits
- MCC Announces Dana Gliniecki as 2023 Distinguished Alumni
- MCC Concert Band to Perform November 19 at Woodstock High School

*Note: The above list does not include all interviews/stories initiated by the press, or sponsored content stories. Press clippings about McHenry County College can be found at the following link: www.mchenry.edu/press.

Center for Agrarian Learning (CAL) Update

Carrot Trial and Tasting – Wednesday, November 1

- 26 people registered; 16 people attended; free, in-person event
- Presentations were provided by Kim Sowinski, Farm Manager and Practicum
- Lead here at MCC, sharing statistics on 13 carrot varieties grown on the Student Farm
- Included a virtual presentation by trial lead organizer the Organic Seed Alliance, providing a brief overview of the trial
- The blind tasting portion of the program was incredibly fun and informative



Fruit Processing: Unique Jams with Added Spice – Saturday, November 11

- 12 registrants (sold out)
- 13 attendees (2 MCC students tuition waved, 1 adjunct tuition waved)
- Very successful trial run at full use of the culinary kitchen for non-credit programming



Sustainability Center Update

Current Initiatives and Community Connections

MCC Sustainability Center hosted two Goodwill collection bins for Campus Sustainability Month at MCC. Over 144 pounds were donated, kept out of landfills, and helped Goodwill fund over 23 hours of community services for those with barriers. Goodwill Corporate Donations manager Mary Ann Matus tabled in the commons on October 4 and 18, 2023. Ms. Matus also met with the members of the Student Environmental Action club during their regular meeting on October 18 and discussed scholarships, thrifting and student discounts.

The October local monthly networking meeting, Green Drinks, hosted Director Hankins who presented “Tub, Jug, Jar, Can, Bottle: Recycling Reminders and Refreshers” on October 4, 2023. Director Hankins presented a similar presentation to the women’s fellowship group at the First Church in Crystal Lake on October 5, 2023.

Director Hankins met with the Phi Theta Kappa students on October 12, 2023 about their Honors in Action project focused on accessibility in local parks and recreation areas. The discussion was centered on how best to present their ideas to these government entities during open times at meetings.

Director Hankins presented to Dr. van Opstal’s Chemistry 115 class on October 25, 2023. The students were working on bioplastics, so Dr. Hankins spoke about types of plastic, including plastic film, and their recyclability.

The Association for the Advancement for Sustainability in Higher Education (AASHE) held their first in person conference since 2019. The conference was in Boston, MA, on October 29-31, 2023. Director Hankins attended multiple sessions and spoke as part of the Community College networking session.

The ReUse It corner repurposed approximately \$1,001.60 worth of gently used office and school supplies in October 2023. Fifty-two people found uses for over 272 items this month.

The MCRide/MCC partnership had 438 riders in October 2023.

The 16th Green Living Expo was held at MCC on November 4, 2023, with over 800 attendees and participants engaged in sustainable shopping opportunities; educational displays and information; vegan and vegetarian food trucks; pumpkin composting; shredding services and much more. The Expo Steering Committee (including Emily Zack, Center for Agrarian Learning Coordinator and Leslie Krebs, Student Advisor) is grateful to all the MCC employees who assisted, participated, and/or attended.

Workforce Development Update

This month's Workforce Development Update provides an update on community-based activities and recent awards and recognition.

Illinois Small Business Development Center

The Illinois Small Business Development Center (ISBDC) at MCC actively promoted Small Business Saturday on November 25. This national event takes place annually on the Saturday following Thanksgiving to celebrate and support local small business. First introduced in 2010, Small Business Saturday has become an important part of small businesses' busiest shopping season.



Further supporting the establishment of new brick and mortar businesses, the ISBDC has been instrumental in the development of the retail business incubator, The 101, located in the city of Woodstock in the newly renovated Old Courthouse Center. This fall the city welcomed their first two incubator tenants, The Records Department and Seleta Scents. The ISBDC worked closely with the city assisting with occupant selection, providing advising services, and partnering on educational workshops. Mark Piekos, Manager of the ISBDC at MCC recently delivered a Legal Issues in Entrepreneurship workshop. Future workshops that Mark will present include Finance & Cash Flow for Small Business and Retail Store Management.

Workforce Training Top 25 Partner Recognition

LERN uGotClass has once again named MCC a Top 25 Gold Partner. LERN uGotClass is a provider of online courses and certificates and serves as a third-party learning partner used by MCC's Workforce Training program to extend the depth and breadth of available courses. The Learning Resources Network (LERN) is the world's largest association in continuing education and lifelong learning, offering information and consulting expertise to providers of education and customized training. LERN serves more than 9,000 professionals every year by providing practical, how-to information on marketing, finances, management, sales, and product development. They serve a variety of institutions, including state universities, colleges, community and technical colleges, public schools, recreation departments, and associations.

LERN recruits instructors and utilizes top consultants in the business from their network of 4,000 members in 20 countries to develop and facilitate the classes. This enhances MCC's ability to offer relevant, current non-credit courses and certificates led by national experts and educators, and completed at the student's schedule and convenience.



"Information That Works!"

Illinois Council for Continuing Education and Training (ICCET) Recognition – Kids and College

At the annual ICCET Conference on October 20, the 2023 ICCET Innovation Award was presented to Tressman Goode on behalf of the MCC Kids and College Program. This award recognizes the significant contribution that an individual or group has made in the field of continuing education. Tressman was recognized for his efforts to redesign MCC's Kids and College program in alignment with MCC's meta-pathways, providing area elementary and middle school youth with the opportunity to participate in early career exploration experiences. During the current fiscal year, the career exploration activities are being expanded with a series of STEM related mini-camps scheduled during spring break. Topics will include problem solving and teamwork within a virtual environment, digital art, and hands-on science activities. Development is also underway for the introduction of a weeklong Public Service camp for Summer 2024 Kids and College that will integrate Fire Service, Criminal Justice, and First Responder content and culminate with an integrated simulation on the final day of the camp.



Pictured above: Tressman Goode, Coordinator of Personal Development and Kids and College

Workforce Development... At Work in Woodstock

On Friday, November 3, the Workforce Development Division participated in an afternoon retreat designed to introduce new staff to the work of the division and support team engagement. The activity began with lunch at the University Center at MCC and included stops at BTM Industries, Woodstock Center, Motorcycle Technician School, Workforce Network, the McHenry County Courthouse, and the Woodstock Square. Using the Goosechase online platform, division personnel completed 39 "missions" that highlighted current partnerships, explored current offerings, and tested knowledge of acronyms and division stats. Here's what happens when you turn a division loose in a city:

- New partnerships - a new internship site was established
- A Micro-Internship opportunity was identified
- Two new Personal Development instructors and related class content were discovered

Information Security Program
Annual Update

Information

The Federal Trade Commission's Standards for Safeguarding Customer Information requires at least an annual report to the Board of Trustees.

The Information Security Officer at MCC is Bonnie Johnson. The ISO is responsible for overseeing, implementing, and enforcing the Information Security Program. The ISO works with the Chief Information Officer, Timothy Hopkins, and the Director of Infrastructure and Security, Rob Rasmussen, to ensure the program is kept current and new security initiatives are identified, scoped, and implemented in a timely manner.

The Information Technology department maintains an Information Security Program. This program consists of written plans, processes, and procedures related to Cybersecurity and Physical Security of technology assets. The program also encapsulates oral and informal processes, standards, and methods undertaken to ensure the security of information assets at MCC. The program includes recommendations and requirements judged to be critical to maintaining effective information security. Additionally, the program includes up-to-date written procedures and guidelines, including:

- Acceptable Use of Technology Resources Guidelines
- Incident Response Plan
- Compromised Account Process
- Data Breach Response Process
- Physical Entrance Guidelines and Procedures
- Process for Student Employee Colleague Access Request
- Risk Register, a list including CyberSecurity risks and mitigation priorities

Our overall compliance with the MCC Information Security Program is internally assessed to be excellent, with exceptions. MCC IT understands the importance of information and network security and devotes considerable time and attention to both. The cybersecurity maturity level of the program, as measured by the Center for Internet Security's MS-ISAC Nationwide Cybersecurity Review, grades out above national peer institutions and higher education in all areas except Detection. Security practices, such as requiring Multi-Factor Authentication for all users and developing and maintaining a Risk Register to guide future work efforts, are in place and effective at reducing risk.

Challenges to information security remain. While more time than ever is devoted to securing systems and services, there are still many incidents that require immediate attention at the expense of other priorities. Additionally, detecting incidents remains challenging as the computing environment continues to grow in both scope and complexity. MCC IT needs to devote all available resources to continue providing a secure computing environment while also addressing Risk Register items. MCC IT must also conduct a formal Risk Assessment to further gauge the risk environment.